

HIGH POINT UNIVERSITY

PUBLIC NOTIFICATION

October 1, 2011

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FEDERAL MANDATES

Compliance with Federal Regulations. The University seeks to comply with federal regulations, including, but not limited to, the following:

Equal Opportunity: gender, race, religion, national origin, physical handicap

- Title VII of the Civil Rights Act of 1964;
- Rehabilitation Act of 1973, Section 504;
- Americans with Disabilities Act of 1990;

Program Non-discrimination: age, gender, national origin, physical handicap, race

- Title VI of the Civil Rights Act of 1964;
- Title IX of the Education Amendments Act of 1972;
- Rehabilitation Act of 1973, Section 504;
- Age Discrimination Act of 1975;

Privacy of Student Records: access to records

- Family Education Rights and Privacy Act of 1974;

Copyright

- Copyright Act of 1976;

Environmental Compliance

- Resource Conservation and Recovery Act of 1976;

Consumerism: academic programs, financial aid, persistence/graduation rates, tuition

- Education Amendments Act of 1976;
- Student Right-to-Know Act of 1990;

Campus Crime Reporting: crime statistics

- Campus Security Act of 1990;

Drug Prevention

- Drug-Free Workplace Act of 1988;
- Drug-Free Schools and Communities Act of 1989.

Sources of Information. Students who wish information descriptive of the above acts or about institutional efforts to comply should contact the Office of Student Life. Where appropriate, the student may be referred to other offices on campus.

Grievance Procedures. Unless otherwise indicated in student handbooks for the day, evening, or graduate programs, students who believe that they have been denied access to the programs and services of High Point University should contact the provost and vice president for academic affairs (academic grievances), vice president of Student Life (non-academic grievances), or the athletic director (athletic grievances). The administrator may (1) attempt to adjudicate the case directly; (2) refer the case to a Board of Adjudication (*see Board of Adjudication*), or (3) allow the student to choose between the two options. Decisions resulting from any of the three hearings may be appealed to the president of the University who, at her/his discretion, may refer the case to the Executive Committee of the Faculty.

STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974 (Public Law 93-380), also known as the Buckley Amendment, requires that all educational institutions establish policies designed to encourage the privacy and accuracy of student records.

Access. High Point University accords all the rights under the law to students who are declared independent. Except for directory information, no one outside the institution shall have access to, nor will the institution intentionally disclose, any information from student records without the consent of the student, except to personnel within the institution, to officials of other institutions in which the student seeks to enroll, to persons or organizations providing financial aid, to accrediting agencies carrying out their accrediting function, to persons in compliance with judicial order, or to persons in an emergency in order to protect the health and safety of students or other persons.

Safeguards. Within the High Point University community, only those members, individually or collectively, acting in the educational interests of the student are allowed access to student records. These members may include the president of the University, the vice presidents, the deans, and the director of financial affairs. Other personnel, including the faculty advisor, faculty in whose classes the student is presently enrolled, professional staff in the Office of Student Life, persons acting on behalf of the individuals named *supra*, and persons writing recommendations at the request of the student, may be granted access within the limitations of their right to know.

Directory Information. High Point University may provide *directory information* to include student name, address, telephone number, date and place of birth, major field of study, dates of attendance, honors received, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

A student may seek to limit the release of directory information for one academic year by filing Form REG 101 (Release of Directory Information) with the Office of Registrar [First Floor Roberts Hall] by the last day of drop/add each academic term. Provided the request is filed, the name of the student will be listed in the student directory, but directory information will not be printed as a signal to University employees that directory information should not be disseminated. Forms requesting non-disclosure of directory information must be filed annually.

Guardians. In order to guarantee the privacy to which a student is legally entitled, all records, including, but not limited to, grades, academic/administrative sanctions, and financial aid, will be provided routinely to the student alone. Grades are issued at the end of each term; and, for undergraduates, progress reports are issued at mid-term if, at that point, the student does not have a grade of C or higher in one or more courses. Grades are posted as received from the instructor on MyStuff (the student's personal website at High Point University). In addition, mid-term and final grades are mailed to freshmen at their home address unless the student requests otherwise by completing Form REG 102 (Academic Status Report) in the Office of the Registrar. In no case will requests for records be received telephonically.

*Students are advised of the right of the parent/guardian to access the student record if the student is younger than 18 or if the parent/guardian **officially** demonstrates that the student is legally and financially dependent upon the parent/guardian.*

Retention of Records. Permanent records are kept by the Office of Financial Affairs (student accounts), the Office of Institutional Advancement (alumni records), and the Office of the Registrar (academic records), with the assistance of the Office of Information Technology. Temporary records may be kept in the following offices:

- Academic Advisors
- Carr Sports Medicine Center
- Department of Education
- Faculty Athletic Representative
- Learning Assistance Center
- Office of Academic Affairs
- Office for Athletic Compliance
- Office of Career Planning
- Office of Information Technology (data files)
- Office of Counseling
- Office of the Evening Degree Program
- Office of Financial Aid
- Office of Graduate Studies
- Office of Institutional Effectiveness;
- Office of Safety and Security
- Office of Student Life
- Office of Undergraduate Admissions
- Student Health Center

Disposal of Records. Ordinarily, temporary records will be disposed of within six years, except that the University reserves the right to retain student records where information contained therein would be important in legal background checks and/or where possible legal action is projected. An inventory descriptive of the policies governing the creation, retention, and disposal of the separate student records is available for review in the Office of Internal Affairs.

Right to Challenge. As a student, you have the right to inspect and review your educational records, to challenge the contents of your records by discussing your records with the appropriate vice president, to have a hearing before the Student Life Committee if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in your files if you feel the decision of the hearing panel is unacceptable.

Right to Copy. Except for transcripts and supporting documents forwarded from an institution previously attended and except for documents to which you have waived your right of access, you may secure copies of your records provided your financial account with the University does not reflect a balance due. These copies will be made at your expense at the prevailing rate for transcripts and copying.

Exceptions. You do not have access to the following:

- confidential information which may have been placed in your file before January 1, 1975;
- medical and psychiatric records, with the exception that such records may be reviewed by a physician or other qualified individual or forwarded to the health center at another educational institution upon the written request of the student;
- the financial statements filed by your parents or guardians;
- confidential recommendations written after January 1, 1975, where you have waived right of access.

DATA ON SIX-YEAR GRADUATION RATES

The Office of Institutional Effectiveness at High Point University publishes annually summary data descriptive of the University's persistence and graduation ratios. These data are available for review in the Office of Community Relations. In compliance with mandates established by the federal government and the National Collegiate Athletic Association (NCAA), the University announces the following six-year graduation rates for first-time freshmen:

Date of Entry	1997	1998	1999	2000	2001	2002	2003	2004	2005
Year of graduation for 6-year graduates	2003	2004	2005	2006	2007	2008	2009	2010	2011
Entire Class	57%	53%	52%	55%	56%	56%	55%	55%	61%
Men	63%	45%	47%	60%	53%	56%	43%	52%	62%
Women	52%	56%	55%	52%	58%	56%	63%	57%	61%
Student Athletes	48%	51%	59%	70%	50%	49%	55%	55%	69%
SAT < 800	60%	48%	58%	44%	50%	44%	62%	40%	71%
SAT 801 – 900	57%	55%	54%	58%	53%	55%	42%	40%	61%
SAT 901 – 1000	48%	45%	46%	55%	50%	50%	52%	48%	51%
SAT 1001 – 1100	52%	52%	51%	53%	57%	57%	56%	63%	62%
SAT > 1100	69%	57%	57%	62%	69%	64%	64%	68%	72%
Conditional Admission	49%	56%	43%	39%	55%	39%	26%	19%	62%
Presidential Scholars	56%	69%	64%	53%	67%	75%	67%	79%	73%
Presidential Fellows	67%	71%	67%	68%	79%	71%	80%	79%	74%

UNDERGRADUATE ADVANCEMENT RATIOS. Because the number of students who transfer into the university may exceed the number of first-time freshmen who transfer out, the graduating class at High Point University is sometimes larger than the number of freshmen who entered four years earlier.

FIRST-TIME FRESHMEN		NUMBER OF GRADUATES		PERCENTAGE
1988	494	1992	525	106%
1989	391	1993	525	134%
1990	385	1994	495	129%
1991	299	1995	475	159%
1992	359	1996	512	143%
1993	431	1997	538	125%
1994	367	1998	519	141%
1995	446	1999	550	123%
1996	561	2000	569	101%
1997	575	2001	579	101%
1998	682	2002	603	88%
1999	507	2003	547	108%
2000	469	2004	529	113%
2001	489	2005	548	112%
2002	465	2006	594	128%
2003	550	2007	608	111%
2004	429	2008	505	118%
2005	454	2009	552	122%
2006	590	2010	537	91%
2007	840	2011	659	78%
2008	952			
2009	1081			
2010	1275			

CAMPUS SECURITY

Annual Security Report

High Point University publishes this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (as amended in October 1998). The Clery Act requires eligible institutions to prepare, publish, and distribute an Annual Security Report containing specific information about campus security policies and campus crime statistics. The High Point University Security Office is responsible for preparing and distributing this report in accordance with the Clery Act. The Security Office works with other departments and agencies to compile the information required for this report. The Vice President of Student Life and Director of Housing are key contributors in the preparation of this report, and provide critical information concerning campus security policies and campus crime statistics for inclusion in this report. The High Point Police Department also provides information concerning crime statistics for disclosure in the report. We encourage all members of the High Point University community to use this report as a guide for safe practices on and off-campus. It outlines campus policies and provides important safety and crime prevention tips

Although no institution today can guarantee security and safety, High Point University intends to be as safe as any institution of higher education can be. Safety and security are encouraged by a professional security force, off-duty police officers, cameras, good campus lighting, emergency sirens, blue light call boxes, peep holes on doors to student rooms and residence halls which are secured 24hours a day via card access.

EMERGENCIES: If you require assistance from the Office of Security and Transportation, you should:

- Call 9111 from an on-campus phone;
- Call 336-841-9111 from an off-campus phone;
- Push the call button on any blue security tower or CARE (Campus Assistance & Response to Emergency) point.
- Texting HPU to 78247
- Call the City of High Point's emergency number by dialing 8-911 from any on campus phone, or 911 from any mobile device

CARE (Campus Assistance and Response to Emergency): ADA-compliant blue security CARE points with emergency push button phones are at strategic locations around campus. Some include CCTV

TIMELY WARNINGS: In compliance with the Jeanne Clery Act, 20 U.S.C. § 1092(f) Campus Security will release Timely Warning Notifications as necessary to warn the campus of crimes or events, on or off campus, considered to be a potential threat to students, faculty, and

staff. Posting Timely Warning Notifications is necessary if a serious crime or systematic pattern of crimes and/or series of threats has occurred that may put any member of the campus community at risk. The decision to release a Timely Warning Notification will be made by the Chief of Security, in consultation with the Vice President of Student Life and, Vice President of Administration, and any others who may provide insightful input, including local law enforcement agencies.

Timely Warning Notifications may be issued via a variety of mediums including, but not limited to, broadcast email, SMS text messaging, and the campus siren system. These communication mediums will be utilized any time a situation warrants their use. Campus officials not subject to the timely reporting requirement are those with significant counseling responsibilities who were providing confidential assistance to a crime victim, such as pastoral counselors and professional counselors. It should be noted that a warning may not be issued if it will compromise efforts to contain the emergency.

EMERGENCY MASS NOTIFICATION: The High Point University security department may initiate the university's emergency mass notification processes during extremely violent or hazardous incidents that pose immediate danger to the campus community when Security personnel need to notify campus community members immediately in order to reduce the likelihood of casualties or injuries. Immediate notification to the campus about a seriously violent or extremely hazardous incident can be accomplished through a variety of communications methods to include the use of text/voice messaging and sirens. When emergency mass notification systems are activated using the siren and text/voice messaging, university officials will notify the City of High Point of the emergency situation, its location and will likely request campus members to protect themselves by evacuating the affected area if it is safe to do so and/or by employing the "shelter-in-place" concept. "Shelter-in-place" means to take immediate shelter wherever you happen to be at the time of a "shelter-in-place" notification— in campus housing, in privately owned housing near campus, in an academic or administrative building, etc. Community members should remain in a "shelter-in-place" status until the all clear is communicated by emergency response personnel via an emergency rapid communications system(s). University authorities may instruct you to "shelter-in-place" if a condition exists that is potentially life threatening and poses an immediate threat to the health and personal safety of the campus community. Immediate threats would include, but are not limited to; active shooter incidents, mass violent acts, tornadoes, earthquakes, terrorist attacks, and hazardous materials incidents.

The university's means of communicating during an emergency situation includes the following. Not all of these communication methods are always employed. The communications method used would depend on the type of emergency:

- Text/Voice Messaging
- Siren/PA towers
- All Campus Email Alerts
- High Point University Website
- Public Media (TV, radio, news websites)
- Public Address System from Public Safety Vehicles
- Direct on-foot and in-person notifications

The institution will conduct periodic drills and tests to ensure operability, accuracy, and timeliness of emergency mass notification systems. These tests may be either announced or unannounced.

ACCESS TO CAMPUS FACILITIES: Students have access to the public areas of campus, except where they have been excluded for disciplinary reasons or when the buildings are officially closed. Students have access to rooms in their residence halls during the period of assignment, except where they have been excluded for disciplinary reasons or when the buildings are officially closed to all students or to students of another gender. Access to authorized areas will be accomplished via university-issued HPU Passports. Access to facilities assumes that students maintain the security of the buildings, including their residence halls where they must use a security key/card to gain access. Student card access to residence halls is based on assignment to the respective hall.

AUTHORIZED ENTRY: Authorized individuals may enter student rooms for purposes of routine maintenance, housekeeping, inspection or search. These individuals include, but are not limited to, residence hall staff, maintenance and housekeeping personnel, security officers, University officials, health inspectors and fire inspectors. When authorized individuals enter rooms, they shall exercise reasonable effort to maintain the safety and security of persons and property.

ROOM INSPECTION: In order to encourage health and safety, your room will be inspected periodically by authorized individuals, including, but not limited to, residence hall staff. Although such entry is not for purposes of search, if, in the course of such inspections, items are discovered which suggest violation of university policies or legal statutes, they will be seized and disciplinary action may result. In the event that both students are under 21, alcohol will be considered an illegal substance. In the event that halls have been designated alcohol-free, alcohol will be considered a violation of university policy.

ROOM SEARCH: Where reasonable cause exists, authorized university officials, including residence hall staff, may enter and search rooms should life or property appear to be in danger or to investigate alleged violations of University policies or municipal, state or federal laws.

CRIME REPORTS: Members and guests of the university community should report crimes to security, which is located in the lower level of the Security Service Center (SSC) building beside The Slane Center. Main security headquarters or located on the first floor of the North College Administration building. Security includes:

- Chief of Security / Director of Transportation 336-841-9011
- Administrative Assistant to the Chief of security 336-841-9109
- Security Emergency 336-841-9111
- Security Non-Emergency 336-841-9112

Students may report crimes directly to police but preferably by calling 9111 from a campus telephone. Where extenuating circumstances exist, crimes may be reported to the:

- VP for Student Life 336-841-9141
- Senior Director of Residence Life 336-841-9120
- Director of Counseling Services 336-888-6352

Students, or anyone, may report crimes or suspicious behavior via the HPU Website-based Campus Crimestoppers tip link in the Community BlackBoard. While the reporter has an option to add their personal details to the report, they are not required to do so, and may remain anonymous if they so desire.

VOLUNTARY CONFIDENTIAL REPORTING: If you are the victim of a crime and do not want to pursue action within the University system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Chief of Security, Vice President of Student Life, or designee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

LIMITED VOLUNTARY CONFIDENTIAL REPORTING: The university encourages anyone who is the victim or witness to any crime to promptly report the incident to the Security Office or the Office of Student Life. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can be made to the Office of Student Life and/or security. Because police reports are public records under state law, the High Point Police Department cannot hold reports of crime in confidence.

***A Guide to Campus Life*, the student handbook of High Point University, encourages members of the University community to contact the Security Office if they have reason to believe that persons are trespassing, soliciting or contemplating/undertaking criminal activity. Security officers will investigate such complaints and file reports with the Chief of Security and the Vice President for Student Life. Where appropriate, the Chief of Security and/or the Vice President for Student Life will involve local law enforcement agencies.**

PASTORAL & PROFESSIONAL COUNSELORS: As a result of the negotiated rulemaking process which followed the signing into law of the 1998 amendments to 20 U.S.C. Section 1092(f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors” when acting as such are not considered to be campus security and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The Rulemaking committee defines counselors as:

Professional Counselor – An employee whose official responsibilities include providing clinical counseling to members of an institution’s community and who is functioning within the scope of his or her license or certification.

Pastoral Counselor – an employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

EDUCATION: At the beginning of each academic year, staff of the Office of Student Life and the security department meet with entering students to discuss campus safety and security. In addition to educational programs, security educates the University community via email notices as needed.

CRIME STATISTICS: The Security Office maintains and reports statistics descriptive of crime on campus.

The following statistics summarize reported crimes on the campus for calendar years 2002 – 2010.

High Point – main campus

VIOLATIONS	2002	2003	2004	2005	2006	2007	2008	2009	2010
Murder/Non-Negligent Manslaughter	00	00	00	00	00	00	00	00	00
Negligent Manslaughter	00	00	00	00	00	00	00	00	00
Sexual Offenses [forcible]	00	01	00	01	00	01	00	00	02
Sexual Offenses [non forcible]	00	00	00	00	00	00	00	00	00
Robbery	00	00	00	00	00	02	01	01	00
Aggravated Assault	00	00	02	00	00	00	05	01	01
Burglaries	17	24	13	07	06	12	01	09	05
Motor Vehicle Thefts	03	04	04	02	03	00	01	02	00
Arson	00	00	00	00	00	00	00	00	00
Larcenies	27	54	60	49	24	25	73	24	54
Hate Crimes [28.U.S.C.534]	00	00	00	00	00	00	00	00	00
ARRESTS									
Liquor Law Violations	-	-	-	-	-	-	03	00	00
Drug Law Violations	-	-	-	-	-	-	06	08	01
Illegal Weapons Violations	-	-	-	-	-	-	00	00	01
REFERRALS									
Liquor Law Violations	96	131	109	158	172	290	181	298	330
Drug Law Violations	02	00	05	08	11	16	04	40	95
Illegal Weapons Violations	00	00	01	02	02	00	00	5	03

**Arrest data for liquor, drug & weapons violations not available for years 2002-2007.*

At the commencement of each academic year, crime statistics for the offenses identified supra, and covering the three most recent academic years, ordinarily are distributed to all members of the University community, including faculty, staff and students. Such statistics are provided, upon request, to the general public.

The following statistics summarize reported crimes on the campus for calendar years 2002 – 2010.

Winston-Salem – Budd Family Campus (Evening degree program)

VIOLATIONS	2002	2003	2004	2005	2006	2007	2008	2009	2010
Murder/Non-Negligent Manslaughter	-	-	-	-	-	00	00	00	00
Negligent Manslaughter	-	-	-	-	-	00	00	00	00
Sexual Offenses [forcible]	-	-	-	-	-	00	00	00	00
Sexual Offenses [non forcible]	-	-	-	-	-	00	00	00	00
Robbery	-	-	-	-	-	00	00	00	00
Aggravated Assault	-	-	-	-	-	00	00	00	00
Burglaries	-	-	-	-	-	00	00	00	00
Motor Vehicle Thefts	-	-	-	-	-	00	00	00	00
Arson	-	-	-	-	-	00	00	00	00
Larcenies	-	-	-	-	-	00	00	00	00
Hate Crimes [28.U.S.C.534]	-	-	-	-	-	00	00	00	00
ARRESTS									
Liquor Law Violations	-	-	-	-	-	00	00	00	00
Drug Law Violations	-	-	-	-	-	00	00	00	00
Illegal Weapons Violations	-	-	-	-	-	00	00	00	00
REFERRALS									
Liquor Law Violations	-	-	-	-	-	00	00	00	00
Drug Law Violations	-	-	-	-	-	00	00	00	00
Illegal Weapons Violations	-	-	-	-	-	00	00	00	00

IDENTIFICATION CARDS: All students must carry student identification cards (Passports), which may be obtained from the Security Office. Passports must be presented to security officers, city police working on campus and University officials upon request.

LIABILITY: Although the University seeks to protect the property of members of the High Point community, the University cannot be responsible for property that is lost, stolen or damaged by accident, by nature or by others. Therefore, the University recommends personal property insurance, especially when you bring valuables, including, but not limited to, vehicles, to campus. Also, if you have valuable property in your room or vehicle, you should:

- complete Form SEC 101 [Property Registration Form] and return it to the Security Office because this information, which includes property identification numbers, will be especially useful if your property is lost or stolen;
- engrave your name and the telephone number for security [336-841-9112] on property which might be the object of theft. For assistance, call the Security Office.

OFF-CAMPUS ACTIVITY: Although the university is not in a position to police off-campus activities, it should be understood that any person, group of persons or organization who/which violates university regulations or legal statutes of federal, state or local agencies is liable. Moreover, any person who aids or abets another in violating university regulations or legal statutes of federal, state or local agencies may be liable not only for aiding or abetting, but also for personal injuries or property damages resulting from such violations. Organizations and officers of such organizations also have such liabilities. Should it become evident that individuals, groups of individuals or organizations who/which are members of the University community and/or the guests of such members are engaged in criminal activity or in activity which endangers the health or safety of persons, such individuals or groups may be subject to stern disciplinary action by the university. Such action may include the withdrawal of the organizational charter and/or the exclusion, expulsion or termination of members of the University community (see *A Guide to Campus Life*). In addition, as appropriate, reports will be filed with appropriate law enforcement agencies.

University regulations apply when individuals are representing the university or organizations thereof away from the campus or when the university provides or arranges off-campus housing for members of the university community.

RECORDS: Records created and maintained by security, when not shared with Student Life or administration, are not educational records and are not protected from disclosure by FERPA. Records of the school's disciplinary actions or proceedings against a student are not available to the public without the consent of the student or the student's parent (if applicable). However, this law does not prevent a school from releasing records of its law enforcement unit to the public without the consent of the student or the student's parent (if applicable).

Under law, a school is permitted to disclose the results of disciplinary proceedings to the alleged victim of a crime of violence (as defined in the United States Criminal Code). However, disclosure may not be made to the public without the consent of the student or parent (if applicable).

A school is not relieved of compliance with the reporting requirements of the campus security regulations when the school refers a matter to a disciplinary committee rather than to the school's law enforcement unit or directly to local authorities.

RESIDENCE HALLS: All external doors to residence halls should remain shut and locked at all times, except for legal entry. Sanctions shall be imposed (see *A Guide to Campus Life*) where students violate the security of these doors. Both on-campus and off-campus visitors to residence halls must be escorted throughout the hall by a resident.

SAFETY AND SECURITY PRECAUTIONS: Students are expected to contribute to campus safety and security by being proactive. The University asks students to:

- Report suspicious activity.
- Confront friends and acquaintances who violate security doors or fire safety devices by talking with them directly or by asking staff in the Office of Student Life to talk with them. [Ordinarily, the conversation will not result in sanctions if it is initiated for educational purposes and if it is the first offense.]
- Confront friends and acquaintances who are involved in aggressive behaviors or criminal activities either directly or by asking staff in the Office of Student Life to talk with them.
- Keep doors and windows to your room locked when the room is not occupied.
- Call 9111 if there is reason to believe that persons are soliciting, trespassing or contemplating/undertaking criminal activity.
- Register valuables with the Security Office by completing Form OSC 101 [Property Registration Form] and by returning it to the Security Office.
- Engrave your name and the telephone number for Security [336-841-9112] on property which might be the object of theft.
- Park vehicles in the assigned areas, lock valuables in the trunk, and lock the doors.
- Walk in pairs – use the “buddy” system.

MISSING STUDENTS:

Policy Statement

- This policy contains the official notification procedures of High Point University for missing students who reside in on-campus housing, in accordance with the requirements of the Higher Education Opportunity Act of 2008 (the “HEOA”).

Reason for Policy

- The purpose of this policy is to promote the safety and welfare of members of the University community through compliance with the requirements of the HEOA.

Policy

The HEOA of 2008 requires institutions of higher education to establish:

- A missing student notification policy for students who reside in on-campus housing
- A process for students to register a confidential contact for use under this policy
- Procedures to implement this policy for students who reside in on-campus housing

If any member of the University community has reason to believe that a student may be missing, s/he should immediately notify the Office of Safety and Security at 336.841.9112.

This policy applies to students who reside in campus housing, including university owned houses and found to be missing or absent from the University for a period of more than 24 hours without any known reason or which may be contrary to usual patterns of behavior. A student will be considered missing immediately, if his/her absence has occurred under circumstances that are suspicious or cause concerns for her/his safety. Such circumstances could include, but are not limited to: reports or suspicions of foul play, suicidal thoughts, drug use, any life threatening situations, or where a student may be known to be with individual(s) who may endanger the welfare of the student.

Procedures

- If the initial report that a person is missing is made to a department other than the Office of Safety and Security, the staff member or faculty member receiving the report will ensure that the Office of Safety and Security is contacted immediately. Students will be given the opportunity during the beginning of each academic year to designate an individual(s) to be contacted by the University “in case of emergency”.

Official Notification Procedures for Missing Persons

1. Any individual on campus who has information that a residential student may be missing must notify security as soon as possible.
2. The Office of Safety and Security will contact the Office of Student Life if during office hours; will call the Resident Director on Duty if after hours. Student Life Staff and Security Staff will gather information about the residential student from the reporting person and from any of the student's acquaintances:

Description

Clothes last worn

Where student might be

Who student might be with
Vehicle description
Information about the physical and mental well being of the student
Up-to-date photograph
Class schedule

3. Appropriate campus staff will be notified to aid in the search for the student.
4. If the above actions are unsuccessful in locating the student within 24 hours of the report or it is immediately apparent that the student is a missing person (e.g., witnessed abduction), the Office of Safety and Security will contact the High Point Police Department to report the student as a missing person and High Point Police Department will take over the investigation.
5. No later than 24 hours after determining that a residential student is missing, the Vice President for Student Life or her designee will notify the emergency contact (*for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

****Contact is contingent upon the correct emergency contact information being made available by the student.***

6. Senior University Administration will be notified in accordance with this policy.

Procedures for designation of emergency contact information

- ***Students age 18 and older and emancipated minors.*** In the event a student is reported missing, a Student Life Staff member will attempt to contact his/her emergency designee no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth above. An emergency contact designee will remain in effect until changed or revoked by the student.
- ***Students under the age of 18.*** In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth above, the University is required to notify a custodial parent or guardian or confidential contact no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth above.

SECURITY PERSONNEL: Campus security officers and law enforcement officers collaborate to provide campus safety and security.

University Security Officers: Trained security officers employed by the University seek to maintain the safety and security of persons and property on campus on a 24-hour basis. These officers are required to investigate and report criminal activity. A copy of their report is filed with the Chief of security and distributed to selected campus administrators, including the Vice President for Student Life and Vice President for Administration. The Chief of security and/or the Vice President of Student Life will follow up on such reports and, where appropriate, report such violations to appropriate law enforcement agencies. Although campus security officers do not carry guns and do not have the power of arrest, they may detain when certain crimes are committed in their presence.

Off-Duty Police Officers: In order to encourage safety and security of persons and property, the University employs off-duty police officers, who are employed full-time by the High Point Police Department, to patrol the campus during peak hours. Police officers are armed and have powers of arrest. While High Point University does not have any official memorandum of understanding with the High Point Police Dept. the institution enjoys a close working relationship with the agency.

Sexual Assault: The University maintains an environment free of sexual harassment and other coercive sexual behaviors, whether implicit or explicit. Offenders may be male or female; the victim's superior, co-worker or subordinate; a University employee, a student or a non-employee. The victim may be male or female, a member of the same sex or a member of the opposite sex.

Counseling: In the event of sexual assault, you should contact the director of counseling services [Slane Student Center]. You may schedule an appointment by calling 336-888-6352. If you need assistance in contacting the director of counseling services, you may ask a security officer [336-841-9112], the vice president for student life, the director of residence life, your area/resident director or your resident advisor to contact the counselor on your behalf.

At your request, the director of counseling services will assist you in scheduling appointments with persons off-campus who provide counseling related to sexual assault or mental health.

Disciplinary Procedures: In the event of sexual assault, the University will follow those disciplinary procedures described in detail in the chapter entitled "The University Judicial System" which is published in *A Guide to Campus Life: The Student Handbook of High Point University*. The student handbook is available from the Office of Student Life [Slane Student Center] or at <http://www.highpoint.edu/campuslife/>. The vice president for student life will oversee the administration of such procedures.

Where a complaint exists, both the accuser and the accused:

- are entitled to the same opportunities to have others present during a disciplinary proceeding (see the chapter on the University judicial system which appears in *A Guide to Campus Life* and which is available from Slane Student Center);
- will be informed of the University's final determination with regard to disciplinary proceedings and of any sanction(s) imposed against the accused.

Pursuant to Sec. 493 (a) of the Higher Education Opportunity Act, at the written request of the victim (or next of kin, if student is deceased), the University will disclose the report on disciplinary proceedings conducted against an alleged perpetrator of any violent crime or a nonforcible sex offense to the alleged victim upon written request.

Educational Prevention Programs: The director of counseling services is assigned responsibility for coordinating educational programs and activities designed to discourage rape, acquaintance rape and/or other forcible or non-forcible sexual offenses, including the use of drugs designed to induce or enhance sexual activity which is either unwanted or unknown. In the administration of this responsibility, the director of counseling services will be assisted by staff in the Office of Security and Transportation, Office of Student Life and Student Health Services.

All entering day students shall participate in educational programs designed to discourage bigotry, racism and sexism, and related criminal activities, including sexual harassment and sexual assault. In addition, staff in the Office of Student Life will sponsor educational programs and other activities designed to discourage unwanted or illegal sexual activity on campus.

Evidence: In the event of sexual assault, it is critical that you preserve evidence and that you receive a medical examination (*see below*) immediately. If you delay such examination, critical medical evidence may be lost.

Notification: Students who have been sexually assaulted should notify one of the following University officials immediately: a security officer or dispatcher, the vice president for student life, the director of residence life or the director of counseling services. You may contact the Security Office by calling 9111 from an on-campus phone or 336-841-9111 from an off-campus phone, or you may contact the High Point Police Dept. at 911. If you would like for someone other than a security officer to assist you, you should ask the officer/dispatcher to assist you in contacting the

person with whom you would like to speak. Although you are encouraged to tell the officer/dispatcher that you are a victim of a sexual assault, you are not required to do so. At your request, a security officer/dispatcher, the vice president for student life or his/her designated representative will contact the local law enforcement agency for you or will assist you in making such contact.

Medical Attention: Students who have been sexually assaulted should immediately report to the emergency room of the High Point Regional Health System. A delay could result in the loss of critical evidence.

Reasonable Accommodation: Where appropriate and reasonable and at the request of the student, the University will change the academic environment or room assignment for persons who are victims of sexual assault. Students seeking such accommodation should contact Gail Tuttle, the vice president for student life [Slane Student Center], or Rita Sullivant MA, LPC Coordinator of Disability Support [Smith Library], in the event that such accommodation is not routinely provided.

Identification of Registered Sex Offenders: Information descriptive of registered sex offenders in North Carolina may be secured at <http://sbi.jus.state.nc.us/DOJHAHT/SOR/Default.htm>. The NC Sex Offender and Public Protection Registry describes the sex offender registration requirements and allows online searches of the Registry.

CONTROLLED SUBSTANCES

As an institution related to The United Methodist Church, High Point University recommends abstinence regarding recreational use of alcohol, tobacco and other drugs. Furthermore, the University expects all students to comply with federal, state and local laws related to the use of alcoholic beverages, narcotics and other drugs.

High Point University Counseling Services offers individualized assessment (Substance Abuse Subtle Screening Inventory-SASSI), substance abuse counseling and education for students, available upon request, to assist with any alcohol or substance abuse problems. High Point University also offers an Alcoholics Anonymous meeting weekly that students can attend on campus during the school year. Counseling Services has also implemented a Peer-Mentor program through which an educational presentation on the use and abuse of substances will be offered to the student body.

Drug-Free Schools and Communities Act: The Drug-Free Schools and Communities Act of 1989 requires that educational institutions publicize local, state and federal consequences for the unlawful possession or distribution of alcohol or illegal drugs and that they provide information descriptive of health risks associated with substance abuse.

Although summaries contained herein constitute good-faith efforts to provide information mandated by federal law and although portions of the summaries were provided by the federal government, High Point University does not guarantee that they are error-free or exhaustive.

General Policy: The University prohibits the *unlawful* possession of alcohol and illicit drugs by students, faculty and staff either on University property or at any University-sponsored activity. This prohibition extends to activities sponsored by groups or organizations related to the University; and it extends to off-campus professional activities, including professional conferences, where attendance by faculty, staff or students is sponsored, wholly or in part, by the University or by organizations related thereto. Furthermore, the University reserves the right to discipline members of the University community who, in other situations, whether on campus or off, are found to be in violation of federal, state and local laws related to the use of controlled substances.

General Sanctions: High Point University will impose disciplinary sanctions ranging from admonition to expulsion or termination where members of the University community violate the University policy involving controlled substances. Where members of the University community are charged with such offenses, cases may also be referred to federal, state, or municipal agencies. In addition, the University reserves the right to impose sanctions, up to and including expulsion or termination, where members of the University community are found to be guilty of violating federal, state, or local laws involving controlled substances even where the activity is not University-related. In addition to sanctions imposed for the misuse of controlled substances, disciplinary action will be taken for misconduct which results from the misuse of alcohol and/or other controlled substances. Members of the High Point University community also will be held accountable for damages which result from misconduct. Conditions of continuation or readmission, where allowed, may include the completion of an appropriate program of rehabilitation approved by the University.

ALCOHOL

Recognizing that alcohol creates some of the most serious social problems in our society and that the use thereof causes pain and/or death to countless numbers of persons each year, the University recommends abstinence with regard to the use of alcoholic beverages.

Cognizant of the availability of and misuse of alcohol in this secular and pluralistic society, the University seeks to inform students about laws governing the use of alcohol; to discourage the illegal use and abuse of alcohol, whether on campus or off; and to educate persons who either misuse alcohol or enable other persons to misuse alcohol.

North Carolina General Statutes: 18B-102. All members of the University community are expected to comply with North Carolina statutes prohibiting the use of alcoholic beverages by persons younger than 21 years of age. Specifically, it is against the law:

- to sell or give beer, wine, liquor or mixed beverages to anyone younger than 21 years of age;
- for a person younger than 21 years of age to purchase or possess beer, wine, liquor or mixed beverages;
- to use fraudulent identification or to permit the use of one's identification by another in order to obtain alcohol illegally.

Sanctions: Any person younger than 21 who aids or abets another in violation of the above regulations shall be guilty of a misdemeanor, punishable by a fine of up to \$500, or imprisonment for up to six months or both. Any person 21 years old or older who aids or abets another in violation of the above regulations shall be guilty of a misdemeanor, punishable by a fine of up to \$2,000, or imprisonment or both. Any person who aids or abets another in securing alcohol may be liable for personal injuries or property damages resulting from misconduct by those who are intoxicated. Organizations and officers of such organizations may also have such liabilities.

Upon conviction, a report is sent to the North Carolina Division of Motor Vehicles. Any person convicted of violating the above regulations may automatically have his/her driver's license revoked for a period of one year.

University Policy: The University expects members of the University community to abide by state laws governing the use of alcohol; and, therefore, it prohibits the use of alcohol by persons who are younger than 21 either on campus or at campus-related events.

Although the University does not sanction the use of alcohol, and except as indicated *supra*, students who are 21 years old or older may consume alcohol in their rooms in the residence halls provided the door is shut, provided no person under 21 is in the room, and provided legal users conduct themselves in a positive manner. In the event that alcohol is discovered in student rooms anywhere on campus, and provided neither student is 21 or older, the alcohol will be confiscated, and additional sanctions will be imposed.

Your special attention is called to the following:

- even where consumption of alcohol is legal, alcohol, whether open or closed, should not be publicly displayed on campus;
- where the legal use of alcohol results in behavior which is disruptive, disrespectful, destructive, loud or threatening, sanctions up to and including exclusion or termination may be imposed;
- alcohol may not be used as an award or trophy for any event or program of the University or by any University organization, group or individual.

University Sanction: Although sanctions may be increased for exceptional violations, the following sanctions are typical for possession, consumption or distribution of alcoholic beverages in violation of University policy.

Possession/Consumption. Sanctions for the first offense typically include a \$75 fine and/or 10 hours of community service. For the second offense, sanctions typically include a \$100 fine, 20 hours of community service and disciplinary probation for one semester. Further sanctions may include parental notification, exclusion from campus, suspension or expulsion.

Illegal Distribution. Upon the first offense, sanctions for selling alcohol illegally or for illegally distributing alcohol to individuals younger than 21 years of age typically include a \$175 fine. Upon the second offense, students ordinarily will be fined a minimum of \$250 and disciplinary probation for remainder of the term or probable suspension. Sanctions may also include referral to judicial agencies. In addition, mandatory counseling and a positive report may be requisite to consideration for readmission.

Failure to Enforce University Policy, University Recommendations, or North Carolina General Statutes. Where organizations fail to enforce University policies, University recommendations or legal statutes involving the distribution, possession or use of alcohol, sanctions ranging up to suspension or expulsion of the organization may be imposed. Where appropriate, municipal authorities and/or the national headquarters of the organization may be notified.

Anti-social Behavior. Typical sanctions for students involved in anti-social behavior while intoxicated are as follows:

Abuse of Persons. Intoxicated persons who abuse persons should expect expulsion and referral to law enforcement agencies. At the discretion of the vice president for student life, alternative sanctions may be imposed. Abuse of persons includes, but is not limited to, assault, battery, intimidation and insubordination.

Abuse of Property. Intoxicated persons who violate the property rights of others must make restitution within ten (10) days. Typically, minimal sanctions for the first offense include a fine. Sanctions may also include loss of campus housing, disciplinary probation, referral to law enforcement agencies, suspension or expulsion.

Upon the second offense, students should expect suspension or expulsion from the University and referral to enforcement agencies. Where extenuating circumstances exist, alternative sanctions may be imposed by the vice president for student life.

Public Drunkenness. Sanctions for typical offenses are the same as those listed for possession/consumption.

Off-campus events: Although the University ordinarily is not in a position to police off-campus events, it should be understood that any person or any group of persons who aids or abets others in securing alcohol may be liable not only for aiding or abetting, but also for personal injuries or property damages resulting from misconduct by those who are intoxicated. Organizations and officers of such organizations may also have such liabilities. Therefore, in part because they are intended to help persons or groups avoid such liabilities, it behooves individuals, groups of individuals or organizations to comply with the following guidelines. Furthermore, should it become evident that individuals, groups of individuals or organizations who/which are members of the University are unlawfully furnishing alcoholic beverages to persons who are not of the legal drinking age or using alcohol in games or as prizes, such individuals, groups of individuals or organizations may be subject to stern disciplinary action by the university. Such action may include the withdrawal of the organizational charter or the expulsion or termination of individuals.

For legal and/or moral reasons, the following guidelines should apply wherever alcohol is available at off-campus events:

- alcohol should not be provided by organizations or individuals to persons not known to be 21 years old or older;
- the sale of alcohol should be prohibited unless the distributor is licensed by state or local authorities;
- the use of common containers of alcoholic beverages, such as kegs, large bottles, punch bowls, trash cans, ice tubs, refrigerators, *et cetera*, by undergraduates should be prohibited;
- the use of pure grain alcohol by individuals or organizations should be prohibited;
- the use of alcoholic beverages in games should be strictly prohibited;
- the use of alcoholic beverages as a prize should be strictly prohibited;
- individuals, groups of individuals or organizations who influence excessive and/or harmful consumption of alcohol through games, peer pressure, subterfuge or other activities should know that they are subject to stern disciplinary action both by the University and by external authorities;
- alcohol should not be available where fewer than 33% of the persons present are 21 years old or older;
- any organization or group of individuals which sponsors an event where alcohol is available should provide alternative food and beverages during the duration of time when alcohol is available;
- any individual, group of individuals or organization which sponsors an event where alcohol is available should consider the effects, including noise and parking, upon the community where the event is scheduled. Specifically, such events should not be scheduled where noise pollutes residential communities or where people park on private property other than that of the hosts;
- litter should not be allowed to accumulate, even temporarily;

- any chartered organization which allows alcohol at any off-campus event must designate a Risk Management Officer at the beginning of each academic year. This officer must participate in an Alcohol Awareness Session and must provide all members of the organization with information about local, state and federal statutes, university policies and possible sanctions for the violations thereof;
- sponsoring organizations and groups are responsible for social events which they sponsor or allow, and therefore they may establish regulations which are more stringent than existing laws and university policies.

Alcohol-free events: Any chartered campus organization which sponsors a social event where alcohol is available in a given semester must sponsor at least one alcohol-free social event during the same semester. Alcohol-free events must be comparable, in significance, to a typical social event sponsored by the organization where alcohol is served; and a written report descriptive of such events and endorsed by the advisor must be submitted to the Office of Student Life.

Effects of Alcohol Abuse: Even minimal consumption of alcohol may affect behavior, but the abuse of alcohol ordinarily has acute or chronic effects.

Acute. Even low doses of alcohol may have acute effects: (1) most vehicular accidents among persons aged 15 to 24 are related to drinking; (2) aggressive acts, such as abuse of family/friends and acquaintance rape, are almost always related to alcohol abuse; (3) mental functions may be impaired, making it difficult for a person to process and remember information. High doses of alcohol can cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses may produce similar effects.

Chronic. Repeated use of alcohol can lead to dependence, in which case sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs, such as the brain and the liver. Some studies suggest that brain cells are actually destroyed permanently by high levels of alcohol.

CONTROLLED SUBSTANCES OTHER THAN ALCOHOL

In compliance with the Drug-Free Schools and Communities Act of 1989, the university provides the following information descriptive of the effects of selected controlled substances and the types of sanctions which may be imposed either by the University or as a result of legal statutes. Although summaries contained herein constitute a good-faith effort to provide information mandated by law, High Point University does not guarantee that they are error-free or exhaustive.

University Policy: The illegal possession, use or distribution of drugs or paraphernalia associated with drug use is specifically prohibited.

Illegal Possession of Drugs: The illegal possession and/or use of any narcotic drug, hallucinogenic drug or other controlled substance by any person on University property or at university-related functions is specifically prohibited.

Sanctions. Sanctions include mandatory referral to the vice president for student life for assessment. Additional sanctions, including, but not limited to, fines or suspension may be imposed.

Illegal Possession of Drug Paraphernalia: The illegal possession and/or use of drug paraphernalia, including, but not limited to, roach clips, bongos, pipes or rolling papers, while on University property or while attending a university-related function is specifically prohibited.

Sanctions. Sanctions include mandatory referral to the vice president for student life for assessment. Additional sanctions, including, but not limited to, fines, the loss of campus housing or suspension, may be imposed.

Illegal Distribution: The illegal distribution, delivery or sale of any narcotic, hallucinogenic drug or other controlled substance while on University property or while attending a university-related event is strictly prohibited.

Sanctions. Members of the High Point University community who distribute illegal drugs should expect expulsion or termination.

North Carolina Statutes: Article 5 of Chapter 90 of the North Carolina General Statutes makes it unlawful for any person to manufacture, sell, deliver or possess with the intent to manufacture, sell or deliver drugs designated as "controlled substances." Sanctions include terms of imprisonment and heavy fines.

United States Statutes: Portions of the summary which follows were provided by the federal government. Although the summary represents a good-faith effort to provide information, High Point University does not guarantee that it is error-free or exhaustive.

18 U.S.C. 922.g. Conviction: Ineligibility to receive or purchase a firearm.

21 U.S.C. 884.a. First conviction: Imprisonment for up to one year, a fine of at least \$1,000 but not more than \$100,000, or both.

After one prior drug conviction: Imprisonment for at least fifteen days but not more than two years, a fine of at least \$2,500 but not more than \$250,000, or both.

After two or more prior drug convictions: Imprisonment for at least ninety days but not more than three years, a fine of at least \$5,000 but not more than \$250,000, or both. See special sentencing provisions for possession of crack cocaine.

21 U.S.C. 844.a. Civil fine of up to \$10,000.

21 U.S.C. 853.a. Denial of federal benefits, such as student loans, grants, contracts and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

21 U.S.C. 853.a.2 and 881.a.7. Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment. See special sentencing provisions for the possession of crack cocaine.

21 U.S.C. 881.a. Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance. [Vehicles may be impounded in cases involving any controlled substance in any amount.]

Special sentencing provisions for possession of crack cocaine. Mandatory at least five years in prison, not to exceed twenty years, and fine of up to \$25,000, or both, if (a) first conviction and the amount of crack possessed exceeds five grams; (b) second crack conviction and the amount of crack possessed exceeds three grams; (c) third or subsequent crack conviction and the amount of crack possessed exceeds one gram.

Miscellaneous. Authorization to revoke certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, are vested within the authorities of individual federal agencies.

Effects of Selected Drugs: The following is a summary of health risks associated with the use of certain illicit drugs. Although a part of the summary was provided by the federal government, High Point University does not guarantee that the summary is error-free or exhaustive.

Marijuana: Marijuana and related compounds are ordinarily used to encourage relaxation or to produce an altered sense of reality. Marijuana is usually smoked, and it is toxic to the lungs. Disorders of memory, including loss of memory and of mood, including apathy about life, school or work, often occur in chronic users.

Cocaine (stimulant): Cocaine, crack and related forms are usually used for stimulation or because they produce a sense of euphoria. All forms of cocaine are highly addictive, producing a habit that is extremely difficult to abandon. Criminal activity to support the habit often results. In some individuals, cocaine may produce fatal cardiac rhythm disturbances.

Amphetamines (stimulants): Amphetamines and their derivatives, "crystal" and "ice," are used for stimulation. These compounds are very addictive and may produce psychotic and violent behaviors.

LSD and PCP (hallucinogens): These chemicals are used to produce "altered states," in an effort to escape reality. They are very dangerous and can cause psychosis.

Valium, Barbiturates, et cetera (depressants): These and similar prescription drugs are ordinarily used for their sedative or hypnotic effects. Some of these drugs are highly addictive, and others can cause seizures (convulsions) in individuals who take them over long periods of time.

Heroin, Codeine, et cetera (narcotics): These are some of the most addictive substances known. They produce a high or euphoria. Withdrawal can produce convulsions or even coma. Overdose is common and can result in death. Persons who use needles to support consumption are in a high-risk group for infection with human immunodeficiency virus, believed to be the cause of AIDS.

Other: Many medications and drugs, including those which are prescribed for you, have the potential for abuse.

High Point University Higher Education Opportunity Act 2011-2012 Campus Fire Safety Annual Compliance Report

Overview

The Higher Education Opportunity Act (Public Law 110-315) became law in August, 2008, requiring all United States academic institutions to produce an Annual Fire Safety Report outlining fire safety practices, standards, and all fire-related on-campus statistics. The following public disclosure report details all information required by this law as it relates to High Point University. Any eligible institution, defined as one that maintains on-campus student housing facilities shall, on an annual basis, publish a Fire Safety Report, which shall contain information with respect to the campus fire safety practices and standards of that institution.

General Statement of University Owned/Controlled Student Housing

At High Point University, all dormitories and apartment buildings are completely covered by a full fire alarm system, which is monitored 24hrs/day, seven days/week. Newer dormitory buildings are also equipped with emergency generators that are designed to automatically activate whenever there is a power loss. These generators will operate life safety systems including all fire safety equipment, sprinkler systems, hallway lightning, emergency exit doors, and lighting in all emergency exit stairwells. Fire and life safety features of the buildings shall be in compliance with all applicable standards of the National Fire Protection Association (NFPA). High Point Fire Dept. Inspections Division conducts yearly inspections of all campus buildings. Some buildings may be inspected more frequently as deemed necessary. Copies of the completed Fire Inspection Reports will be maintained in the Security Office. Upon completion of the yearly inspection, the Security Office sends a work order list to the appropriate department in order to correct any deficiencies that were noted as a result of the inspection. In the event of a fire, High Point University will communicate and coordinate with the High Point Fire Dept. in the investigation of the incident. Fire extinguishers are checked monthly by Security Office staff to ensure operability, and replaced if deemed necessary. Records of inspections are retained for reference purposes. Pursuant to NFPA 10 standards, comprehensive fire extinguisher inspections are conducted on a yearly basis by trained and certified personnel.

Definitions

On-Campus Student Housing Facility: Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire drill: A supervised practice of a mandatory evacuation of a building for a fire.

False alarm: The fire alarm system was intentionally activated when no fire or danger existed, or the system malfunctioned.

Unwanted alarm: The fire alarm system was activated as it was designed to do, though the ultimate cause of the alarm was false; for example, dust entering a smoke detector.

Fire-related injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, faculty, staff, visitors, firefighters, or any other individuals.

Fire-related death: Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire. Dies within 1 year of injuries sustained as a result of the fire.

Fire safety system: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire including:

- Sprinkler or other fire extinguishing systems.
- Fire detection devices.
- Stand-alone smoke alarms.
- Devices that alert one to the presence of a fire, such as horns, bells, or strobe lights.
- Smoke-control and reduction mechanisms.
- Fire doors and walls that reduce the spread of a fire.

Value of Property Damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including:

- **Contents damaged by fire.**
- **Related damages caused by smoke, water, and overhaul.**
- **Does not include indirect loss, such as business interruption.**

Fire Statistics Table 2010

HPU Residence Halls	Total Fires in Each Building	Unintentional Fire	Intentional Fire	Undetermined Fire	Date	Time	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire	Case Number (s)
Belk Hall	0	0	0	0	N/A	N/A	0	0	0	N/A
Blessing Hall	1	1	0	0	10/17/10	1552	1	0	Approx. \$10,000	RN2010-000144
Finch Hall	0	0	0	0	N/A	N/A	0	0	0	N/A
McEwen Hall	0	0	0	0	N/A	N/A	0	0	0	N/A
Millis Hall	0	0	0	0	N/A	N/A	0	0	0	N/A
North Hall	0	0	0	0	N/A	N/A	0	0	0	N/A
University Center 1	0	0	0	0	N/A	N/A	0	0	0	N/A
University Center 2	0	0	0	0	N/A	N/A	0	0	0	N/A
Village 1	0	0	0	0	N/A	N/A	0	0	0	N/A
Village 2	0	0	0	0	N/A	N/A	0	0	0	N/A

Wesley Hall	0	0	0	0	N/A	N/A	0	0	0	N/A
Wilson Hall	0	0	0	0	N/A	N/A	0	0	0	N/A
Yadkin Hall	0	0	0	0	N/A	N/A	0	0	0	N/A
York Hall	0	0	0	0	N/A	N/A	0	0	0	N/A
806 Point Place	0	0	0	0	N/A	N/A	0	0	0	N/A
812 Point Place	0	0	0	0	N/A	N/A	0	0	0	N/A
818 Point Place	0	0	0	0	N/A	N/A	0	0	0	N/A
1362 N. College	0	0	0	0	N/A	N/A	0	0	0	N/A
1368 N. College	0	0	0	0	N/A	N/A	0	0	0	N/A
1359 N. College	0	0	0	0	N/A	N/A	0	0	0	N/A
1361 N. College	0	0	0	0	N/A	N/A	0	0	0	N/A
1365 N. College	0	0	0	0	N/A	N/A	0	0	0	N/A
1369 N. College	0	0	0	0	N/A	N/A	0	0	0	N/A
1371 N. College	0	0	0	0	N/A	N/A	0	0	0	N/A
1375 N. College	0	0	0	0	N/A	N/A	0	0	0	N/A

1379 N. College	0	0	0	0	N/A	N/A	0	0	0	N/A
801 Fifth St.	0	0	0	0	N/A	N/A	0	0	0	N/A
805 Fifth St.	0	0	0	0	N/A	N/A	0	0	0	N/A
807 Fifth St.	0	0	0	0	N/A	N/A	0	0	0	N/A
809 Fifth St.	0	0	0	0	N/A	N/A	0	0	0	N/A
815 Fifth St.	0	0	0	0	N/A	N/A	0	0	0	N/A
823 Fifth St.	0	0	0	0	N/A	N/A	0	0	0	N/A
825 Fifth St.	0	0	0	0	N/A	N/A	0	0	0	N/A
1007 W. College Dr	0	0	0	0	N/A	N/A	0	0	0	N/A
1011 W. College Dr.	0	0	0	0	N/A	N/A	0	0	0	N/A
1025 W. College Dr	0	0	0	0	N/A	N/A	0	0	0	N/A
1035 W. College	0	0	0	0	N/A	N/A	0	0	0	N/A
North College Terrace	0	0	0	0	N/A	N/A	0	0	0	N/A
1000 Fifth Court	0	0	0	0	N/A	N/A	0	0	0	N/A
1005 Fifth Court	0	0	0	0	N/A	N/A	0	0	0	N/A

1007 Fifth Court	0	0	0	0	N/A	N/A	0	0	0	N/A
1009 Fifth Court	0	0	0	0	N/A	N/A	0	0	0	N/A
North College Townhomes 1903	0	0	0	0	N/A	N/A	0	0	0	N/A
North College Townhomes 1905	0	0	0	0	N/A	N/A	0	0	0	N/A
North College Townhomes 1907	0	0	0	0	N/A	N/A	0	0	0	N/A
North College Townhomes 1909	0	0	0	0	N/A	N/A	0	0	0	N/A

Statistical Reporting: Statistics as reported to the High Point University Security Department are valid at publication, but may not reflect current trends.

Residence Hall Fire System Information

High Point University Residence Halls	Address	Fire Alarm Monitoring (Monitored Remotely)	Fire System Make	Fire System Model	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans /Placards	Number of Evacuation (Fire) Drills held in 2010
Belk Hall	949 Blessing Way	X	Fire Lite	MS9200		X	X	0	8
Blessing Hall	941 Blessing Way	X	Fire Lite	MS9600	X	X	X	0	8
Finch Hall	908 Extraordinary Way	X	Edwards	Quick Start (EST)		X	X	0	12
McEwen Hall	946 Blessing Way	X	Faraday	MPC9000		X	X	0	9
Millis Hall	809 Panther Dr.	X	Fire Lite	MS9200		X	X	0	12
North Hall	855 Montlieu Ave	X	Faraday	MPC9000		X	X	0	9
University Center 1	901 Panther Dr.	X	Simplex	4100U	X	X	X	0	9
University Center 2	909 Panther Dr.	X	Fire Lite	MS9600	X	X	X	0	10
Village 1	1350 N. College Dr.	X	Fire Lite	MS9600	X	X	X	0	9

Village 2	1340 N College Dr.	X	Fire Lite	MS9601	X	X	X	0	9
Wesley Hall	857 Montlieu Ave	X	Faraday	MPC90 00		X	X	0	9
Wilson Hall	942 Blessing Way	X	Edwards	EST2	X	X	X	0	12
Yadkin Hall	944 Blessing Way	X	Faraday	MPC90 00		X	X	0	9
York Hall	802 North Ave.	X	Fire Lite	MS9600	X	X	X	0	11
806 Point Place	806 Point Place	X	Silent Knight	SK 4208	X	X	X	0	11
812 Point Place	812 Point Place	X	Silent Knight	SK 4208	X	X	X	0	11
904 Point Place	904 Point Place	X	Silent Knight	SK 4208	X	X	X	0	11
1362 University Village	1368 N. College Dr.	N/A	N/A	N/A	N/A	X	X	N/A	0
1368 University Village	1362 N. College Dr.	N/A	N/A	N/A	N/A	X	X	N/A	0

1359 University Village	1359 N. College Dr.	N/A	N/A	N/A	N/A	X	X	N/A	0
1361 University Village	1361 N. College Dr.	N/A	N/A	N/A	N/A	X	X	N/A	0
1365 University Village	1379 N. College Dr.	N/A	N/A	N/A	N/A	X	X	N/A	0
1369 University Village	1375 N. College Dr.	N/A	N/A	N/A	N/A	X	X	N/A	0
1371 University Village	1371 N. College Dr.	N/A	N/A	N/A	N/A	X	X	N/A	0
1375 University Village	1369 N. College Dr.	N/A	N/A	N/A	N/A	X	X	N/A	0
1379 University Village	1365 N. College Dr.	N/A	N/A	N/A	N/A	X	X	N/A	0
801 5th Street (House)	801 5 th Street	N/A	N/A	N/A	N/A	X	X	N/A	0
815 5th Street (House)	815 5 th Street	N/A	N/A	N/A	N/A	X	X	N/A	0
823 5th Street (House)	823 5 th Street	N/A	N/A	N/A	N/A	X	X	N/A	0

825 5th Street (House)	825 5 th Street	N/A	N/A	N/A	N/A	X	X	N/A	0
1007 W. College Dr. (House)	1007 W. College Dr.	N/A	N/A	N/A	N/A	X	X	N/A	0
1011 W. College Dr. (House)	1011 W. College Dr.	N/A	N/A	N/A	N/A	X	X	N/A	0
1025 W. College Drive (House)	1025 W. College Drive	N/A	N/A	N/A	N/A	X	X	N/A	0
1035 W. College Drive (House)	1035 W. College Drive	N/A	N/A	N/A	N/A	X	X	N/A	0
North College Terrace	900 Eastchester	X	ADT	ADT Focus 200		X	X	0	4
North College Court	1901 N. Centennial St.	X	Fire Lite	MS9200	X	X	X	0	0

Policy Statements

Portable electrical appliances, smoking, & open flames in a student housing facility

Combustible materials

Almost every year, some campus somewhere in the United States experiences a major fire in a residence hall, and the loss of life as a result of such fires occurs too frequently. Most fires in university residence halls result from smoking or from the careless use of electrical equipment, including desk lamps which touch flammable materials. **As a community, we must work intentionally and universally to prevent such tragedies on the campus of High Point University. Simple precautions can save lives.**

Pursuant to the High Point University Guide to Campus Life, the following items are prohibited in residence halls:

Candles – Students may not possess or burn candles, petroleum products, or other substances, including incense, in the residence halls.

Christmas Trees – Only UL approved artificial trees are permitted, and they may be used only in student rooms, study areas, or hall lounges. No trees may be placed in corridors or hallways. In student rooms, the height of the tree must not exceed four feet. All lights must be UL approved and free of broken or frayed wiring. All Christmas decorations must be taken down prior to the Christmas break.

Decorations – Except for flame-resistant curtains on windows, you may not hang flammable materials from ceilings, lights, or walls, even on festive occasions, such as Halloween. Such decorations have been specifically prohibited by the Fire Marshal.

Petroleum Products – Gasoline, oil, and similar petroleum products are not permitted in residence halls; and vehicles or motors which use such products, including, but not limited to, cars, trucks, motorcycles and motorbikes, must be kept at least 15 feet from buildings. Because they are combustible, oil base paint and oily rags should not be stored in residence halls.

Smoking – In order to continue to provide a healthy and clean atmosphere for all residents, the university prohibits smoking, and is a tobacco free community. Violations for smoking will result in a \$50 fine and 5-10 hours of community service for the first offense.

Electrical Appliances

The following electrical devices are permitted in university residence halls: coffee pots (percolator or drip), extension cords which are UL approved, irons, popcorn poppers, radios, stereos, small microwaves, small refrigerators (2 amps).

Guidelines

When using such equipment, the following guidelines apply:

- Although the load level varies according to the residence hall, the maximum load for receptacles with two plugs varies from 750 – 1000 watts (see back or bottom of appliance for wattage)
- You should not plug more than two items into a duplex receptacle, and you may not be able to use both items simultaneously.
- You must not run wires under rugs, carpets, mattresses, or bedspreads; across ceilings; around door or window casements; or in other ways which could result in fire, shock, or electrocution.
- You may use only devices which meet UL standards and which are free of frayed or broken wires.
- Certain appliances, such as electrical curlers, hair dryers, and irons, should be disconnected following use.

Prohibitions

In addition to large appliances, the use of the following electrical devices is strictly prohibited: amplifiers for musical instruments, convection ovens, electric frying pans, extension cords which are not UL approved, **halogen floor lamps**, hot pots, space heaters, toasters, broiler ovens and window air conditioners.

Fire Alarms

When the fire alarm is heard, including false alarms or fire drills, you must exit the building immediately, using the most accessible exit and avoiding elevators. Remember you do not want to be trapped in an elevator if power fails. You must remain outside the building until you are officially authorized to re-enter.

Safety Equipment

Fire alarms and fire extinguishers are intended to encourage the safety of persons and property. Misuse of such equipment shall result in sanctions which may include suspension or exclusion from campus and/or criminal prosecution. North Carolina Criminal Law [Statute 14-2686] mandates a maximum fine of \$500, or imprisonment for not more than 6 months, or both, for persons who willfully misuse or abuse fire alarms and firefighting equipment.

False Alarms

All fire alarms will be treated as real alarms. False alarms create undue hardships for residents and staff. If you know the identity of someone who pulls a false alarm, you should either report violations or ask a member of staff to talk with the individual.

Who to contact

Students, faculty, and staff are encouraged to report any suspicion of fire immediately by contacting the SECOM desk at extension 9111 (336-841-9111 if dialing from a cell phone) and the High Point Fire Dept. at 911. Non-emergency fire-related reports can be made either to the SECOM desk or any of the individuals listed below:

Chief of Security / Director of Transportation

On – duty Security Officers

Vice President for Student Life

Fire Safety Training Programs offered to Students, Faculty, & Staff

All Resident Directors and Resident Assistants receive comprehensive fire training at the start of the school year from the High Point Fire Dept. In addition to this, all security officers undergo a day long basic training course taught by the High Point Fire Department. During this course they receive training on correct fire extinguisher operation, how to recognize different types of extinguishers & what types of fires they extinguish, when and how to attack a fire, fire alarm systems, and liaising effectively with the High Point Fire Department throughout an incident to ensure accurate and timely information transfer.

In addition to mandatory supervised fire drills conducted on a regular basis, The High Point University Security, on request, will conduct a basic fire extinguisher operation training course to students, staff, and faculty. The Office of Student Life conducts a semesterly fire safety class which is incorporated into a hall meeting, where basic fire safety concepts are taught to include, but not limited to, basic fire extinguisher operation, smoke detectors, open burning inside dormitories, and emergency evacuation in the event of a fire.

Current Plans for future fire safety improvements

- We are finalizing our University Emergency Operations Plan (EOP) after having conducted a Table Top Exercise (TTX) in August 2011. Essential Support Functions were identified for each operations section of the University and specific plans were developed to help ensure a rapid and efficient response to any type incident managed by the University's Crisis Management Team.
- Though the University has responded to numerous situations in the past, an additional table-top exercise scheduled for October 2011, to be followed by a Functional Exercise (FE) in the spring semester of 2012. By adopting an EOP and having regularly scheduled exercises, High Point University is continually improving its response to emergency situations to ensure the safety of all students, faculty, staff and visitors.
- Working with our external community customers, High Point University is on track for a Full Scale Exercise (FSE) during the summer break in 2012. This exercise is to test the internal capabilities of the University as they match with the external assets available to provide assistance during an emergency crisis.
- We are updating the University website to include the functions of Emergency Management and the EOP. This will allow students and parents an overview of the emergency response plans of the University. This also allows students to understand the steps in a response and will help educate them in the steps the University will take to ensure their safety.
- There are numerous lifesaving upgrade projects scheduled for the summer of 2012. These include security and fire system improvements to enhance student safety, upgraded systems in new construction, a new siren tower, and building upgrades to provide and safer and friendlier campus setting.
- Campus fire alarm systems were integrated with the Security C-Cure (card access) System. This allows for an immediate fire alarm notification directly to the Security Department, without having to wait for a second or third tier phone call from an alarm monitoring company.
- Knox Boxes on all buildings – in conjunction with the High Point Fire Department, all campus gates and buildings are now equipped with a standard keyed Knox Box for full access by firefighters. In the unlikely event Campus Security Officers are not on site to assist, the High Point Fire Department has complete access to assist students, faculty, and staff in any emergency. Each Knox Box is equipped with pass keys and cards for complete access to the building.

- Named street signs to help first responders find location to emergencies – all streets and buildings are clearly marked for easy identification and recognition. All streets are included within the High Point City’s 911 databases for emergency responses.
- Building numbers (address) shared with city – The High Point City’s 911 had a complete listing of High Point University’s residential and classroom buildings, cross-referenced with the current street address. This allows a telecommunicator from the 911 center to quickly direct an emergency response to the appropriate physical address based only on a building name description, such as “York Hall, High Point University.” This allows a great deal of flexibility in a responding to a specific location, especially in today’s cell-phone rich environment.