

Appendix C: Campus Policies & Procedures

A. Diversity Policy

The School of Law does not tolerate discrimination, intimidation, or harassment of any kind by students, faculty or staff. A violation of this policy can lead to disciplinary measures pursuant to the School of Law Student Code of Conduct. As the School of Law is committed to a policy of nondiscrimination in admissions and employment it has implemented a policy to assure equal educational and employment opportunities to qualified individuals without regard to race, color, religion, age, national origin, ancestry, disability, gender, sexual orientation, socio-economic background, and marital, parental, or veteran status. The School of Law is committed to diligently seeking out qualified members of minority groups for enrollment as students and employment as faculty and administrative staff.

Equal educational opportunity includes, but is not limited to, admissions, recruitment, extracurricular programs and activities, facilities use, access to course offerings, counseling and testing, financial aid, and employment. Equal employment opportunity includes, but is not limited to, recruitment, hiring, assignment of duties, tenure and promotion determinations, compensation, benefits, training, and termination.

B. Harassment Free Environment Policy

The School of Law seeks to create and maintain a positive and productive learning and working environment in which there is respect for the dignity of all persons and where there is fair and equitable treatment of all individuals in our diverse community. The School of Law is committed to working to prevent and eliminate any oppressive behaviors and provide opportunities so that individuals can develop to their fullest potential, as we realize that discrimination, prejudice, and unequal opportunity can negatively impact the personal, intellectual, and social development of all individuals. The School of Law will vigorously investigate and respond to any incidents of alleged discrimination or harassment.

Like the society we serve, the School of Law community includes persons from a variety of social circumstances, and our mission commits us, among other things, to the pursuit of equality. We are individuals, each different from the other, gathered for a common purpose. Together we create an environment for the study of law and for training in lawyering skills. We strive to offer each person among us the opportunity to develop his or her powers to the fullest. Barriers to the development of any hold us all back.

Mutual understanding, reciprocal support, and tolerance are the enabling conditions for the full and equal participation of all. Bias, mistrust and misunderstanding undermine these conditions. To achieve an environment permeated by a sense of justice and inclusion, we must actively encourage each person's contribution. Furthermore, because we prepare students for participation in a self-governing profession, we strive to rid the practice of law of prejudice. Freedom of expression is essential not only to mutual understanding, but also to our common pursuit of learning and self-development. Out of respect for one another and within the limits imposed by time and place, we recognize the right of anyone to express any idea and to disagree with another's point of view.

The School rejects acts of discrimination and intimidation. The personal security of members of our community is inviolable. Freedom from insults, threats, assaults, and violence is a precondition of our association with one another. We will not tolerate such behaviors and resolve to confront all acts of incivility, particularly those that discriminate or degrade.

We cherish the diversity of our community and resolve to celebrate our differences for they are our most precious resource. Because we choose to be here to comprise the School of Law community, we accept these values as a condition of our working and learning here.

Harassment Complaint Procedure

The School of Law is committed to enforcing this policy, promptly investigating conduct prohibited by this policy, and taking appropriate remedial action in instances where it learns of or has reason to know of the occurrence of prohibited discrimination or harassment. Our efforts, however, will depend largely on staff, faculty, and students telling us about inappropriate conduct.

If a School of Law community member believes that he/she has been subjected to conduct which is prohibited by this policy, he/she must report it promptly so that, whenever possible, any problems can be investigated and remedied at the earliest opportunity. The following individuals have been designated specifically by the School of Law to receive reports relating to conduct prohibited by this policy.

- Dean of the School of Law
- Associate Dean for Academic Affairs
- Associate Dean of Students
- Charleston School of Law Security

In addition, School of Law community members may report to any other member of the administration with whom you are comfortable. The most important thing is that incidents are reported as soon as possible to someone previously mentioned.

Reports may be made verbally or in writing. All reports of conduct prohibited by this policy will be promptly investigated, handled with discretion and dealt with appropriately. The School of Law will not tolerate violations and will take appropriate action to correct violations of this policy including disciplinary measures pursuant to the School of Law Student Code of Conduct or the School of Law Sexual Misconduct Policy. Upon completion of the investigation of the complaint, The Department of Student Affairs shall communicate its findings and any remedial actions if appropriate to the complainant.

The failure of the complainant to cooperate with the School of Law in its investigation of allegations of violations of this policy may result in the dismissal of the complaint by the School of Law.

Equal Employment Opportunity and Harassment-Free Workplace Policy

As reflected in our Mission Statement and Commitment to Excellence, the School of Law strives to make this a special place to work and learn with an atmosphere of mutual respect and professionalism. Employees of the Law School all have a responsibility to live up to the School mission and values taught by creating an atmosphere every day in which everyone knows that he/she is valued as an individual and treated with respect and professionalism. This policy is a reflection of our vision and our commitment to complying with all laws governing discrimination and harassment.

C. Threats, Violence and Weapons

The School of Law is committed to the safety and security of all persons. To ensure a safe place of work and study and to reduce the risk of violence, all employees and students should review and understand all provisions of this threats, violence, and weapons policy.

The School of Law will not tolerate any threats, threatening behavior, or acts of violence committed by or against employees and students occurring on or off School of Law property. Violations of this policy will lead to appropriate disciplinary measures and students may be subject to sanctions under the School of Law Student Code of Conduct.

No person shall possess any firearms or other dangerous weapons on School of Law property with the exception of police officers, transfer agents licensed to carry weapons, and persons using any such weapons for class instruction when authorized by the Dean of the School of Law. The School of Law will not tolerate and will take appropriate action to correct violations of this policy. Students in violation of this policy may be subject to sanctions under the School of Law Student Code of Conduct.

Enforcement and Discipline of Threats, Violence & Weapons Policy

Upon notification to the police, the Dean of the School of Law, the Associate Dean of Students, or the Director of Security, the persons making threats, exhibiting threatening conduct, carrying a weapon, or committing any other acts of aggression or violence on School of Law property shall be removed from the School of Law property as quickly and as safety permits and shall remain off School of Law property pending investigation. The School of Law will not tolerate and will take appropriate action to correct violations of this policy including disciplinary measures pursuant to the School of Law Student Code of Conduct against any student or employee determined to have planned, conspired to commit, aided, or committed such acts. Individuals not associated with the School of Law engaged in violent acts on School of Law property will be reported to the proper authorities and fully prosecuted.

Reporting Procedures

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety-related incidents to the Director of Security in a timely manner. The Director of Security can be reached at (843) 377-4911. Anyone with information about crime or the School of Law campus is encouraged to notify the Director of Security or other security officers at (843) 377-4911. Security officers have arrest powers on School of Law property and will exercise them in cases which may involve imminent harm. In response to reported crimes, the Director of Security will coordinate with the Dean of the School of Law, or designee, to document the incident and if deemed appropriate contact the City of Charleston Police Department.

If you become aware of a serious crime at the School of Law, you should dial 911. The School of Law has a verbal agreement with the City of Charleston Police Department to immediately exchange information of criminal activity in the area of the School of Law.

All reported incidents will be investigated by the School of Law. There are no procedures regarding confidential reporting by pastoral or professional counselors. However, if you are the victim of a crime and do not want to pursue action within the School of Law disciplinary system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Associate Dean of Students/Judicial Affairs Officer or his/her designee can file a report on the details of the incident without revealing your identity. The purpose of the 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 School of Law can keep accurate records 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 the potential danger. Reports filed in this manner will be counted and disclosed in the annual crime statistics for the institution as required.

Students and employees who have obtained restraining orders or personal protection orders, which include the School of Law campus as a protected area, should immediately provide a copy of the order to the police, the Director of Security, the Dean of the School of Law, the Associate Dean for Academic Affairs, and the Associate Dean of Students.

D. Timely Warning Notice Procedure

In an effort to notify the School of Law community of serious or ongoing crime, timely warning notices will be disseminated to alert individuals and aid in the prevention of similar crimes. The School of Law

community will be notified of crimes that represent a serious or continuing threat to the School of Law community. The crimes may stem from reports to the Director of Security, other state or local agencies, or campus security authorities. Those incidents which could prompt a timely warning notice include, but are not limited to:

- Murder
- Non-negligent manslaughter
- Forcible sexual offenses
- Robbery
- Aggravated assault
- Arson
- Motor vehicle theft

All of these types of incidents will be evaluated on a case-by-case basis to determine if a serious, ongoing threat to the community exists. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other School of Law community members and a Timely Warning Notice would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case by case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the Director of Security.

Timely warning notices are typically written by the Director of Security or The Associate Dean of Students. Some or all of the methods below may be used to disseminate a timely warning notice to the School of Law community.

- **Campus Text Alerts.** You must register at: <https://charlestonlaw.omnilert.net/subscriber.php>
- E-mail alerts to the School of Law community;
- The Charleston School of Law website (<http://www.charlestonlaw.edu/>);
- Warning posters placed on the front doors of School of Law facilities;
- The School of Law Emergency Message at telephone number (843) 329-1000; and
- Message Boards and the Charleston School of Law Facebook, Instagram and Twitter pages.

System to Use	Primary Message Creator	Backup Message Creator	Authority For Approving & Sending Messages
PRIMARY			
Email and Campus Text Alert	Director of Security	Associate Dean of Students	Dean, Associate Dean of Students, Director of IT
SECONDARY			
Signs, Social Media, Telephone, Website, TWEN and other methods	Director of Security	Associate Dean of Students	Dean, Associate Dean of Students, Director of IT, Director of Admission Communications

School of Law security personnel or any of the following security authorities (or their designees) should be notified, as they may immediately issue a timely warning notice.

Name	Address	Telephone & Email
Campus Security	385 Meeting Street, First Floor	843.377.4911
Dean, <i>Andrew L. Abrams</i>	385 Meeting Street, Third Floor	843.377.2415 aabrams@charlestonlaw.edu
Associate Dean of Students, <i>Nick Sanders</i>	385 Meeting Street, Second Floor	843.377-1104 nsanders@charlestonlaw.edu
Associate Dean for Academic Affairs, <i>Margaret Lawton</i>	385 Meeting Street, Third Floor	843.377.2423 mlawton@charlestonlaw.edu
Director of Facilities, <i>Vic Silvis</i>	494/496 King Street, Second Floor	843.693.0653 vsilvis@charlestonlaw.edu
(City of) Charleston Police Department	80 Broad Street Charleston, SC 29401-0304	9.1.1 or 843.577.7434

Emergency Response Procedures

The School of Law’s Emergency Preparedness Plan includes information about Incident Teams; the School of Law’s operating status parameters; incident priorities and performance expectations; shelter-in-place and evacuation guidelines; and local contingency and continuity planning requirements. The School of Law has developed contingency plans and continuity of operations plans for their staff and areas of responsibility.

Security officers and supervisors have received training in Incident Command and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually Charleston School of Law Security Officers, Charleston Police Department and the Charleston Fire and Emergency Medical Services Department, and they typically respond and work together to manage the incident. Depending on the nature of the incident, other School of Law departments and other local or federal agencies could also be involved in responding to the incident.

General information about the emergency response and evacuation procedures for the School of Law are publicized each year as part of the institution’s Clery Act compliance efforts, and that information is available on the School of Law website. Detailed information and updates to the School of Law’s Emergency Preparedness Plan is available from the Associate Dean of Students and/or the Director of Security.

Immediate Notification Procedures

In the event that a situation occurs on or off campus which poses a threat to the School of Law community, a notice shall be issued to the members of School of Law community. Notices may take the form of an emergency notification when there is an immediate threat to the health or safety of students or employees on campus. Depending on the significance of the emergency, notices of threats may be issued using some or all of the systems listed below:

- **Campus Text Alerts.** Notifications sent via text message to cell phones will appear from “CSOL Alert.” **To opt-in for this service visit** <https://charlestonlaw.omnilert.net/subscriber.php>
- E-mail alerts to the School of Law community;
- The Charleston School of Law website (<http://www.charlestonlaw.edu/>);
- Warning posters placed on the front doors of School of Law facilities;

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- The School of Law Emergency Message at telephone number (843) 329-1000; and
- Message Boards and Charleston School of Law Facebook, Instagram and Twitter pages.

System to Use	Primary Message Creator	Backup Message Creator	Authority For Approving & Sending Messages
PRIMARY			
Email and Campus Text Alert	Director of Security	Associate Dean of Students	Dean, Associate Dean of Students , Director of IT
SECONDARY			
Signs, Social Media, Telephone, Website, TWEN and other methods	Director of Security	Associate Dean of Students	Dean, Associate Dean of Students, Director of IT, Director of Admission Communications

Most emergency notifications will be issued through text alerts but, due to limitations on message length, may be supplemented through other notification methods listed above. Notices will be issued to all members of the School of Law community unless there is a targeted threat which warrants a more narrow scope of notification. The Director of Security or his/her designee shall notify the local police department of the emergency to ensure notification to the larger community and coordinate efforts to alleviate the threat. The larger community, including parents or other interested parties, can access information regarding an emergency on campus via the website, social media, emergency telephone or local/national media.

The Security team is responsible for confirming an emergency, with the assistance of administrators of the School of Law, local law enforcement and fire officials, and the national weather service. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty or staff occurring on campus, the School of Law will immediately notify the campus community unless issuing a notification will compromise efforts to contain the emergency. Notifications will be issued involving one of the methods listed above or a combination of those resources. The School of Law tests its emergency notification systems at the beginning of each school year. The School of Law will use some or all of the above listed systems to provide follow-up information to the community as deemed necessary.

If you become aware of a serious and immediate threat to the School of Law community, you should dial 911. The School of Law has a verbal agreement with the City of Charleston Police Department to immediately exchange information of criminal activity in the area of the School of Law.

When possible, the Director of Security or his/her designee should consult with the local police department(s) and with other campus authorities in making the determination on a case-by-case basis of when an emergency or dangerous situation threatens the School of Law community and whether to issue a notice. However, in emergency situations, School of Law security personnel or any of the following security authorities (or their designees) should be notified, as they may immediately issue an emergency notification to the School of Law community:

Name	Address	Telephone & Email
Campus Security	385 Meeting Street, First Floor	843.377.4911
Dean <i>Andrew L. Abrams</i>	385 Meeting Street, Third Floor	843.377.2415 aabrams@charlestonlaw.edu
Associate Dean of Students, <i>Nick Sanders</i>	385 Meeting Street, Second Floor	843.377-1104 nsanders@charlestonlaw.edu
Associate Dean for Academic Affairs, <i>Margaret Lawton</i>	385 Meeting Street, Third Floor	843.377.2423 mlawton@charlestonlaw.edu
Director of Facilities, <i>Vic Silvis</i>	494/496 King Street, Second Floor	843.693.0653 Vsilvis@charlestonlaw.edu
(City of) Charleston Police Department	80 Broad Street Charleston, SC 29401-0304	9.1.1 or 843.577.7434

E. Alcohol Beverage Policy

Introduction

The guidelines set forth below apply to all events hosted by Charleston School of Law students, the Student Bar Association (SBA), student organizations, and student committees. The purpose and goal of this Alcohol Beverage Policy is to promote the health and safety of the members of the School of Law community and to foster alcohol awareness and responsible drinking practices.

An individual's presence at the School of Law, or any function associated therewith, requires compliance with all applicable laws and the School of Law Code of Conduct. Failure to comply with this policy may result in the suspension of student(s) or such other terms and conditions as the President or Dean see fit.

Charleston School of Law students and student organizations first and foremost shall ensure compliance with South Carolina state law and all municipal and federal laws and regulations when planning a Charleston School of Law event.

Alcohol On Campus

The School of Law prohibits the possession of alcohol on campus by students, faculty, staff, and organizations outside of the exceptions granted below:

Alcoholic beverages can be served at on-campus events as long as the primary purpose of the event is not directly related to alcohol. Such purposes include: furtherance of the organization's mission and/or providing networking opportunities for students. Only beer and wine may be served at on-campus events.

1. LOCATION

Student organizations may only host events with alcohol in the Barrister unless the Dean of the School of Law grants an exception. Students may not host events during school closures, during exams, or during classes.

2. STUDENT ORGANIZATION EVENT PLANNING FORM

Students and/or student organizations planning events with alcohol shall complete the *Student Organization Event Planning Approval Form*, which requires the organization's faculty sponsor's signature. The fully executed form must be submitted to the Assistant Dean of Students **no later than thirty (30) days prior to the event.**

3. PLANNING ON-CAMPUS EVENTS

The Department of Student Affairs will plan events when alcohol is served on campus.

4. **ALCOHOL FUNDING**

The School of Law allows the use of School of Law or student funding for the purchase of alcoholic beverages for events in the Barrister only. Student organizations may not sell or serve alcoholic beverages under any circumstances, nor may they profit from the sale of alcoholic beverages at an event.

5. **AWARDS AND PRIZES**

Alcoholic beverages may not be designated as awards or door prizes at student organization events.

6. **FOOD**

If alcoholic beverages are served at a student organization event, food and non-alcoholic beverages must also be provided for an estimated 50% or more of the projected attendance total. When the food runs out, the serving of alcohol must cease.

7. **FACILITIES**

The sponsoring group may not move furniture without the consent of the Maintenance Supervisor. The sponsoring group is responsible for clean-up of the area and will be held responsible for damages to physical facilities incurred as a result of the event.

8. **ADVERTISING**

Once the event and event flier are approved, a student organization may post advertising on the School of Law campus for an event the organization is sponsoring. Any publicity or advertising for such events must be devoid of any reference to alcohol, alcohol price, or alcohol price advantage (i.e., “drink specials,” “happy hour,” “two-for-one,” etc.). Students may advertise on campus in accordance with the School of Law’s *Email Policy* and *Bulletin Board Posting Policy*.

Alcohol Off Campus

1. **STUDENT ORGANIZATION EVENT PLANNING FORM**

Students and/or student organizations planning events with alcohol shall complete the *Student Organization Event Planning Approval Form*, which requires the organization’s faculty sponsor’s signature. The fully executed form must be submitted to the Associate Dean of Students **no later than 3 weeks prior to the date of the relevant event**.

2. **VENDOR AGREEMENT FORM**

Once your event is approved, please complete the *Vendor Agreement Form*. This form must be submitted to the Department of Student Affairs no later than thirty (30) days prior to your event. If the Department of Student Affairs does not have this form, you must cancel your event.

3. **INSURANCE**

All student organizations must inquire about insurance with the Department of Student Affairs for off-campus events.

4. **ALCOHOL FUNDING**

The School of Law does not allow the use of school or student funding for the purchase of alcoholic beverages for off-campus events. Student organizations may not sell or serve alcoholic beverages under any circumstances, nor may they profit from the sale of alcoholic beverages at an event.

5. **CASH BAR**

All off-campus events must be cash bar only. Individuals who want to purchase alcoholic beverages at the event must purchase their own drinks with their own personal funds. The vendor must provide a Certificate of Insurance.

6. AWARDS AND PRIZES

Alcoholic beverages may not be designated as awards or door prizes at student organization events.

F. Substance Abuse/Drug Free Workplace Policy

Charleston School of Law has a vital interest in maintaining a safe, healthy, and efficient environment for its employees, staff, faculty and students. Being under the influence of drugs or alcohol poses serious safety and health risks, not only to the user, but to all those who work or come in contact with the user. The possession, use, distribution or sale on School of Law property, or as part of any of the School of Law's activities, of an illegal drug, alcohol or prescription drugs (without a current lawful prescription) will not be tolerated. Security officers enforce State underage drinking laws and local ordinances on campus. The School's objective is to have all employees, staff, faculty and students report to work or school drug free and sober and to maintain that status while on the job or in school. Security officers also enforce Federal and State drug laws on campus.

Employees, staff, faculty and students should conduct themselves at all times as an ambassador of the School of Law and not engage in any conduct which would cause unfavorable publicity to the School of Law, impair its credibility or otherwise reflect adversely on the School of Law. Engaging in immoral or indecent conduct, being charged with a crime, or engaging in activity which may not be chargeable, arguably violates this policy, such as engaging in substance abuse, abuse of alcohol, or being involved with illegal drugs, may result in disciplinary action up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct required by this policy. Under no circumstances will alcohol be used, possessed, distributed or served to any person under twenty-one (21) years of age. A student may be disqualified for federal financial aid if the student violates this policy or is convicted of a federal or state drug offense that occurs during a period of enrollment for which the student was receiving financial aid.

All employees, staff, faculty and students should consider it their responsibility to assist the School of Law in the enforcement of this policy by their own compliance and by notifying management or school security of any known or suspected drug, alcohol or other related situations which may violate this policy. The Dean or President shall have the final determination as to whether or not an individual item is prohibited by this policy. If you have any questions, please contact your supervisor, the Dean, the President, Associate Dean of Students or the Director of Human Resources. You are responsible for making sure that any item you possess on School property is not prohibited by this policy.

The School of Law reserves the right to conduct searches of School of Law property and personal property in order to enforce this policy. Pursuant to this provision, the School of Law shall search such property in its discretion, including but not limited to: lockers, desks, purses, briefcases, baggage, toolboxes, lunch bags, backpacks, and any other location in which illegal drugs or alcohol may be hidden while in or on School of Law property. The School of Law is also authorized to search any vehicle on School of Law property or any vehicle being used to conduct business on behalf of the School of Law (whether or not such vehicle is located on School of Law property). Searches may be conducted by School of Law officials, campus security, by local, state or federal law enforcement or by private corporations that specialize in the use of "drug-sniffing" dogs. Searches may be conducted whether or not the individual is present during the search. If the School of Law requests a search and an individual refuses, such individual will be denied access to or removed from School of Law property for violation of this policy. Anyone who is in violation of this policy may be subject to disciplinary action up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct required by this policy.

Information and Resources

Employees, staff, faculty and students are encouraged to seek medical care or relevant treatment for any substance abuse related issues. Students are strongly encouraged to contact the Associate Dean of Students and employees should contact the Director of Human Resources for assistance of concerns relating to substance abuse. However, participation in an assistance program does not excuse employees, staff, faculty and students from complying with this policy. The following resources are available to employees, staff, faculty and students to address difficulties associated with alcohol or substance abuse.

SUBSTANCE ABUSE COMMUNITY AND EMERGENCY RESOURCES

MUSC Counseling Services

843.792.2848

**Charleston Center of Charleston County
Substance Abuse Services**

843.958.3300

24-HOUR HELPLINE: (843)722-0100

<https://cc.charlestoncounty.org/>.

National Suicide Prevention Lifeline

1.800.273.8255

www.suicidepreventionlifeline.org

Carolina Region of Narcotics Anonymous

www.crna.org

Tri-County Intergroup

1827 Reynolds Avenue

North Charleston, SC 29405

Helpline: (843) 554-2998

<http://www.area62.org/intergroups/index.php?id=4>.

Narconon

1-888-477-5527 [Helpline]

www.narconon.org.

Charleston and Dorchester County Mental Health

843.414.2350 (Emergencies)

www.charlestdorchestertermhc.org

Charleston Clinic: (843) 852-4100

Dorchester Clinic: (843) 873-5063

Business Office: (843) 212-8980

National Drug and Alcohol Abuse

Helpline

1.877.882.9275

www.drug-rehabs.org

https://www.drug-rehabs.org/South_Carolina-drug-rehab-alcohol-rehabs-program.htm.

Berkley Community Mental Health Center

843.761.8282

888.202.1381

<https://www.berkeyleymentalhealth.org/>.

EMERGENCIES CALL: (843)761-8282 or (888)202-1381

Addiction Care Options

Treatment Information Center

800.784.6776

www.addictioncareoptions.com

Poison Control Center

800.222.1222

www.poison.org

National Substance Abuse and Mental Health Services Administration

www.samhsa.gov/treatment/index.aspx

- Suicide Prevention Lifeline

1-800-273-TALK (8255)

TTY: 1-800-799-4889

Website: www.suicidepreventionlifeline.org

- SAMHSA's National Helpline

1-800-662-HELP (4357)

TTY: 1-800-487-4889

Website: www.samhsa.gov/find-help/national-helpline

SC Vocational Rehabilitation Department

<https://scvrd.net/>

South Carolina Al-Anon Family Groups

Information Service

843.762.6999

www.al-anon-sc.org

Toll-Free Phone Hotline: 1-888-4AL-ANON (1-888-425-2666)

United Way

(843) 740-9000

<https://www.tuw.org/2-1-1Helpline>.

Coastal Crisis Chaplaincy

843.724.1212

www.coastalcrisischaplain.org

G. Charleston School of Law Smoke-Free Workplace Policy

The School of Law is dedicated to providing a healthy, comfortable and productive work environment for our employees, students, faculty and staff. The Surgeon General has determined that cigarette smoke is harmful to your health. Those who smoke and would like to take this emergency to quit, are invited to call 1.800.QUIT.NOW for free cessation information.

In accordance with the provision set forth in the Code of the City of Charleston, SC, Chapter 21, Section 21-132, the School of Law adopted the following smoke-free workplace policy, effective July 23, 2007.

Smoking shall not be permitted in any enclosed School of Law facility or space. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee or student lounges, stairs, restrooms, company vehicles and all other enclosed facilities. This policy applies to all employees, students, faculty, staff, clients, contractors and visitors.

Smoking shall be permitted only at a reasonable distance from outside entrances, operable windows and ventilation systems of enclosed areas where smoking is prohibited, so as to ensure that tobacco smoke does not enter those areas. Any questions regarding this smoke-free workplace policy should be directed to the Director of Human Resources at 843.377.4904.

H. Fundraising Policy

In order to maximize fundraising effectiveness, it is desired that the fundraising efforts of the School of Law and its constituents be coordinated. Accordingly, the School of Law adopts this fundraising policy and accompanying procedures to ensure that its mission is supported by the fundraising efforts of the constituents, that the issue of the potential conflict with other fundraising efforts is addressed. Also, where conflict issues exist, the School of Law may provide a conditional approval where necessary to resolve these issues.

Students, student organizations, Student Bar Association (SBA) committees, faculty, staff, departments, alumni, or other friends of the Charleston School of Law may raise money through three avenues:

- **The School of Law Foundation:** An individual or group may raise money on behalf of the Foundation, donations to which are tax-deductible. The funds raised must be used for a narrow range of very specific purposes as required by federal law. Please review with the Director of the Foundation in advance of any fundraiser.
- **School of Law or Student Organization/Committee:** An individual or group may also raise money for the School of Law, a student organization, a student committee although donations are not tax-deductible. This money may be used to cover general operating expenses of the School of Law or the particular group raising the money.
- **Outside Entity or Organization:** An individual or group affiliated with the School of Law may raise money or obtain other gifts of value that is ultimately be donated in whole or in part to a non-school related group or entity. Prior to initiating any fundraising activity, the individual/group must first meet with the Department of Student Affairs regarding the details of the contemplated activity.

In order to coordinate fundraising efforts by various constituent groups at the School of Law, maximize effectiveness of efforts and avoid conflicts of timing and/or solicitation, individuals and groups are required to read the following information, follow the steps described herein, and submit the necessary forms for approval to the appropriate persons in order to raise money in the name of the School of Law or the Foundations. Fundraising requests should be submitted at the beginning of the semester in which the campaign will take place. The approval process generally will take 4 to 6 weeks. Some requests should be submitted earlier to ensure that the process is complete well before the start of the campaign.

In no instance shall any individual or group invoke the name of the Charleston School of Law or the Charleston School of Law Foundation in fundraising activities or make representations about the deductibility of any gifts to either entity, without first obtaining the requisite approvals as outlined in these fundraising policies and procedures.

Raffles, drawings and lotteries in violation of South Carolina law are strictly prohibited.

1. Fundraising for The Charleston School of Law Foundation

With the rising costs to educate law students and the desire to keep the School of Law affordable and accessible, financial support from external constituents is increasingly important. As part of its commitment to ensure that the legal education of the students enrolled at the School of Law remains affordable and accessible, the School of Law Foundation actively seeks, encourages, and welcomes financial support that is consistent with its mission and tax exempt status. [Note: Gifts directly to the School of Law are not tax exempt, while gifts made to the Foundation may be tax exempt if consistent with its tax exempt status.]

For more information on fundraising for the Foundation, please contact the Assistant Dean of Students.

Note: Gifts directly to the School of Law are not tax exempt, while gifts made to the Foundation may be tax exempt if consistent with its tax exempt status.

2. Fundraising for Student Organizations, Committees and Outside Organizations

This policy applies to all students, student organizations, SBA committees, faculty, staff, departments, or other non-student groups who want to engage in fundraising activities. All fundraising events must be approved by the Associate Dean of Students in the Department of Student Affairs prior to the start of the campaign. This includes all campaigns where items or monies are being raised for any cause. This includes collection drives and bake sales. **Violations of this policy could result in the cancelation of the campaign or loss of fundraising privileges.**

- a. Submit a fully completed *Student Organization Event Planning Approval Form* to the Associate Dean of Students 4 to 6 weeks prior to the event. Incomplete forms will not be reviewed.
- b. If solicitations outside of the School of Law are being sought, the students or student organization, or SBA Committee must disclose the specific names and/or businesses from which they wish to solicit with their *Student Organization Event Planning Approval Form*. (The Department of Student Affairs maintains a spreadsheet of all businesses and law firms from whom students and student groups have previously requested funds. It is imperative that students provide this information to the Assistant Dean of Students for tracking purposes.)
- c. Once the form is submitted, meet with the Assistant Dean of Students to review event. **All written and printed items must be approved prior to the commencement of the fundraising campaign.**

- d. Ensure that the organization has the funds to cover any costs associated with the fundraising campaign. If needed, attend the SBA Budget Hearings and/or meet with the Treasurer to review your account.
- e. **No student may enter into a contractual agreement on behalf of the Charleston School of Law, LLC. The contracts should be signed by the Dean of the School of Law or the President. The student is not a legal representative of the Charleston School of Law.**
- f. As a reminder, donations made to the School of Law or a School of Law Student Organization are not tax-deductible.

I. Use of the School of Law Name, Seal, & Names

Part of the effective use of the Charleston School of Law’s brand is how it appears to the public in everything from hand-written correspondence to digital text. It is important that the use of Charleston School of Law name, logo, and seal are consistent because they are what officially identify the Charleston School of Law.

Charleston School of Law Name

When referencing the Charleston School of Law in fliers, posters, paraphernalia, correspondence, policies, or any other paper-based, electronic or digital communication, students and student organizations shall refer to the institution as the “Charleston School of Law”.

On second reference and when obviously referring to this institute, the following is acceptable:

- *the School*
- *Charleston Law*
- *School of Law*
- *law school*

Do **not** use CSOL or CSL in print publications, websites or in any formal references to the law school.

Use of the Official Seal

The Charleston School of Law seal is a registered artwork that is reserved for official school documents and awards. The seal may only be used with written permission from the Associate Director of The Charleston School of Law, LLC and must be approved before being distributed on any printed and/or electronic materials, awards or documents.

For institutional and student organization/student use, the *Seal Approval Form* should be submitted to Nick Sanders, Associate Dean of Students.

Use of the Official Logo

The Charleston School of Law logo may be used for all printed items. However, it is important that the logo is not distorted from its original form. All School of Law student organizations must have prior approval from the Department of Student Affairs before printing, posting or distributing any materials with the Charleston School of Law logo. To download the School of Law logo, please visit www.charlestonlaw.edu. From the home page, scroll over “About” > “News” then click on “Logo Form.” There are several logo options from which to choose. If you need the logo files in another format, contact Diane Rexroad, drexroad@charlestonlaw.edu.

J. Unauthorized Use of the Charleston School of Law Name or Related Organizations

Under no circumstances should the School of Law's name or those names of related School of Law organizations or agencies be invoked to endorse or promote positions, individuals, or organizations without the prior written approval of the Dean of the School of Law. While the School of Law is firmly supportive of free speech rights for members of the School of Law community, it is improper to use the School of Law name to promote positions, individuals, or organizations unless and until the School of Law formally manifests its intent to do so.

In using or authorizing the use of the School of Law name to identify themselves in connection with activities conducted with outside individuals and entities, members of the School of Law community should assure that the School of Law name is used in a manner that does not imply the Charleston School of Law's endorsement or responsibility for the particular activity, person, product, or publication involved. Failure to abide by the terms of this policy may result in sanctions pursuant to the School of Law's Code of Conduct.

K. Contracts

1. No student may enter into a contractual agreement on behalf of the Charleston School of Law, LLC. The contracts should be signed by the Dean of the School of Law or the President. The student is not a legal representative of the Charleston School of Law.
2. Students executing contracts without proper authorization will be personally liable for any resulting damages or costs.
3. The Chief Financial Officer will not remit payment for a contract signed by an unauthorized user.
4. All contracts should be submitted to the Department of Student Affairs for review.

L. Bulletin Board Policy

The Charleston School of Law has bulletin boards located across campus where students and student organizations may disseminate information to the School of Law community. Students and student organizations may post on bulletin boards in the following locations:

- Library
- 385 Meeting Street Building – Second and Third Floor

1. **Please do not affix anything to the walls, doors, ceilings, or any painted or non-painted area inside the buildings. Only the bulletin boards are to be used for the posting of materials.**
2. Fliers should only be posted on designated bulletin boards, (i.e. house for rent on the housing board). A posting may be moved if it has been placed in an undesignated area. The student or student organization will be notified that the flier has been moved due to posting in an improper location.
3. Fliers will be posted for two weeks or until the end of the event, whichever comes first. Campus organizations are responsible for removing their outdated postings. If postings are not removed after the event date by the organization, the School of Law reserves the right to remove them.
4. Organizations may lose posting privileges if outdated postings are not removed in a timely manner.
5. Academic and administrative departments shall control, manage and maintain their own bulletin boards.

M. Room Reservations and Calendar

Please visit Charlestonlaw.edu for reservations and calendars.

N. Lockers

Student lockers are located on the second floor of the Sol Blatt Jr. Law Library. To request a locker, please contact the Department of Student Affairs.

O. Student Mailboxes

Student mailboxes are located on the second floor of the 385 Meeting Street building. Please check these mailboxes regularly.

P. Voter Registration

The School of Law encourages all eligible students to participate in the political process. South Carolina law requires those seeking to vote to register at least 30 days prior to the election. School of Law students may register to vote where they attend law school only if they establish that they are a member of that community. In establishing residency under this rule, students must demonstrate that they have a present intention to remain in the community where they attend school. If you are not registered to vote, South Carolina Voter Registration applications can be obtained in the Department of Student Affairs as well as online at <http://www.scvotes.org>.

Simply fill out the application and return it to the appropriate county board of voter registration. In Charleston County, the contact information is:

Charleston County Board of Voter Registration
Post Office Box 71419
Charleston, SC 29415
Office Number 843.744.8683
Fax Number: 843.974.6419
<mailto:voterregistration@charlestoncounty.org>

For more information, including eligibility requirements and updating your voter registration, please visit: <http://www.scvotes.org>