

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

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Policy No.: 3357:15-17-00

Effective: 10/16/2013
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USE OF COLLEGE FACILITIES

Policy No. 3357:15-17-02

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Effective: 10/05/2009

Revised: 02/28/2015

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POLICY:

Internal stakeholders, external groups, and individuals may request the use of facilities based on established priorities. Reservations will be processed on a first-come, first-served basis, subject to the need of the facility for a higher-priority college use. Individuals using College facilities or grounds are required to comply with College policies and procedures and all applicable local, state, and federal laws.

PROCEDURE:

(A) Priorities. Facility use requests will be reviewed in the following order of priorities.

Priority I - Campus Activities

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- (1) College instructional programs
- (2) Official College events
- (3) College-sponsored educational activities
- (4) Student clubs and organizations activities
- (5) College intramural activities

Priority II - External Groups Activities

- (1) Instructional programs conducted by Stark State College partners
- (2) Special courses, workshops, seminars, and meetings organized and conducted by business and non-profit organizations and not facilitated by Stark State College
- (3) Expressive groups.

(B) Space Request Process

- (1) All external groups requesting use of facilities must apply to the Gateway Student Services Office and complete the building usage form that includes the following:
 - a) Date(s) requested
 - b) Time(s)
 - c) Name of organization
 - d) Purpose of meeting
 - e) Equipment requested
 - f) Multimedia requirements
 - g) Estimated number attending

- h) Room configuration
 - i) Signature
 - (2) Requests for space for events requiring services - such as parking, catering, campus security, moving services, housekeeping, or audio visual - must be made no later than five business days prior to the date of the event to the Gateway Student Services Office. The Office will notify all other units that need to be involved.
 - (3) Events that do not require services must be made no later than two business days in advance for College, College-sponsored, or non-College events. Facilities may not be reserved more than six months in advance of the event.
 - (4) No keys are given to external organizations.
 - (5) The Registrar's Office formulates the schedule for all College courses and labs during the fall, spring, and summer semesters. The Office reserves the right to make changes to academic space assignments at any time.
- (C) Charges
- (1) Current facility fee rates are included in the Building Usage Schedule of Charges form, which is available through the Gateway Student Services Office. The Vice President for Business and Finance has the discretion to adjust charges in specific situations.
 - (2) External groups and individuals using facilities during normal College operating hours will be charged on the following basis:
 - a. Class I. Members of this group are SSC partners, SSC supporters, and non-profit organizations that request space and collect no fees. Space shall be granted to these organizations without a facility fee during normal College operating hours.
 - b. Class II. Companies, individuals, and non-profit organizations (collecting fees) utilizing space not sponsored or facilitated by Stark State College shall be charged in accordance with the Building Usage Schedule of Charges for the use of the facility.
 - c. Class III. Expressive Groups utilizing space not sponsored or facilitated by Stark State College shall be charged in accordance with the Building Usage Schedule of Charges for the use of the facility.
 - (3) Requests for use of facilities outside of the normal College operating hours will be charged an additional fee to defray the cost of maintenance and security. A minimum of four hours is required on Sunday or holidays.

- (4) Multimedia equipment may be rented from Stark State College based on the Building Usage Schedule of Charges.

(D) Safety and Compliance

- (1) It is the responsibility of the facility users (or sponsoring groups) to ensure that an event is held in a safe environment. All external group users of the facilities are responsible for any damages resulting from their use of the facilities and assume all responsibility for personal accident or injury to participants.
- (2) All College spaces have maximum occupancy limits, which cannot be exceeded. Should the occupancy limit be exceeded, Security is authorized to hold the start of an event or stop an event in progress until this limitation is met.
- (3) Campus Security must be consulted regarding parking and security issues prior to the approval of any group. Facility use may be denied based on parking or security issues.
- (4) All groups must agree to preserve the image of the College and its buildings and agree not to use the College photos, logos, or marks in publications or online without prior written consent of the SSC Marketing Department.
- (5) Alcoholic beverages are generally not permitted on campus; please refer to policy number 3357:15-16-13 for the alcohol policy. Smoking is not permitted in any campus buildings; please refer to policy number 3357:15-17-09.
- (6) Food must be confined to areas designated for that purpose. Failure to clean up after an event will result in a charge for custodial services.
- (7) Authorization to bring equipment and supplies into the College and arrangements for decorations requiring attachment to the building or its fixtures must be approved in advance by the Director of Physical Plant and Construction.

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**PHYSICAL DEVELOPMENT PLANNING,
SPACE UTILIZATION, AND MAINTENANCE**

Policy No. 3357:15-17-05

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Effective: 10/05/2009

Revised: 02/28/2015

Revised: 06/05/2017

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POLICY:

Stark State College thoroughly plans the development, space utilization, and maintenance of college facilities and grounds.

- (A) The Vice President of Business, Finance, and Information Technology at their discretion, may utilize the expertise of a professional planning or architectural firm, the Ohio Facilities Construction Commission (OFCC), or utilize the expertise of the college faculty and staff to deliver a plan for the physical development and planning of the college. The plan encompasses the following components:
- (1) Concepts of development include the physical features, function, quality, and aesthetics that fit the college motif.
 - (2) Parameters of design standards include the scale, material, style, and colors. Parameters also consider density measures and travel time and distance of prospective students.
 - (3) Use of college land includes buildings, open space, parking, and circulation.
 - (4) Detailed plans pertaining to specific buildings include the preservation/renovation/modification of existing buildings and the demolition or construction of new buildings.
 - (5) Development capital is considered for source of, the application of, and the time schedule for funds.
- (B) The Vice President of Business, Finance, and Information Technology will file all space inventory and utilization reports required by the Ohio Department of Higher Education.
- (C) The Vice President of Business, Finance, and Information Technology is responsible for the maintenance of the building(s) and grounds of Stark State College.

PROCEDURE:

- (A) The Vice President of Business, Finance, and Information Technology may arrange service contracts to care for the mechanical systems not covered in the basic maintenance and grounds contracts.
- (B) All conditions that are dangerous or potentially dangerous shall be reported to the Vice President of Business, Finance, and Information Technology. Upon notification of such conditions, the Vice President of Business, Finance, and Information Technology will take action to have the condition corrected. The Vice President of Business, Finance, and Information Technology may stop any activity if there is a clear and present danger to the College or its occupants.
- (C) The Vice President of Business, Finance, and Information Technology shall see that the College is in compliance with all State and Local Building, Fire, and ADA codes for the operation of public buildings.
- (D) The Vice President of Business, Finance, and Information Technology shall recommend to the Board of Trustees the necessary changes that are required to meet revisions in all applicable laws.

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INVENTORY CONTROL FOR CAPITAL EQUIPMENT

Policy No. 3357:15-17-06

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Effective: 10/05/2009

Revised: 02/28/2015

Revised: 06/05/2017

Revised: 06/06/2022

POLICY:

The Vice President of Business, Finance, and Information Technology shall maintain an inventory for all movable equipment which has a value of five thousand dollars (\$5000.00) or more per unit, which is nonexpendable, and which has a useful life of five years or more.

PROCEDURE:

(A) The inventory process is as follows:

- (1) In order to ensure that all equipment is recorded and tagged, the accountant responsible for tracking fixed assets (accountant) will review all invoices for capital equipment.
- (2) Purchasing will notify accountant and the Mail Room supervisor when a Purchase Order (PO) for equipment costing \$5,000.00 or more is placed.
- (3) Mail Room Supervisor will contact accountant when equipment is received so it can be tagged with an Asset Tag prior to being delivered to the requesting department.
- (4) The accountant will prepare the inventory control record for each item. The record will be stored in an inventory database. The record will have all areas completed except the tag number and the room number.

(B) The inventory control record will carry the following information:

- (1) Property name
- (2) Tag number
- (3) Description
- (4) Estimated life
- (5) Category code

- (6) Date acquired
 - (7) Serial number – if available
 - (8) P.O. number
 - (9) Building letter
 - (10) Room number
 - (11) Cost
 - (12) Supplier
 - (13) Date tagged
 - (14) Accountant's Name
 - (15) Comments
- (C) A physical inventory shall be taken by all department chairs/heads having equipment assigned to their units when requested by the Business Office.

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EMERGENCY RESPONSE PLAN

Policy No. 3357:15-17-07

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Effective: 10/05/2009

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Revised: 06/22/2007

Revised: 02/28/2015

Revised: 07/14/2016

Revised: 06/07/2021

POLICY:

The Emergency Response Plan establishes procedures and organizational structure for response to emergencies, and guides response personnel and resources during major emergencies. The plan defines roles, responsibilities, and clear strategies during the initial response and throughout an emergency. The Campus Security Office under the direction of the Vice President of Business, Finance, and Information Technology maintains this plan and should not construe the contained information in a manner that limits the use of good judgment or common sense in unforeseen or un-delineated matters. The plan will be made available to the campus community through *mystarkstate* and at the Campus Security Office.

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SELECTING AND DISPLAYING ARTWORK

Effective: 10/05/2009

Policy No. 3357:15-17-08

Revised: 02/28/2015

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POLICY:

PROCEDURE:

- (A) Artwork shall be divided into two basic categories: permanent and transient.
 - (1) Permanent works shall be those that are displayed with the intent that they not be moved for an extended period of time. These works could be owned by the College or be on loan.
 - (2) Transient works shall be those that are displayed on a temporary basis such as a showing featuring an artist's work. These works shall be owned by a private collector or artist and shall be on display for a specified period of time.
- (B) Areas in which artwork is to be displayed can be categorized as public, divisional, and private.
 - (1) Public areas are those which the general public and students commonly use.
 - (2) Divisional areas are those spaces which are designated for the use of one College division exclusively.
 - (3) Private areas are employee offices.
- (C) Areas subject to these guidelines shall be the public and divisional areas only.
- (D) Artwork shall be original or limited run signed prints. No photographic reproductions shall be permitted except for prints of a photographer's work. The subject matter of the works shall not be offensive to the general population; this, however, should not preclude controversial works. The size of the works shall be determined by the area in which they are to reside.
- (E) All permanent artwork to be placed in a public area shall be selected by the Campus Aesthetics Committee or outside consultants retained specifically for that purpose, or they can be presented to the Campus

Aesthetics Committee by an individual, company or organization for approval. Transient works shall be approved by the Campus Aesthetics Committee. All artwork to be displayed in a divisional area shall be approved by a committee of employees from that particular division.

- (F) Standardized labeling giving donor's name shall be provided for all art donated to the College.
- (G) A monetary evaluation of donated and purchased artwork shall be made by the Vice President for Business and Finance in accordance with standard accounting practices.

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SMOKE-FREE FACILITIES

Policy No. 3357:15-17-09

Page 1 of 1

Effective: 10/05/2009

Revised: 02/28/2015

Revised: 06/03/2019

POLICY:

Stark State College is a smoke- and tobacco-free facility. Smoking and tobacco use is defined as the use of any type of lighted pipe, cigar, cigarette, e-cigarette, or any other smoking equipment, whether filled with tobacco or any other type of material. Smokeless tobacco, defined within this policy, consists of the use of snuff, chewing tobacco, smokeless pouches, or other forms of loose leaf tobacco. Smokeless tobacco also includes the use of electronic devices or other inhaled nicotine devices.

PROCEDURE:

- (A) Smoking areas will be designated in restricted areas of the college grounds as identified by the Vice President for Business and Finance. Smoking is not permitted at any other locations.
- (B) All employees, students, and visitors to campus share in the responsibility for adhering to this policy.
- (C) Notices shall be posted at the entrance to each building and at designated locations within the buildings by the Supervisor of Facilities indicating that smoking is prohibited.

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PUBLIC USE OF COLLEGE OUTDOOR AREAS

Policy No.: 3357:15-17-10

Page 1 of 5

Effective: 10/16/2013

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Revised: 06/07/2021

POLICY:

- (A) Purpose: The purpose of the Policy is to promote the free exchange of ideas and the safe and efficient operation of the College by:
- (1) Fostering free speech, assembly and other expressive activities on College property by all persons, whether or not they are affiliated with the College.
 - (2) Maintaining an appropriate educational and work environment for all persons present on College property, including but not limited to students, faculty, employees, customers and visitors.
 - (3) Maintaining the personal security of all persons present on College property and protecting the property of the College and of persons present on College property.
 - (4) In developing this Policy, the College recognizes the constitutional freedoms guaranteed by the United States and Ohio Constitutions, including freedom of speech, press and assembly. The College also recognizes the need to preserve and protect its property, students, guests and employees of the College, and to ensure the effective operation of educational, business and related activities of the College. Expressive activities on the College's campus may be subject to reasonable regulation with regard to the time, place and manner of the activities. College employees will not consider the content of expressive activities when enforcing this Policy. No Policy can address every possible activity or situation that may occur on College property, and the College reserves the right to address such situations as circumstances warrant.
 - (5) This Policy does not apply to use of College facilities and grounds for official events sponsored by the College.

- (6) Expressive activities carried out under this Policy shall not be considered to be speech made by, on behalf of or endorsed by the College.
- (7) This Policy supersedes any provisions in any other earlier-adopted College policies that address similar or overlapping issues, such as use of outdoor spaces.

(B) Outdoor areas of campus generally available for use

(1) General Access

- (a) Any person or group may use, without prior notification, any publicly accessible outdoor area of the College's main campus providing such use does not materially and substantially disrupt normal campus operations. Federal, state and local laws will be enforced as applicable. The use of walkways or other common areas may not block the free passage of others or impede the regular operation of the College. Use of the general access areas may include speaking, non-verbal expression, distributing literature, displaying signage and circulating petitions. There is no limit to the number of times a month a person or group may access those areas.
- (b) During work and class hours or if the area is currently in use for an official College event, amplification may be restricted if it unreasonably interferes with College operations or noise ordinances are violated.

(2) Satellite Campuses

The College's satellite campuses are a mixture of College owned and leased facilities. Some leased facilities do not have publicly accessible outdoor areas available for use under this Policy. Where any outdoor space is controlled by the College, this Policy applies.

(3) Large Groups

- (a) Except in circumstances described below, any person or group whose use of an outdoor area is expected or reasonably likely to have more than one hundred people must notify the Stark State Security Department at 330-494-6170, Ext. 4367 at least two (2) business days before the day of the expressive activity, including information as to the specific location to be used for the event and the estimated expected number of persons, and the name and contact information of at least one person who can be contacted regarding logistics of the event, which shall include at least one person who will be personally present. Clean-up fees will be charged and security fees for non-student/student groups will be charged to the person or group in accordance with the Outdoor and Building Usage Schedule of Charges.
- (b) Prior notice is necessary to ensure that there is sufficient space for the large group event, that the large group event does not conflict with any other scheduled use of the outdoor space, and that sufficient College resources are available for crowd control and security. If such advance notice is not feasible because of circumstances that could not be reasonably anticipated, the person or group shall provide the College with as much advance notice as circumstances reasonably permit.

(C) Student Use

- (1) In addition to the general right of access to outdoor areas of campus described above, any student or student organization may seek to reserve the use of specific outdoor areas by contacting the Coordinator of Student Activities at 330-494-6170, Ext. 4237. Any request by a student or student organization to reserve such area or space shall be made at least one (1)

business day prior to the event. A request will be granted unless it would conflict or interfere with a previously scheduled event or activity or violate this policy.

- (2) A student or student organization that has reserved a specific area or space under this Policy will have priority over any other persons seeking to use the area or space during the scheduled time period. Any decision denying a request shall be promptly communicated in writing to the requester and shall set forth the basis for the denial. The content of the anticipated speech or other expressive activity shall not form the basis for a denial.

(D) Prohibited Activities

- (1) Any event or activity that disrupts the ability of the College to effectively and peacefully teach students, provide client services, or conduct any of its other business and support operations is prohibited. Examples include but are not limited to excessive noise, impeding vehicle or pedestrian traffic, and conduct otherwise unlawful.
- (2) No activity may damage College property. Prohibited actions include but are not limited to driving stakes or poles into the ground, hammering nails into buildings, and attaching anything to sidewalks, paved areas, or any part of any building, structure or fixture.
- (3) Distribution/solicitation by placing any material on vehicles in the parking lots or garages is prohibited. Leaving trash, litter, materials or pollutants in any area is prohibited.
- (4) Individuals using College facilities or grounds are required to comply with college policies and procedures and all applicable local, state, and federal laws.

(E) Enforcement

- (1) The Stark State Security Department and local law enforcement shall enforce the provisions of this Policy.
- (2) Any person who violates Section D of this Policy may be subject to an order to leave College property. Employees in violation of this Policy may be subject to discipline, up to and including termination.

(F) Dispute Resolution

Any person or recognized student organization who believes unlawful, unreasonable, or arbitrary limitations have been imposed on any of their speech or other expressive activities under this Policy may file a complaint with the Office of the Vice President of Business and Finance at 330-494-6170, Ext. 4398.

PROCEDURE:

- (A) The President may adopt procedures to administer this Policy.

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COLLEGE STATE OF EMERGENCY PERTAINING TO STUDENTS

Policy No. 3357-15-17-11

Effective: 06/05/2017

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Revised: 06/06/2022

POLICY:

A college state of emergency is in effect when the College's President, or person designated, acts to declare such a state in the event of an unexpected catastrophic event, such as a natural or human made disaster or the outbreak of a pandemic illness, requiring immediate attention and remedial action and may involve injury, loss of life, damage to property, or catastrophic interference with normal activities. A catastrophic disaster is one which would require closing the College for six or more business days; short-term closings of five business days or less will not be considered catastrophic. The College recognizes the need to return to normal operations as quickly as possible for students.

PROCEDURE:

The President, or designee, will consult with the Disaster Response Team, and local, state, and federal agencies in order to prepare the eCollege's response and recovery.

1. The President or designee to determine a college state of emergency will consult with government and emergency relief agencies to assess the damage and any other hazards or threats remaining to the eCollege.
2. The President or designee will meet with the Disaster Response Team, defined in the Emergency Operations Plan, to determine a long-term recovery plan.
3. The President or designee will communicate the recovery plan to all college personnel, and in conjunction with Executive Council, will enact the appropriate divisional contingency plans in each division/department of the eCollege.
 - a. Divisional contingency plans shall include external resources, partnerships, and counseling needs available for students.
 - b. Divisional contingency plans shall include a plan for protection of all student records and a plan to provide students with opportunities to complete their educational programs.
 - c. Student records maintained within the College's Student Information System are also electronically stored at the State of Ohio Computing Center on The Ohio State University Campus.
4. The President or designee will regularly communicate these contingency plans to students, the campus, and neighboring communities until the College resumes normal operations.

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SERVICE ANIMAL
Policy No. 3357:15-17-12
Page 1 of 2

Effective: 08/04/2018
Revised: 06/05/2023

POLICY:

In compliance with the Americans with Disabilities Act (ADA), Stark State College generally allows service animals in its buildings, classrooms, and dining areas when accompanied by an individual with a disability who indicates the service animal is trained to provide, and does provide, a specific service that is directly related to the disability.

Definitions:

Service Animal: A service animal is defined under the ADA as an animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability. The work or tasks performed must be directly related to the individual's disability. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

Handler: The handler is the person who is responsible for controlling the Service Animal.

PROCEDURE:

(A) Service Animals and Handlers

- (1) Service Animals and Students: In order for the College to assure proper accommodation for all students, the College requests all individuals with service animals to report to the Office of Disability Support Services in advance if possible.
- (2) Service Animals and Employees: Employee requests for disability accommodation, including requests to have a service animal in the workplace, should be made to the Office of Human Resources, who will process, review, and make determinations of the accommodation request. If an employee requests an accommodation and the need for the accommodation is not obvious, written documentation from a doctor or other professional with knowledge of the person's functional limitations may be required.
- (3) Service Animals and Visitors: Service animals accompanying individuals with disabilities are welcome in all areas of campus that are open to the general public.

When it is not obvious or readily apparent that the service animal is trained to do work or perform tasks for an individual with a disability, College employees are permitted to make the following two inquiries:

- (a) "Is this a service animal that is required because of a disability?"
- (b) "What work or task has the service animal been trained to perform?"

Additional questions related to the use of service animals on the College premises should be directed to Campus Security.

(B) Responsibilities of Service Animal Handlers

- (1) Animal Control Requirements
 - (a) Handlers must have full control of their animals at all times. The animal shall be harnessed, leashed, or tethered while in a public place unless these devices interfere with the service animal's work or the person's disability prevents use of these devices. If not under direct physical control of the handler, the service animal's handler must maintain full control through voice, signal, or other effective means.
 - (b) To the extent possible, the animal shall be unobtrusive to other individuals and to the learning and working environment.

(2) Service Animal Etiquette

- (a) It is recommended that the animal wear some type of commonly recognized identification symbol to identify it as a service animal.
- (b) To the extent possible, the handler should ensure that the animal does not: sniff people, food tables, or the personal belongings of others; jump on people; display any behaviors or noises that are disruptive to others, unless part of the service being provided; or block an aisle or passageway for fire or other emergency egress.
- (c) The cost of care, arrangements, and responsibilities for the well-being of a service animal, and the clean-up of the animal's waste, are the sole responsibility of the handler at all times. The handler must adhere to and be aware of all applicable local and state ordinances regarding ownership of animals (i.e., leash law, proper identification, vaccinations, etc.).
- (d) Handlers are responsible for any damage or injuries caused by their animals and must take appropriate precautions to prevent property damage or injury.

(C) Removal of Service Animal

A service animal may be ordered to be removed by Campus Security for the following reasons:

- (1) Out-of-Control Animal: A handler may be directed to remove an animal that is out-of-control when the handler does not take effective action to control it. If the improper behavior happens repeatedly, the handler may be prohibited from bringing the animal into any college facility until steps to mitigate the behavior have been taken.
- (2) Non-housebroken Animal: A handler may be directed to remove an animal that is not housebroken.
- (3) Direct Threat: A handler will be directed to remove an animal that the College determines to be a substantial and direct threat to the health and safety of individuals.

If the College requests the removal of a service animal, the handler must remove the animal immediately. Once the service animal is removed, the College will work with the handler to determine reasonable alternative accommodations and/or opportunities to participate in the service, program, or activity without having the service animal on the premises.

(D) Conflicting Needs/Health Concerns: Complaints of allergies by other individuals, or other individuals' fear of animals, are not valid reasons for denying access or refusing services to individuals using service animals. When a person who is allergic to the service animal and a person who uses a service animal must spend time in the same room, for example, in a classroom, they both should be accommodated. Decisions for such accommodations will be made by the appropriate College employee (depending on status of individuals involved – i.e., student, employee, or visitor) and in accordance with applicable laws, regulations, and guidance.

(E) Grievance Procedures: Handlers who receive notice to remove a service animal may file a grievance. The grievance procedure for students is outlined in the Non-Discrimination Policy available at <https://www.starkstate.edu/about/non-discrimination/>.

(F) Public Etiquette Toward Service Animals: Faculty, staff, students, and visitors should avoid the following:

- (1) Petting a service animal
- (2) Feeding a service animal
- (3) Deliberately startling a service animal
- (4) Separating or attempting to separate a handler from their service animal