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Dear Residents:

We would like to welcome you to Cowley County Community College for the 2010-2011 school year and to our Residential Life community. We hope you have a great experience at Cowley and wish you the best of luck in the upcoming year.

Residential Life is considered a part of the educational program, providing students with important learning experiences not otherwise available through the traditional classroom setting.

Our goals in Residential Life are:

- To meet the individual needs of students for adequate, economically beneficial dorms.
- To contribute to the intellectual, cultural, social and value development of students.
- To provide important learning experiences and opportunities for students beyond the instructional classroom.

Residential Life promises to be a social and economic advantage as well as being extremely convenient. We are asking for your help to make your college experience a positive one. **Please read your handbook carefully as you are accountable for its contents.**

The college has established two general rules for all students:

- Students must respect themselves and all other individuals
- Students must take responsibility for their actions

We thank you for choosing Cowley and we look forward to having you in our Residential Life program.

Sincerely,

*The Cowley Residential Life Staff*

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# MEET YOUR DORM MANAGERS



**Landon West**

Landon is the manager of Central Avenue Dormitory and the Director of Housing. Originally from Goodland, KS he came to Cowley College on a Baseball Scholarship and graduated with his Associate's Degree in 2005. Then moved on to Emporia State University to continue his athletics where he graduated with a Bachelor of Science Degree in Recreation with a minor in Coaching in 2007. He met his wife Lory while attending Cowley and she also works for the college as the Associate Director of Admissions. Landon and his wife, Lory, have a daughter named Peighton.



**Courtney Gougler**

Courtney Gougler is the dorm manager for Docking Dormitory. Courtney is also an Assistant Track and Field Coach for the Tigers. Gougler is a former Tiger athlete who graduated from Oklahoma State University, where she obtained her B.A in Liberal Studies. Gougler competed for the Tigers for one year then transferred to the University of Wyoming to compete for the Cowgirls Track and Field team. She then transferred to OSU to continue her athletic and academic goals. Gougler is from Glencoe, Oklahoma.

TBA - Kimmell Dorm



**Robin Greene**

Robin Greene is the manager of Kirke W. Dale Dormitory. She is also the Health Promotions and Prevention Specialist. Robin is originally from Kansas City, MO. She attended UMKC, and then transferred to Park University, where she graduated with her Bachelor of Science degree. She attended CMSU for her teacher certification training. She taught Science in the Kansas City, Missouri School District, and later in London, England for three years.

TBD – Oscar Kimmell Dormitory

**N/A**

## Dorm Manager Contact Information

### Central Avenue Dormitory

Landon West

Room #100, Central Dormitory

Office: 441-5289

[westl@cowley.edu](mailto:westl@cowley.edu)

### Kirke Dale Dormitory

Robin Greene

Room #108, Student Life Game Room

Office: 441-5571

[greener@cowley.edu](mailto:greener@cowley.edu)

### Docking Dormitory

Courtney Gougler

Room #100, Docking Dormitory

Office: 441-5322

[gouglerc@colwley.edu](mailto:gouglerc@colwley.edu)

### Oscar Kimmell Dormitory

TBD

Room #200, Oscar Kimmell Dormitory

Office: 441-5369

[westl@cowley.edu](mailto:westl@cowley.edu)

### Storbeck Dormitory

TBD

Room #206, Storbeck Lobby

Office: 441-5332

[westl@cowley.edu](mailto:westl@cowley.edu)

- Office hours for each dorm manager will be posted on their office door.
- Office hours are subject to change - changes will be posted.
- In addition to contacting dorm managers during office hours, dorm managers can also be contacted by telephone or email.

Office personnel is available in the Central Avenue Dormitory

Director of Housing

Room # 100, Central Avenue Dormitory

Office hours, Monday - Friday, 8:00 to 4:30

Office: 441-5289

Student Life Office

Room # 201, Nelson Student Center

Office hours, Monday - Friday, 8:00 to 4:30 pm

Office: 441-5393

After 4:30 pm, and on the weekends or holidays,  
contact the on-duty Dorm Manager at 620-741-1773 Cell

## Resident Assistants:

Each year Cowley hires students to be Resident Assistants (RA's) in the dormitories. These individuals are assistants to the Dorm Managers. They are there to help students in any way they can. They will also assist with room inspections, fire drills, and general dorm supervision. If a student has any problems and a dorm manager is not available, they are encouraged to visit with their Resident Assistant.

A student who wishes to apply for an RA position should contact the Housing Office for an application. Interviews are conducted in the spring, and the RA's are selected for the upcoming fall semester in late May. Mandatory RA training is scheduled each August prior to the start of school.

It is the responsibility of all residents of each dormitory to help maintain a clean and safe environment. Students are encouraged to report dormitory violations they may witness to their RA's, Dorm Managers, Director of Housing, or Campus Security.

### RA PHOTOS



# RESIDENTIAL LIFE FACILITIES

## DORMITORIES

Cowley dormitories offer several amenities to make your stay with us enjoyable and stress free. Some of the amenities include:

- Free wire-less internet service
- Free cable
- Free on-site laundry facilities
- Free Wellness Center membership
- 24-hour computer labs in every dorm
- 24-hour security
- \$500 dorm stipend for 3.5 GPA or higher

## DINING HALL

The Patrick J. McAtee Dining Hall is a modern and spacious facility. Great Western dining takes great pride in offering students a variety in their menu offerings. Students who would like to submit requests or comments about food service may contact Robert Rogers at 441-5582, contact their Resident Assistant, or may attend the Food Service Committee meeting the first Wednesday of each month.

- **Students must bring their Student ID's with them to every meal.**
- **Daily menu is available on the website.**

## TIGER DELI - NOT INCLUDED IN MEAL PLAN

Monday - Thursday	9:00 am - 10:00 pm
Friday	9:00 am - 4:30 pm
Saturday / Sunday	Closed

\* Hours are subject to change.

\* Credit and Debit cards accepted

## NELSON STUDENT CENTER

### **Jungle Area / Internet Café Lab:**

Mon - Thurs	8:00 am - 11:00 pm
Friday	8:00 am - 12:00 mid
Saturday	7:00 pm - 12:00 mid
Sunday	Closed

### **Game Room:**

Mon - Thurs	8:00 am - 11:00 pm
Friday	8:00 am - 12:00 mid
Saturday	7:00 pm - 12:00 mid
Sunday	Closed

## MAIL/PACKAGE DELIVERY

The Dorm Managers handle and deliver all mail for the dormitories. All mail is delivered to the resident's assigned mailbox by 4:00 pm each day, Monday through Friday. Residents will receive a mailbox number and key at dorm check-in. Residents who receive packages will receive an e-mail via their c-mail account to pick up their package in the Housing Office. **Mail will be returned to sender if the students name is not on it.** Outgoing mail can be placed in the dorm manager's "out-box" or can be taken to the Student Life Office in the Nelson Student Center. Stamps are available for purchase in the bookstore or in the business office. If a student prefers to have his/her mail forwarded to another address, he/she must contact the individual senders directly. The post office does not make address changes from the college.

### YOUR COWLEY MAILING ADDRESS IS:

*Your Name*  
Cowley College  
*Dorm Name & Room Number*  
PO Box 1147, 125 South Second  
Arkansas City, KS 67005

Physical addresses of the dorms are as follows:

Storbeck Dorm: 109 South 3 <sup>rd</sup> Street	Kirke Dale Dorm: 110 South 4 <sup>th</sup> Street
Docking Dorm: 122 South 4 <sup>th</sup> Street	Oscar Kimmell Dorm: 125 South 4 <sup>th</sup> Street
Central Ave Dorm: 102 South 5 <sup>th</sup> Street	

## PARKING

Although the college has "open parking" throughout the campus, parking stickers are required on all vehicles. You can obtain them from the admissions office. Students may park in any open parking space; however, **illegally parked cars will be subject to towing at the owners expense.** Handicapped, yellow zones and dorm manager spaces are off limits to unapproved individuals.

## PHONES

Toll-Free Phones are located on each floor of the dormitories. These phones provide free local calls and calling card capabilities for long distance. These phones are for student use only. Please be considerate of others when using the phones, and please answer the phones and take messages. You must dial a "9" on these phones first to access an outside line.

Telephone jacks are available in each dorm room. Dorm residents who want phones in their rooms will be responsible for the installation and cost of services for each phone. You can call any phone company to have a phone installed in your room. The college assumes no liability for abuse of personal phones (including cell phones).

An emergency outdoor phone is located outside the Library on the NW corner of the building.

**\*Do Not Share your phones with others!\***

# SUPPORT SERVICES

## HEALTH SERVICES –



Health care is available at the Nelson Student Center. Denise Wallace, RN, Director of Health Services at Cowley College provides primary care for illnesses and injuries during clinic hours. Bob Yoachim MD is the consulting physician for the clinic. Ginger Peacock, physician assistant to Dr Yoachim is available by appointment and schedules visits as needed weekly with students for minor illnesses. Comprehensive referral service ensures access to community health care providers, guidance information and education is available for a broad range of topics such as abuse prevention, contraception, sexually transmitted diseases, nutrition and stress management.

Students can reach Health Services by calling 620-441-5236 or visit Room # 207 at Nelson Student Center. Mrs. Wallace can also be reached at [wallaced@cowley.edu](mailto:wallaced@cowley.edu). Office hours are Monday-Friday daily 8am to 12 noon unless otherwise posted.

## STUDENT LIFE COUNSELOR



Roy Reynolds, the Student Life Counselor, provides professional Mental Health Services designed to support students in the effective management of educational and personal challenges. All currently enrolled students of Cowley College are eligible for services, which include counseling, assessment, referral, education, and crisis intervention. **There is no charge for services and all services are confidential.**

Appointments are available between 8:00 a.m. and 4:30 p.m., Monday through Friday, or by arrangement. To schedule an appointment, call 441-5228, e-mail Roy at [reynolds@cowley.edu](mailto:reynolds@cowley.edu) or visit his office, Room #204 in the Nelson Student Center.

# RULES AND REGULATIONS

During your stay at Cowley, we want you to feel that your dorm is your “home.” We believe in treating our residents as adults and respect your privacy. On the other hand, we also have a duty to maintain an environment, which insures the safety and well-being of all residents. All rules and regulations are designed to foster such an atmosphere. Students are encouraged to report any complaints or problems they may have to their RA’s, Dorm Manager, or the Director of Housing.

## **Curfews/Visitors:**

At Cowley, we believe that our dormitories are an extension of the learning process. Therefore, we maintain curfew hours, which we feel is fair, yet conducive to an educational atmosphere.

Dorm residents are responsible for the actions of their guests.

**All non-residents must leave the dormitories by 12:00 midnight Sunday – Thursday and 2:00 am on Friday and Saturday evenings. Non-residents may not enter the dormitories prior to 9:00 am each day. All guests must be accompanied by their resident host/hostess and are subject to the rules and regulations of the dormitories. Dorm residents are not allowed to have overnight guests unless prior permission is obtained from the dorm manager. Overnight guests of the opposite sex are not allowed. Visitors must be at least 18 years of age or be accompanied by a parent or guardian before entering the dorms.**

## **Dormitory Meetings:**

Dorm Managers will have informational meetings each semester with their residents. They shall post the time, date, and location of the meeting at least three days in advance. All dorm residents are responsible for the information presented at the meetings. Unless prior arrangements have been made with the Dorm Manager, residents are required to attend the dorm meetings. Failure to attend can result in a fine or other disciplinary measure.

# RULES OF OCCUPANCY

The opening and closing of the dormitories follows the Cowley County Community College academic calendar in accordance with the schedule published in the dormitory contract. Cowley College reserves the right to modify this schedule in accordance with officially announced changes in the calendar.

	<u>Dorms Open</u>	<u>Dorms Close</u>
Fall Semester	August 17, 2010	December 18, 2010
Spring Semester	January 12, 2011 March 27, 2011	March 20, 2011 May 14, 2011

	<u>Food Service Begins</u>	<u>Food Service Ends</u>
Fall Semester	August 17, 2010 (Evening only) November 28, 2010 (Evening only)	November 23, 2010 (After Lunch) December 18, 2010 (After Lunch)
Spring Semester	January 12, 2011 (Evening only) March 27, 2011 (Evening only)	March 18, 2011 (After Lunch) May 13, 2011 (After Lunch)

When students are required to be here for college activities,  
dorms exceptions will be made through the Director of Housing.

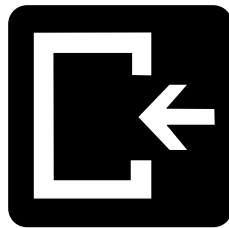
## **Special Dormitory Financial Items:**

- There is a \$500 fee for breaking a dorm contract. Residents must submit a written request to the Director of Housing and the Student Affairs Committee to break a dorm contract.
- There is a \$25 administrative fee to change a meal plan.
- Dorm residents who change rooms without **prior approval** from their **dorm manager** will be charged \$50.
- Lost keys are billed \$125 per key.

# CHECK-IN/CHECK-OUT PROCEDURES

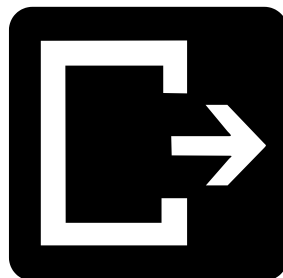
## Room Check-In Procedure:

1. Each room must be checked by the Dorm Manager or designated employee to verify the condition of the room. A sheet indicating the condition of the room will be kept in the resident's file. The resident shall be allowed to check the room before signing the sheet. **The resident is responsible for checking the room thoroughly for any problem areas.**
2. If the resident finds a problem area beyond those listed on the check-in sheet, they should bring that problem to the attention of the Dorm Manager. The problem will be checked by the Dorm Manager and the Resident Assistant and recorded on the Check-In form.
3. The resident should then sign the Check-In form and return it to the Dorm Manager along with the Dorms Resident Information Form.
4. The resident shall be informed that the College expects the room to be in the same condition when he or she leaves, and if not, charges will be made for all damages.
5. Each resident shall be offered a Residential Life Handbook containing pertinent information and Rules and Regulations regarding living in the dorm. Residents will provide written acknowledgment of willingness to abide by said Rules and Regulations.
6. The resident shall be given a roommate assignment, a key to the outside door, a key to the room, and a mailbox key. Residents will be supplied with basic cable and wire-less internet access.
7. Any requests for roommate changes must be cleared through the Dorm Manager. Residents who change rooms without **prior approval** from their **dorm manager** will be charged \$50.
8. Cowley offers modems that can be checked out from the Director of Housing for a cost to the resident. The person checking out the modem is responsible for the cost of monthly use, and for checking it back in to the Director of Housing when he or she leaves. If the modem is not returned the student will be charged \$300 for the cost of the modem.



## Room Check-Out Procedures:

1. The resident removes all personal belongings from the room.
2. The resident vacuums the room and removes all trash and debris.
3. The resident cleans the shower, toilet, sink, and medicine cabinet.
4. If a resident has checked out a modem, they must return the modem to the Director of Housing.
5. Each resident must check out with the Dorm Manager, Director of Housing, or other designated employee of the College.
6. Upon checking out, the resident shall request the Check-In/Check-Out form and go with the Dorm Manager to inspect his/her room.
7. The room shall be checked for cleanliness and property damage. All property damage will be charged to the occupant according to the amounts indicated on the Check-In/Check-Out Form.
8. If the room is not cleaned or there is property damage, the Dorm Manager or designated employee will assess the damage, record the information on the Check-In/Check-Out Form, and total the charges. A copy will be given to the dorm resident and the original will be sent to the Director of Housing / Business Office.
9. Residents who break their dorm contract and move out of the dorms prior to the end of the school year must also provide a meal deactivation slip prior to checkout. This is obtained from Robert Rogers, Director of Food Service, located in the Patrick J. McAtee Dining Hall.
10. **Failure to properly check out will result in a \$50 fine, in addition to charges for damages. This includes failure to properly check out of a room when changing rooms.**



**COWLEY COLLEGE *Inspection and Inventory of Dorm Room Conditions***

**Student's Name** \_\_\_\_\_ **Student ID** \_\_\_\_\_

**Dorm: Central Ave / Docking / Oscar Kimmell / Kirke Dale / Storbeck**      **Room #** \_\_\_\_\_

AREA	CHECK IN (OK / DAMAGED; Explain)	CHECK OUT (OK / DAMAGED; Explain)	DAMAGE FEE
Carpet		(up to \$500 fee)	
Ceiling		(\$10 per ceiling tile)	
Walls		(\$25 and up)	
Bed Frame		(\$100 fee)	
Mattress		(\$150 fee)	
Mattress Cover		(\$10 fee)	
Wardrobe		(up to \$750 fee)	
Chest of Drawers		(up to \$750 fee)	
Chair		(\$55 fee)	
Desk		(up to \$750 fee)	
Lamp		(\$25 fee)	
Shower Stall		(up to \$500 fee)	
Sink		(\$150 fee)	
Toilet		(\$150 fee)	
Towel Bar		(\$25 fee)	
Window		(up to \$500 fee)	
Window Blinds		(\$50 fee)	
Window Screen		(\$100 fee)	
Smoke Detector		(\$200 fee)	
Doors		(\$500 fee)	
Mailbox	Key given <input type="checkbox"/> Yes <input type="checkbox"/> No	Emptied/Checked <input type="checkbox"/> Yes <input type="checkbox"/> No (\$10 fee) Key returned <input type="checkbox"/> Yes <input type="checkbox"/> No (\$125 fee)	
Indoor & Outdoor Keys	# Issued _____ # Issued _____ Key Card _____	Keys returned <input type="checkbox"/> Yes <input type="checkbox"/> No - (\$125 fee per key) Key Card returned <input type="checkbox"/> Yes <input type="checkbox"/> No - (\$125 fee)	
Proper Checkout	Checking out Properly <input type="checkbox"/> Yes <input type="checkbox"/> No - (\$50 fee)	Cleaning Charges <input type="checkbox"/> Yes <input type="checkbox"/> No - (\$50 fee)	
<b>EARLY CHECK-OUT CHARGES</b>			
Dorm Break Fee	Student moved out before the end of the year. (Date: _____) <input type="checkbox"/> - Automatic \$500 fee, if after March 18 - no charge, dorm balance due		
Meal Card <input type="checkbox"/> 14 / <input type="checkbox"/> 19	<input type="checkbox"/> Card Returned <input type="checkbox"/> Deactivation Slip received <input type="checkbox"/> \$25 fee for not returning card/deactivation slip		
<b>TOTAL CHARGES:</b>			

The **dorm manager** and **tenant** acknowledge that they have inventoried the dorm room and **agree** that the above information is **accurate** and **complete**.

<b>CHECK IN:</b>	
_____	_____
<b>Tenant</b>	<b>Date</b>
_____	_____
<b>Dorm Manager</b>	<b>Date</b>

<b>CHECK OUT:</b>	
_____	_____
<b>Tenant</b>	<b>Date</b>
_____	_____
<b>Dorm Manager</b>	<b>Date</b>

**Yes, forward my mail I understand my mail will only be forwarded, if indicated, until August of this year.**

**Forwarding Address - STREET:** \_\_\_\_\_  
**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **or** \_\_\_\_\_

# DORM RESIDENT INFORMATION

## PERSONAL INFORMATION:

Name \_\_\_\_\_ Cowley ID # \_\_\_\_\_ Male  Female

Home Address: \_\_\_\_\_  
Street City State Zip

Home Phone \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Your Cell # \_\_\_\_\_ Parent's Cell # \_\_\_\_\_

## VEHICLE INFORMATION:

Cowley Vehicle ID #: \_\_\_\_\_

Vehicle Year/Model: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate # : \_\_\_\_\_

Vehicle Year/Model: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate # : \_\_\_\_\_

## HEALTH INFORMATION:

Family Physician (Name) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

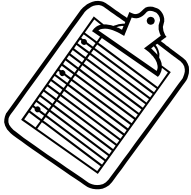
Are you allergic to any medication?  No  Yes If Yes, what type? \_\_\_\_\_

## EMERGENCY CONTACT:

Name \_\_\_\_\_ Relation to you \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_  
Street City State Zip

Cell # \_\_\_\_\_



## ROOM INSPECTIONS AND FURNITURE

### HEALTH AND SAFETY - ROOM INSPECTIONS

1. The Dorm Manager will conduct room inspections at least twice a semester to insure the cleanliness and well-being of the dormitory. A time will be posted for inspection 48-hours in advance. Residents are encouraged, but not required, to be in their rooms during inspections.
2. Residents will be notified at the time of inspection whether the inspection was satisfactory or unsatisfactory. If the inspection is unsatisfactory, the resident will receive a note indicating specific areas that need attention. The resident will be given 24 hours to clean the room or be charged \$50.00 for having the room cleaned.
3. The College maintains the following standards for cleaning rooms;
  - a. The floor must be vacuumed and mopped
  - b. The washbasin must be cleaned
  - c. The shower and shower curtain must be cleaned (including soap film and mildew)
  - d. The toilet must be cleaned
  - e. All trash must be emptied and taken to the dumpster located outside of each building.
  - f. All foods must be in sealed containers or in the refrigerator
  - g. The bed must be made
  - h. Clothes and other items must be picked up and put in their proper place
  - i. Fire safety (not overloading the sockets or power strips)
4. Vacuum cleaners may be checked out to residents by the Resident Assistants. Failure to return a vacuum cleaner could result in loss of privilege and fines.

### FURNITURE

1. Residents may arrange their room as long as it does not create a safety hazard. No furniture may be removed from the room. No storage space will be provided other than the room which the resident resides.
2. No resident is permitted to have furniture from the lounges or cafeteria, or other items from these areas in their rooms. This includes glasses, utensils, chairs, end tables, food containers, etc.
3. The college is not liable for any damages or injuries, which may occur as a result of a resident moving their dorm furniture.
4. Residents are responsible for the furniture within their rooms and should report any problems with their furniture immediately to their dorm manager.

# VIOLATIONS AND PENALTIES

Cowley College reserves the right to immediately remove from the dormitories any student who has committed a violation, which jeopardizes the health or safety of themselves or others. The College also retains the right to contact the police in any dorm offense. Each offense will be written up by the dorm manager with copies distributed to the Director of Housing. Any attempt to avoid receiving original ticket will result in a double fine. Persons that witness a violation and don't report the incident are subject to the same penalty. Rooms may be searched by Dorm Managers, Campus Security, Director of Housing or Vice President of Student Affairs if there is reasonable suspicion of illegal activities within the room or if there is a health or safety concern. Drug dog searches are utilized at random each year as well. Students who have questions or concerns about room checks and searches should contact the Director of Housing, Room # 100 in Central Ave Dorm. (620.441-5289)

The following list of violations and penalties is not intended to be an all-inclusive list. The disciplinary steps listed below are to be considered "minimum sanctions". It is expected that all dorm residents will treat one another with respect and follow the general rules of conduct as listed in our student policies. Violation of any city, state, or federal law in the dormitories shall also constitute a violation of dormitory rules.

Violation	Penalty
<b>Unlawful Possession:</b> (this includes all illegal drugs)	Each case will be dealt with individually with a minimum \$200 fine, parent notification, and report to the Ark City Police Department. Immediate dismissal from the dorms is possible.
<b>Alcohol Possession:</b> (No alcoholic or cereal malt beverages or containers are allowed on the campus or at school-sponsored functions.)	<u>First Offense:</u> \$200 fine, parental notification, and mandatory counseling assessment. <u>Additional Offense:</u> \$200 fine, police will be called, 5 mandatory counseling sessions, possible dismissal from dorms.
<b>Tobacco Use:</b>	Smoking and chewing tobacco is not allowed in the dormitories. Tobacco use is permitted outside in designated areas. Fines will be assessed.
<b>Fire Hazards/Candles:</b>	\$50 fine, confiscation of the item. (This includes all candles/lit and unlit, burning incense, as well as lit cigarettes. If you are unsure of an item, contact your dorm manager.) \$50 fine for dorm door being propped open.
<b>Weapons Possession:</b> (If you are in doubt about the definition of an item, please contact the Director of Housing for clarification prior to bringing it on campus)	\$200 fine, immediate confiscation of the item in question. (Students who have hunting/sports items, which fall under the definition of "weapons", should contact a local storage facility to store their items.)
<b>Fighting / Abusive Actions or Language:</b>	Each case will be dealt with individually with a minimum \$50 fine. Police reports and charges may be filed.
<b>Fire Alarm / Security Camera Tampering:</b>	May result in; fines, police notification, dismissal from housing
<b>Destruction of Property</b>	Fine for amount of damage.
<b>Littering / Misuse of lobby trashcans:</b>	\$25 fine
<b>Stealing:</b>	May result in; fines, police notification, dismissal from housing
<b>Curfew/Visitor Violation</b> (Must be 18 yrs of age. All non-residents must leave by 12 midnight Sunday-Thursday and by 2am on Friday and Saturday nights)	<u>First Offense:</u> \$25 fine <u>Second Offense:</u> \$50 fine, parental notification <u>Additional Offenses:</u> \$100 fine. (Continued curfew violations may result in dismissal from the dorms).
<b>Excessive Noise:</b>	<u>All Offenses:</u> \$15 fine.
<b>Unapproved Items in Room:</b> (this includes but is not limited to pets of any kind, hot plates, Foreman Grills, heaters, coffee pots, and other items that are not allowed.)	<u>First Offense:</u> \$50 fine and confiscation of item <u>Additional Offenses:</u> \$50 fine, confiscation of item.

If you are in doubt about an item, please ask your dorm manager prior to bringing it to your dorm room.  
**All residents shall adhere to the rules, and regulations provided in the annual dorms manual.**

## VIOLETIONS AND PENALTIES

Again, it is the intent of the College to provide a safe and secure environment for all employees and students throughout the campus. It is especially important that such an atmosphere is provided and maintained in the College dormitories. The following procedures are implemented to ensure that the College enforces Dormitory rules and regulations in a fair and equal manner for all resident students and visitors.

Any act occurring upon or within College property that constitutes a felony violation of the Kansas Criminal Code shall be reported immediately to the nearest law enforcement agency by the person with such knowledge. Said person shall then:

- Notify the immediate supervisor of such action
- Ensure the appropriate administrator is notified
- Ensure that the Director of Security is informed of any such notifications
- Ensure that a College Incident Report is filed within the next working day
- Copies of any reported incidents shall be distributed to the appropriate College officials for administrative actions pursuant to established College Policy and Procedures effective the date of the Criminal Code violation.

For purposes of this section, felonies are listed as but not limited to:

- Sales of Controlled substances
- Possession of controlled substances
- Kidnapping
- Armed robbery
- Rape
- Aggravated Assault
- Arson

Any act occurring upon or within College property that constitutes a misdemeanor violation of the Kansas Criminal Code shall have a College Incident Report filed by the person with said knowledge. Said person shall then:

- Notify the immediate supervisor of such action
- Furnish copies of such report to the appropriate administrator
- Provide a copy to the Director of Security
- Notify the victim of their responsibility to file an official criminal complaint, if desired, with the appropriate law enforcement agency for investigative or insurance purpose.

For purposes of this section, misdemeanors are listed as but not limited to:

- Minor in possession of alcohol
- Misdemeanor possession of a controlled substance
- Minor in consumption of alcohol
- Simple assault
- Theft
- Vandalism
- False fire alarms
- Trespassing

Any act occurring upon or within College property that constitutes a violation of College Policy and Procedures or regulations established pursuant thereto, shall have a College Incident Report filed by the person with such knowledge. Said person shall then:

- take appropriate action immediately or
- consult with that student's dorm manager or
- confer with the Director of Housing and Vice President of Student Affairs

For purposes of this section, violations include but are not limited to:

- Fighting
- Loud Noise
- Abusive actions
- Abusive Language
- Tobacco violations
- Curfew violations
- Property damage
- Visitation violations
- Simple weapons violations
- Surveillance camera tempering

Any act occurring upon school property or during a College sponsored activity, or reported to College officials, that involves student or employee conduct that constitutes a violation of College Policy and Procedures or regulations established pursuant thereto, shall have a College Incident Report filed by the person with such knowledge.

- Violations occurring within the College owned Dorms shall be reported to the affected dorm manager who shall file a College Incident Report and take appropriate action with the consent of the Vice President of Student Affairs.
- Violations occurring on other College property by any student shall be reported to the Director of Campus Security who shall cause a College Incident Report to be filed and copies of said report forwarded to the Vice President of Student Affairs, who shall take appropriate action deemed necessary.
- Violations occurring on College property or during College sponsored activities, that involve College employees should be reported to the violator's immediate supervisor who shall file a College Incident Report with the appropriate College Administrator, who shall take any action deemed necessary.
- Any administrative actions taken in regard to incidents reported under this section shall be distributed in writing and said actions denoted upon the filed report. All such reports shall be held for a period of two years in the appropriate office.

All College Incident Reports shall have the protection of applicable state and federal laws in regards to but not limited in privacy, privileges, and confidentiality.

## **Campus Security & Public Safety** **(620) 441-5599**

Cowley College is committed to providing a safe and secure environment for our residents and our duty is to maintain an environment which insures the wellbeing of all residents. We provide 24-hour security monitoring with officer patrol and security cameras, emergency phones on campus, and escorts to vehicles in the evenings. All rules and regulations are designed to foster such an atmosphere. We will treat all residents as adults and respect their privacy. Students are encouraged to report any complaints or problems they may have to their RA's, Dorm Manager, Campus Security or the Director of Housing.

Matt Stone  
Director



Roxie Froese  
Officer



Jim Sawyer  
Officer



Matt Surface  
Officer



Leon Henderson  
Officer



Matt Stone is the Director of Campus Security and Public Safety. Roxie Froese, Jim Sawyer, Matt Surface, and Leon Henderson are Campus Security/Safety Officers. The Security Office is located in the back of the Nelson Student Center. The Security Office phone number is (620)441-5599. Campus Security may also be notified via email at [security@cowley.edu](mailto:security@cowley.edu). If you ever have any questions or concerns about campus security, please don't hesitate to contact them.

Some general principles of safety to look for in or around the dorms are...

- Outside or inside dorm doors that are propped open.
- Do not let strangers into the building: Ask for some form of identification. If someone tells you they are visiting a friend, offer to call their friend for them.
- Report safety hazards to the dorm manager immediately. (Broken furniture, water on the floor, etc.)
- If a campus light is out or a camera appears to have been tampered with, report it right away. Call 741-2047 to report to maintenance.
- Offer campus security escort, especially after dark or when requested.
- Report lost keys to a dorm manager immediately.
- Know the emergency exits and evacuation procedures for each dorm.

# EMERGENCY PROCEDURES

## FIRE ALARM

1. **THE BUILDING MUST EVACUATE IMMEDIATELY!**
2. The Fire Department will be called.
3. The Dorm Manager and/or Resident Assistant on duty will check each room to insure that all individuals have evacuated.
4. No one may re-enter the building without the permission of the Dorm Manager on duty or other designated employee. The Dorm Manager or designated employee will not give said permission until he/she has sought the advice of the Fire Department.

<u>DORM</u>	<u>REPORT LOCATION</u>
Docking	North parking lot of Kimmell Dorm
Kirke-Dale	North parking lot of Kimmell Dorm
Kimmell	West parking lot of Kimmell Dorm
Storbeck	North of Storbeck, across Central Street
Central Ave	East parking lot of Central Ave Dorm

## TORNADO WARNINGS

1. Each room has an emergency route to follow. The Dorm Manager and/or RA on duty will move individuals to designated areas at the first warning alert.
2. Each dorm resident should report immediately to his or her respective basement. Residents of Kirke-Dale Dormitory report to the Docking Dorm basement. Central Avenue residents report to the Laundry room on the main floor.
3. Individuals will be released when the ALL CLEAR signal has been given.

\*\*Dorm residents who refuse to participate in emergency drills will be subject to possible immediate dismissal from the dorms\*\*

## 128.00 HARASSMENT AND DISCRIMINATION

1. The College is committed to upholding standards which promote respect and human dignity in an environment fostering learning and professionalism. It is the policy of the College to maintain an educational and work environment free from all types of discrimination and harassment. Accordingly, all forms of discrimination against or harassment of any member of the College community, whether based on race, color, gender, age, marital status, sexual orientation, religion, national origin, political affiliation, disability, or veteran status, or other characteristic recognized legally as unacceptable, are prohibited.

2. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion to a person's race, color, gender, age, sexual orientation, religion, disability, national origin, political affiliation, veteran status, or other characteristic recognized by that person as important to his/her culture or lifestyle. It is harassment if the conduct also includes one or more of the following:

- a. Has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment;
- b. Has the purpose or effect of unreasonably interfering with an individual's work or study performance;
- c. Otherwise adversely affects an individual's employment or educational opportunities;

3. Sexual harassment occurs in a variety of circumstances that tend to share a common element, which is the introduction of sexual conduct or comments in the work or educational setting. Often, sexual harassment involves relationships of unequal power and contains elements of coercion, as when compliance with requests for sexual favors or sexual attention becomes a condition of employment, work, education, study or benefits. Sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal or physical behavior have a detrimental effect on a person's ability to study or work at the College.

Examples of sexual harassment include, but are not limited to these actions:

- a. Physical assault, indecent exposure, physical contact of a sexual nature, or realized sexual encounters;
- b. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
- c. Direct propositions of a sexual nature;
- d. A subtle pressure for sexual activity or a pattern of conduct intended to upset, distress, or humiliate through sexual comments, statements, questions, jokes, anecdotes, or sexually explicit visual/auditory material;
- e. A pattern of conduct that would upset, distress, or humiliate a reasonable person of either the same or the opposite gender as the person to whom the conduct was directed. The pattern of conduct may include one or more of the following actions: unnecessary touching, unwanted staring, patting, hugging, or brushing against a person's body; remarks of a sexual nature about a person's clothing or body; remarks about sexual activity, or speculations about previous sexual experience.

4. The College cautions everyone that establishing close personal or romantic relationships with fellow employees or students can have a negative impact on their career and possibly their employment with the College. Such relationships, even though apparently consensual, create inherent conflicts of interest. These relationships greatly increase the chances that the employee in the position of power will abuse the power or appear to abuse it to sexually exploit the student/employee or favor that student/employee, unfairly placing other students/employees at a disadvantage. Employees involved in consensual romantic or close personal relationships with other persons connected to the College should be aware that sometimes even the best of relationships fail. Many times the resulting hurt feelings make it difficult or impossible for the two persons involved to work effectively with one another and occasionally even go so far as to translate into sexual harassment charges. These types of relationships can be considered unethical, highly suspect and could subject the employee to possible disciplinary action.

### COMPLAINT HANDLING

5. Complaints addressed under this policy include complaints based on the conduct of College students, faculty, administrative and staff members and other persons acting in official College capacities. Individuals who believe that they have been harassed or discriminated against should address their concerns to the appropriate administrative official at the College as set forth below:

<u>Complainant</u>	<u>Appropriate Person to Contact</u>
Faculty Member	Vice President Academic Affairs/Director of Employee Services/Administrator
Staff Member (including Administrative Staff)	Director of Employee Services/ Administrator
Student	Vice President of Student Affairs/ Administrator

If the appropriate administrator is the subject of the harassment or discrimination allegations, the complaint should be made to one of the other appropriate contact persons.

Official allegations of harassment or discrimination are to be made to the appropriate administrator in writing within 30 calendar days of the allegedly harassing or discriminatory event. The complaint must include the following information: name, address and telephone number of the complainant; the nature of the complaint; date(s) and location(s) of the alleged occurrence(s); known witnesses; evidence on which the complaint is based; and the redress sought by the complainant.

The appropriate administrator shall have 30 calendar days in which to conduct an investigation of the complaint. The appropriate administrator may act as investigator or may arrange for another individual to act as investigator in the matter. The investigator shall be familiar with the appropriate sanctions that might be imposed against the individual against whom the complaint is made in the event that harassment or discrimination is found to have occurred. The investigator's report will be provided to a College officer or supervisor with the requisite authority to impose such sanctions.

The purpose of the investigation is to establish: (1) whether there is a reasonable basis for believing that the alleged violation of the policy has occurred; (2) the factual circumstances surrounding the complaint; and (3) the appropriate sanction to be imposed on an individual found to have engaged in prohibited conduct. The investigator shall promptly provide the person against whom the complaint is made with a copy of the formal complaint and shall notify the appropriate College officer or supervisor of the nature of the complaint and of the identity of the parties.

In conducting the investigation, the investigator should interview the complainant, the person against whom the complaint is made, and any other persons believed to have pertinent factual knowledge. At all times, the investigator shall take steps to maintain strict confidentiality. The parties and any notified College officer or supervisor shall maintain strict confidentiality as well.

The investigation shall afford the person against whom the complaint is made an opportunity to respond to the allegations of the complaint. The investigator shall be in communication with the complainant until the complaint is resolved.

Upon the expiration of the 30 calendar day period, the investigator shall have an additional 10 calendar days to produce a written report summarizing the findings of fact and providing recommendations as to the appropriate administrative action to be taken. This report will be provided to the parties, to the appropriate administrator, and to the President of the College. If sanctions are imposed, this report will become a part of the personnel file of the individual against whom the complaint was made.

Recommended sanctions may include, but not be limited to, written reprimand of the person against whom the complaint is made, suspension or dismissal of the person against whom the complaint is made, a change of grade or other academic record, a change of course section, a change of reporting line for an employee, or any other appropriate sanction(s) under the circumstances.

A complaint may also be brought by a person outside the college community if the alleged offense occurred with regard to application for admission as a student, to inquiry of application for employment, to bidding for contracts by individuals or company representatives, or to any other official action by a member of the college community. The appropriate administrative official to whom such a complaint should be directed will be determined by the position the individual was attempting to obtain at the college.

6. If either party disputes the findings or is dissatisfied with the procedures or recommendations of the investigator's report, the party may appeal such findings by filing a written appeal with the President within 15 calendar days of receipt of the written report. The President will review the record of the matter and will make a final written determination as to any action to be taken within 10 calendar days of receipt of the appeal.

7. Retaliation of any kind against anyone filing a complaint of harassment or discrimination is prohibited. Initiating a complaint of harassment or discrimination will not affect a complainant's employment, compensation or work assignments or, in the case of students, grades, class selection, or any other matter pertaining to student status.

Distinguishing between harassing and discriminatory conduct and conduct that is purely personal or social without a harassing or discriminatory work or educational effect requires a determination based on all of the facts pertaining to the situation. False accusations can seriously injure innocent people. Initiating a false or bad faith harassment or discrimination complaint may result in disciplinary action. However, a finding for the accused does not constitute a finding that the complainant was acting in bad faith.

Adopted September 21, 1992  
Revised July 21, 2003  
Revised July 21, 2008  
Revised October 19, 2009

## 403.00 STUDENT CODE OF CONDUCT

Students attending Cowley College are expected to conduct themselves as responsible individuals at all times while on campus and off campus when on a college approved activity. Acts of incivility or other behavior which interferes with or detracts from the learning-centered environment are not acceptable. In addition, student actions which violate school policies or local, state, or federal laws are not tolerated and may result in dismissal from the college or other disciplinary action.

The Chief Academic Officer (CAO), who is charged with the responsibility for maintaining a College atmosphere which is conducive to academic development and social growth, shall be empowered with due authority to suspend, expel, or to specify and enforce other disciplinary measures for students who violate College policies or commonly accepted standards of conduct. "Due Process" shall be available as defined in policy 405.00 to students who are suspended or expelled. In the absence of the CAO, the designated shall assume the above described responsibilities.

1. Intoxicating Beverages and/or Illegal Drugs: No alcoholic or cereal malt beverages and/or illegal drugs shall be allowed on the campus or at school-sponsored functions.
2. Tobacco: Smoking is not permitted in College facilities. This includes smokeless tobacco.
3. Dress and Appearance: Students are expected to be clean and dress within the limits of general trends of dress at this college. Additionally, dress must be in accordance with all laws pertaining to health, sanitation, and insurance.
4. Classroom Expectations: Students are expected to behave in a civil and professional manner in the classroom. Instructors shall not permit the continued presence of disruptive behavior in class.
5. Visitors and Children: Only students who are enrolled in classes are allowed to attend. Children and visitors must have prior approval from administration to attend class sessions. While on campus children and visitors must adhere to all school policies. All children under the age of 16 must be under direct supervision of a parent or guardian while on campus.
6. Destruction of Property and/or Theft: Students are expected to respect the rights and property of other students, faculty, staff, etc. Destruction of property and/or theft violates expected student conduct.
7. Student Identification Cards: All enrolled students at Cowley College are required to obtain a student ID card. Students must carry their current ID card with them at all times on campus.
8. Electronic Devices: Cellular phones, pagers and other electronic devices shall not be used in a manner that causes disruption in the classroom, library or within any college-owned or college-operated facilities. This includes abuse of cellular devices with photographic capability. Utilizing these devices for the purposes of photographing test questions or other forms of academic misconduct or illegal activity is prohibited, as is photographing individuals in secured areas such as lavatories or locker rooms. Taking photographs of any individuals against their will is strictly prohibited.
9. Cowley College believes in fostering a campus climate that promotes physical and mental well-being as well as a safe and orderly campus environment. In the event that a student is referred to the CAO or designee for mental health concerns, and the CAO or designee reasonably determines that a student is or may be a danger to himself or others, the student shall be required to undergo a mandatory mental health assessment with the Student Life Counselor or other pre-approved counselor. The purpose of said assessment is to determine if intervention, treatment, and/or a counseling program is necessary. Along with the assessment, the student shall agree to sign release documents which allow the CAO or designee access to information regarding the assessment results, the treatment plan, and progress reports if there are continued sessions with a counselor. The student may be withheld from attending classes until such mandatory assessment is complete and a plan of action is in place. If a student refuses to comply with the assessment or treatment plan, the student may be removed from the college.

Adopted January 18, 1971  
Revised March 20, 1972  
Revised July 17, 1978  
Revised July 15, 1985  
Reviewed July 11, 1989  
Revised October 15, 1990  
Revised July 21, 2003  
Revised September 20, 2004  
Revised July 18, 2005  
Revised June 21, 2010

## 404.00 STUDENT GRIEVANCES

Any student receiving disciplinary action or required to pay any fine or penalty as a result of a violation other than appeal of course grades or withdrawal from class may appeal that action according to the procedure listed below.

1. The aggrieved student may discuss the problem with the Vice President of Student Affairs or outreach campus designee. During the discussion the aggrieved person shall seek to resolve the matter informally.
2. If the aggrieved student is not satisfied with the disposition of the grievance at Level One, the student may submit the grievance in writing to the Student Affairs Committee. The Student Affairs Committee will review the grievance at their next scheduled meeting. The student may also present their grievance in person to the Committee at this meeting. The Student Affairs Committee shall submit a decision in writing to the student within five (5) school days after the meeting. Members of the Committee who address the Committee with a grievance or in some way are affected by the grievance must disqualify themselves as voting members for the duration of the deliberations and decision relative to such grievances. In cases of disqualification, the Vice President of Student Affairs shall have the right to make temporary appointments to the Committee for the same duration.

As a prerequisite to filing such petition, the petitioning student waives any right to file suit or claim of any kind whatsoever which suit or claim attempts to establish legal liability against the individual members of the Committee for decisions rendered by the Committee in good faith.

Adopted January 18, 1971  
Revised March 19, 1973  
Revised June 16, 1980  
Revised September 19, 1988  
Reviewed July 11, 1989  
Revised October 16, 1995  
Revised July 21, 2003  
Revised August 9, 2004  
Revised November 16, 2009

## 420.00 TECHNOLOGY USAGE BY STUDENTS AND THE COMMUNITY

The purpose of all technology resources at Cowley County Community College is to promote and enhance education, instruction, and research activities in accordance with the College's mission statement. College students and others within the general community are not to participate in the following activities while using College technologies. These activities are unethical and/or unacceptable and may violate state or federal laws.

1. Loading or installing software on any computer or on the network.
2. Modifying or moving (on or off campus) any technology equipment or software without prior authorization from the appropriate college administrator.
3. Performing any act that will interfere with the normal operation of the College's technology. This includes connecting any unauthorized equipment to the network.
4. Excessive personal use. Use may be excessive if it overburdens a network, results in substantial use of system capacity, or otherwise subjects the institution to increased costs or risks.
5. Unauthorized personal use. Information technology resources, including e-mail and the web, shall not be used for personal commercial gain, for charitable solicitations unless these are authorized by the appropriate college administrator, for personal political activities such as campaigning for candidates for public office, or for lobbying of public officials.
6. Use of technology resources to threaten, harass or offend others. Technology resources shall not be used to intimidate or create an atmosphere of harassment based upon gender, race, religion, ethnic origin, creed or sexual orientation. Fraudulent, threatening, obscene, or pornographic use for distribution, to harass, or intimidate is prohibited.
7. Attempting to gain or gaining unauthorized access to the network, any computer, or the files of another person.
8. Undermining password security. No one should use the username or password of another; nor should anyone provide his or her username or password to another, except in the cases necessary to facilitate maintenance and repairs by the Computer Center staff.
9. Willful misrepresentation of yourself as another person in any electronic communication.
10. Using any College technology resource to violate local, state, or federal law or another College policy.
11. Violating libel, copyright, fair-use, or trademark laws while using Cowley technology resources.
12. SANCTIONS: Violators of this policy will be subject to one or more of the following:

- a. Admonition
- b. Being asked to leave the premises
- c. Suspension of computer and technology privileges
- d. Suspension of lab privileges
- e. Suspension from all Cowley College activities
- f. Removal of enrollment privileges

Adopted July 19, 2004

## OFFICE OF CIVIL RIGHTS

Civil Rights Comprehensive Notification for COWLEY COUNTY COMMUNITY COLLEGE.

In compliance with the Executive Order 11236; Title II of the Education amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX - Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, the Cowley County Community College of Arkansas City, Kansas, shall not discriminate on the basis of sex, race, color, religion, national origin, or handicap in the educational programs or activities which it operates.

It is the intent of Cowley County Community College, Arkansas City, Kansas, to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, procedures, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the local education agency.

Specific complaints of alleged discrimination under Title IX (gender) and Section 504 (handicap) should be referred to:

TITLE IX COORDINATOR	SECTION 504 COORDINATOR
Sue Saia Vice President of Student Affairs Galle Johnson Hall - Administration Wing Cowley County Community College Arkansas City, Kansas 67005 (620) 441-5274	Mark Richardson Disability Services Coordinator Renn Memorial Library Lower Level - Room # 107 Cowley County Community College Arkansas City, Kansas 67005 (620) 441-5557

Title VI, Title IX, and Section 504 complaints can also be filed with the Regional Office for Civil Rights.

Address correspondence to:

**U.S. Department of Education, Region VII**  
Office for civil Rights  
10220 N. Executive Hills Blvd.  
Kansas City, MO 64153

# DORM PROTOCOL AND PROCEDURES

Residing in college dorms carries with it very serious responsibilities; therefore, students should have the maturity and the capability of relating on a positive basis with others in a residential atmosphere away from their homes. The college is in the position of assisting students in securing on-campus dorms. The college dormitories operate on a first-come, first-served basis and are open to any full-time student. A student may be denied admission to the dormitories in the case of previous violations of campus rules and regulations. The college also reserves the right to request students to provide character references as part of the dorms application process.

The following are guidelines for student conduct in the dorms facilities:

1. All financial obligations must be met or payments arranged through the business office. Failure to meet financial obligations will result in removal from the dormitories.
2. All residents shall adhere to the rules, and regulations provided in the annual dorms manual. Residents are subject to disciplinary measures outlined in the annual dorms manual for failure to comply with rules and regulations. Violators of dorms policies may suffer the loss of all college privileges.
3. The college reserves the right to conduct inspections as deemed necessary for the security of the property, legal reasons, or for the general welfare of the students.
4. All guests in the dormitories are subject to the rules and regulations as provided in the dorms manual. It is the responsibility of the host resident to acquaint their guest with such rules and regulations.
5. The college has the right to assign, re-assign, and adjust the occupancy of the rooms.
6. The college retains the right to conduct random searches of all dormitory rooms and common areas, and the right to enter rooms under certain conditions, including but not limited to those situations where there is evidence indicating danger to a person or property, a reasonable belief of the possession, use, or consumption of alcohol or drugs, or other violation of college policy.

It is the intent of the College to provide a safe and secure environment for all employees and students throughout the campus. It is especially important that such an atmosphere is provided and maintained in the College dormitories. The following procedures are implemented to ensure that the College enforces Dormitory rules and regulations in a fair and equal manner for all resident students and visitors.

Any act occurring upon or within College property that constitutes a felony violation of the Kansas Criminal Code shall be reported immediately to the nearest law enforcement agency by the person with such knowledge. Said person shall then:

- Notify the immediate supervisor of such action
- Ensure the appropriate administrator is notified
- Ensure that the Director of Security is informed of any such notifications
- Ensure that a College Incident Report is filed within the next working day

For purposes of this section, felonies are listed as but not limited to:

- Sales of Controlled substances
- Possession of controlled substances
- Kidnapping
- Armed robbery
- Rape
- Aggravated Assault
- Arson

For purposes of this section, any residential violation shall result in automatic expulsion from all dormitory privileges immediately. The violator shall be required to abide by any other requirements that may be imposed by the appropriate College administrator to retain current student status at this College. For purposes of this section, other requirements are listed as but not limited to:

- Withdrawal from the College
- Student Counseling
- Psychological Counseling
- Random Drug Testing
- Community Service work

Any act occurring upon or within College property that constitutes a misdemeanor violation of the Kansas Criminal Code shall have a College Incident Report filed by the person with said knowledge. Said person shall then:

- Notify the immediate supervisor of such action
- Furnish copies of such report to the appropriate administrator
- Provide a copy to the Director of Security
- Notify the victim of their responsibility to file an official criminal complaint, if desired, with the appropriate law enforcement agency for investigative or insurance purpose.

For purposes of this section, misdemeanors are listed as but not limited to:

- Minor in possession of alcohol
- Misdemeanor possession of a controlled substance
- Minor in consumption of alcohol
- Simple assault
- Theft
- Vandalism
- False fire alarms
- Trespassing

For purposes of this section, any residential violation shall result in but not limited to:

- Student counseling
- Psychological Counseling
- Community Service work
- Fine not to exceed actual loss or 100.00 dollars
- Loss of dormitory privileges

Any act occurring upon or within College property that constitutes a violation of College Policy and Procedures or regulations established pursuant thereto, shall have a College Incident Report filed by the person with such knowledge. Said person shall then:

- take appropriate action immediately or
- consult with that student's dorm manager or
- confer with the Dorm Director

For purposes of this section, violations include but are not limited to:

- Fighting
- Loud Noise
- Abusive actions
- Abusive Language
- Tobacco violations
- Curfew violations
- Property damage
- Visitation violations
- Simple weapons violations
- Surveillance camera tempering

For the purposes of this section, the penalties imposed may include but are not limited to:

- Fines
- Reprimand
- Confiscation of article
- Probation
- Dismissal

# CAMPUS INCIDENT REPORTING PROTOCOL

Any act occurring upon College property or during College sponsored activities, or reported to College officials that constitutes a felony violation of the Kansas Criminal Code shall be reported immediately to the nearest law enforcement agency by the person with such knowledge.

- If any such violation involved any College student, the Vice President of Student Affairs shall be notified as soon as possible.
- If any such violation involved any school employee, the College President shall be notified as soon as possible. In the absence of the President, the Administrator of the Day shall be notified immediately.
- The Director of Campus Security shall be informed of any such notification pursuant to this section, and a College Incident Report shall be filed within the next working date.
- The reporting person shall inform the immediate supervisor of said notifications and any actions taken.
- Copies of any reported incidents shall be distributed to the appropriate College officials for administrative actions pursuant to established College Policy and Procedures effective the date of the Criminal Code violation.

Any act occurring upon school property or during a College sponsored activity, or reported to College officials that constitutes a misdemeanor violation of the Kansas Criminal Code, shall have a College Incident Report filed by the person with such knowledge.

- The original incident report shall be given to the individual's immediate supervisor, with copies to the appropriate College administrator and the Director of Campus Security.
- It is the responsibility of the victim of any such misdemeanor to file an official criminal complaint with the appropriate law enforcement agency for investigative or insurance purposes.
- The supervisor, with the consent of the appropriate College Administrator, shall take any warranted administrative action pursuant to College Policy and Procedures effective the date of the Criminal Code violation.

Any administrative actions, taken in regards to incident reported Criminal Code violations, shall be distributed in writing and said actions denoted upon the filed report. All such reports shall be held for a period of five years.

Any act occurring upon school property or during a College sponsored activity, or reported to College officials, that involves student or employee conduct that constitutes a violation of College Policy and Procedures or regulations established pursuant thereto, shall have a College Incident Report filed by the person with such knowledge.

- Violations occurring within the College owned Dorms shall be reported to the affected dorm manager who shall file a College Incident Report and take appropriate action with the consent of the Director of Housing.
- Violations occurring on other College property by any student shall be reported to the Director of Campus Security who shall cause a College Incident Report to be filed and copies of said report forwarded to the Director of Housing, who shall take appropriate action deemed necessary.
- Violations occurring on College property or during College sponsored activities, that involve College employees should be reported to the violator's immediate supervisor who shall file a College Incident Report with the appropriate College Administrator, who shall take any action deemed necessary.
- Any administrative actions taken in regard to incidents reported under this section shall be distributed in writing and said actions denoted upon the filed report. All such reports shall be held for a period of two years in the appropriate office.

All College Incident Reports shall have the protection of applicable state and federal laws in regards to but not limited in privacy, privileges, and confidentiality.

**IMPORTANT PHONE NUMBERS** \* For Quick Reference, Tear Out and Post in a Visible Place \*

*All calls made from a Cowley Toll-Free phone require you to dial 9 to get an outside line.*

Emergency .....911  
 Ark City Police Department.....(620) 441-4444  
 Fire Department .....(620) 441-4430  
 Hospital (SCKRMC) .....(620) 442-2500  
 Chemical Dependence Unit.....(620) 442-2500  
 Suicide Hotline .....1-800-784-2433

Security Office .....(620) 441-5599

Dorm Manager on Duty..... (620) 741-1773

*These numbers can be used for any security related issue,  
 including suspicious person report, security escorts and vehicle assists*

Cowley Maintenance ..... (620) 441-5295  
 after hours ..... (620) 741-2047  
 Cox Communications (TV, Internet) ..... (620) 442-2280  
 Director of Housing ..... (620) 441-5289  
 Director of Health Services ..... (620) 441-5236  
 Dorm Manager on duty (after 4:30 pm)..... (620) 741-1773  
 Student Life Counselor ..... (620) 441-5228  
 Tiger Deli ..... (620) 441-6332

<b>Oscar Kimmell Dorm</b> 125 South Fourth Street Arkansas City, KS 67005 N/A - 441-5369 (office phone)	Floor #1 - 620-441-6324 (lower level) Floor #3 - 620-441-6326 Floor #4 - 620-441-6327
<b>Kirke W. Dale Dorm</b> 110 South Fourth Street Arkansas City, KS 67005 Robin Greene - 441-5571 (office phone)	Floor #1 - 620-441-6321 Floor #2 - 620-441-6322 Floor #3 - 620-441-6323
<b>Robert Storbeck Dorm</b> 109 South Third Street Arkansas City, KS 67005 Scott Camien - 441-5332 (office phone)	Floor #1 - 620-441-6314 (lower level) Floor #2 - 620-441-6315 (street level) Floor #3 - 620-441-6316
<b>Central Avenue Dorm - Housing Office</b> 102 South Fifth Street Arkansas City, KS 67005 Landon West - 441-5289 (office phone)	Floor #2 - 620-441-6553 Floor #3 - 620-441-6554
<b>William Docking Dorm</b> 122 South Fourth Street Arkansas City, KS 67005 Courtney Gougler - 441-5322 (office phone)	Floor #1 - 620-441-6318 Floor #2 - 620-441-6319 Floor #3 - 620-441-6320

## STATEMENT OF ACKNOWLEDGEMENT

I \_\_\_\_\_  
Print Name

have been offered the 2010-2011 Cowley College Residential Life Handbook and acknowledge that I am responsible for knowing its contents. I also acknowledge that I know how to locate the handbook online for reference purposes and updated policies. I understand that failure to follow specified rules and regulations may result in fines, the notification of my parents or guardian, and/or may result in dismissal from the dormitories. I also agree that I am subject to the conditions of occupancy as outlined in the housing contract.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Dormitory

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date