



Dear Resident:

We would like to welcome you to Cowley College for the 2023-2024 school year and to our residence life community. We hope you have a great experience at Cowley and wish you the best of luck in the upcoming year.

Residence 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 Residence 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.

Residence 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

Residence Life program. Sincerely,

Cowley Housing Staff

CONTENTS

WELCOME TO CCCC.....	1
CONTENTS.....	2
DORM MANAGER & RESIDENT ASSISTANT INFORMATION	3-6
RESIDENTIAL LIFE / FACILITIES.....	7 - 8
SUPPORT SERVICES.....	9
RULES AND REGULATIONS / CHECK IN & CHECK OUT POLICIES.....	10 - 16
VIOLATIONS AND PENALTIES	17-20
CAMPUS SECURITY / EMERGENCY PROCEDURES	21-22
COLLEGE POLICIES.....	23-28
IMPORTANT PHONE NUMBERS.....	29
STATEMENT OF ACKNOWLEDGEMENT	31

MEET THE HOUSING STAFF

Director of Housing and The Lodge Dorm

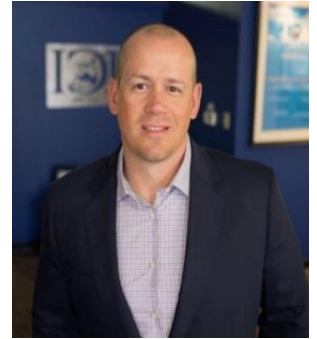


Lynlea Bartlett

Lynlea is the Director of Housing & Dorm Manager at the Lodge. She is a native of Arkansas City. She attended Cowley on a Theatre scholarship and graduated with her Associate's Degree in 2009. After Cowley she went on to attend Pittsburg State University and majored in Communications with an emphasis in Public Relations and a Minor in Leadership. After leaving Pittsburg State she returned to Ark City and worked at a local elementary school as an Intensive English teacher for 3.5 years. In January of 2016 Lynlea returned to Cowley and began working in the Housing department. In June of 2017 Lynlea became the Director of Housing. Lynlea stays busy with work and spending time with her family.

Central Ave Dorm

Scott returns to Cowley and will serve as the Director of Central Dorm and assistant baseball coach. He comes to us from McPherson school district where he was an elementary PE teacher/baseball coach and before McPherson taught 12 years in the El Dorado school district in similar roles. Prior to El Dorado, Scott served as Dorm Director at Cowley for 3 years and 5 years at Allen County Community College. Scott is a graduate of Topeka-Seaman and played collegiate baseball. He completed both undergrad and graduate work at Emporia State University with a B.S. in Recreation, B.S.E. in Education, and an M.S. in School Administration and Leadership. Scott has 2 daughters, Bailey (20) and Josie (13).



Scott Camien

Docking Dorm



Lana Milner

Lana Milner is the Assistant Volleyball Coach and Docking Dorm Manager. Originally from Sao Paulo, Brazil and attended Cowley and Pittsburg State University on a volleyball scholarship. At Cowley, Milner was the 2013 NJCAA National Champion and 2014 Third-Place at Nationals. In 2014, she also collected personal recognitions, such as All Conference First Team, All Districts Tournament, All American First Team, All AVCA Second Team and the Cowley Female Student Athlete of the year. At Pitt State, she graduated with her Bachelors in Science majoring in Exercise Science. While at Pittsburg, she had the opportunity to coach for the YMCA Star Aquila. Her second season coaching for Star Aquila was marked by leading the 18's team to an opportunity for the National Tournament for the first time since the Star Aquila club was created. After graduating from her Bachelors, she decided to further her education with a Masters in Educational Leadership at Quincy University along with coaching the volleyball team as a Graduate Assistant. In August of 2018, Milner returned to Cowley as the Assistant Volleyball Coach, and in the spring of 2019, she began working in the Housing department. Milner loves eating chocolate, cinnamon rolls and Thanksgiving meals. She is a member of Northside Baptist Church and enjoys spending time as a leader and counselor of the church's youth group.

Oscar -Kimmell Dorm



Brady Matthews

Bio
Under
Construction
COMING SOON!!

Kirke-Dale Dorm

Bio
Under
Construction
COMING SOON!!



TBD

Storbeck Dorm



Marcos Ribeiro

I was born in the Brazilian town of Concordia, Santa Catarina. My family is the most important thing to me; my parents still live in my hometown Concordia, while my sisters are attending college in different cities in Brazil. Back home, I have a cat and three dogs.

Soccer has been a part of my life since he was a child, I left home at the age of 13 to pursue a soccer career in Brazil, where I played for Concordia Atlético Clube, Sao Luiz de Ijuí, and Chapecoense, among others. I also played in Europe, representing Whitehawk F.C. in England and Rayo Cantabria in Spain.

I moved to the United States in 2018 to play soccer for Johnson County Community College, where I got a liberal arts associate's degree. After two years, I transferred to Baker University to continue playing soccer while also finishing my degree, where I received a BA in Business and Marketing.

Wellington Dorm

Hey there, I'm Steve Anderson. I've been with Cowley College since August of 2022 and Todd Ray assigned me over to the Sumner (Wellington) Campus with Custodial/Maintenance/Grounds duties as well as helping with the multiple campuses that Cowley College has. Winfield, Mulvane, Wichita, and Arkansas City. Before coming to Cowley, I spent 3 years working for the city of Arkansas City in a lot of the general labor fields and value the concept of interpersonal communication skills. This leads to better integrity, teamwork by learning from each other, and accountability. I graduated from Cowley County Community College in 2006 with an Associates of Arts degree in History. I also received the Wind Turbine Technician Certificate from Vatterott College. I spent some time in the Travelling Wind Turbine industry with Airways out of San Angelo, TX. I also worked with Mortenson Inc. on solar fields. I've learned quite well to be accountable and flexible as situations arise. I do have a family in Oxford, KS as well. Sumner Campus is unique with a Wellington here as well as the surrounding communities here. I have liked collegiate sports Nebraska Cornhuskers fan since birth. I'm originally from northern Iowa and enjoy winter sports as well like hockey. While I'm excited to learn the dorm manager position, I do like to help out quite a bit as Custodial/maintenance/Grounds at Cowley. Together they build a lot of character and learn to adapt with an everchanging world.



Steve Anderson

Residence Life Contact Information

Housing Director

Lynlea Bartlett
Nelson Student Center, Office 202
Office hours, Monday – Friday, 8:00am
to 4:30pm
Office: 620-441-5289
Email: Lynlea.Bartlett@cowley.edu

Central Ave Dormitory

Scott Camien
Room #100, Central Dormitory
Office: 620-441-5100
Email: Scott.Camien@cowley.edu

Docking Dormitory

Lana Milner
Room #100, Docking Dormitory
Office: 620-441- 5322
Email: Lana.dasilva@cowley.edu

Storbeck Dormitory

Marcos Longo Ribeiro
Room #206, Storbeck Dormitory
Office: 620-441-5293
Email: Marcos.Ribeiro@cowley.edu

Kirke Dale Dormitory

TBD
Room #110, Kirke Dale Dorm Office:
Office: TBD
Email: TBD

Oscar Kimmell Dormitory

Brady Matthews
Room #200, Oscar Kimmell
Dormitory Office: 620-441-5307
Email: brady.matthew@cowley.ed

The Lodge

Lynlea Bartlett
Nelson Student Center, Office 202 Office:
620-660-9242
Email: lynlea.bartlett@cowley.edu

Wellington Dorm

Steve Anderson
Sumner Campus Tech Center
Phone: 620-441-6555
Email: Steve.anderson@cowley.edu

- Office hours for each dorm manager will be posted at their office.
- 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.
- After 4:30 pm, and on the weekends or holidays, contact the on-duty Dorm Manager on the housing cell phone at 620-741-1773.

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.

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.

2023 - 2024 Resident Assistants



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 March/April. Mandatory RA training is scheduled each August prior to the start of school.

RESIDENCE LIFE FACILITIES

DORMITORIES

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

- Free WIFI internet service.
- Free on-site laundry facilities available 27/7
- Free Wellness Center membership
- 24-hour computer labs in every dorm
- 24-hour security
- \$500 dorm stipend for 3.5 GPA or higher, after your first-year semester in the residence halls
-

DINING HALL

The Patrick J. McAtee Dining Hall is a modern and spacious facility. Fresh Ideas 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 Fresh Ideas at 441-5582, contact their dorm manager, director of housing, or the Executive Director of Student Services. Students may also request a meeting with Fresh Ideas for any questions or concerns they may have.

- **Daily menu is available on the website and posted inside the facility.**

TIGER DELI - NOT INCLUDED IN MEAL PLAN - Operated by Fresh Ideas Located in the Nelson Student Center.

Monday - Thursday 7:45am - 7:00 pm
Friday 7:45am - 2:00 pm
Saturday / Sunday Closed

- * Hours are subject to change.
- * Credit and Debit cards accepted
- *

NELSON STUDENT CENTER

Jungle Lounge:

Mon - Friday 8:00 am - 4:30 pm
Saturday/Sunday Closed

Game Room:

Mon - Friday 8:00 am - 10:00 pm
Saturday / Sunday 4:00 pm - 11:00 pm

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 and mail key at check-in. Residents who receive packages will receive a notification through Twitter to pick up their package at the Shipping and Receiving Building from 8am-4:30pm Monday-Friday. **Mail will be returned to sender if the student's name is not on it or if it's not picked up after two (2) weeks.** Outgoing mail can be placed in the dorm manager's "out-box" or can be taken to the Housing Office in the Nelson Student Center. 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
125 S 2nd St
Arkansas City, KS 67005

Physical addresses of the dorms are as follows:

Storbeck Dorm: 109 South 3 rd Street	Kirke Dale Dorm: 110 South 4 th Street
Docking Dorm: 122 South 4 th Street	Oscar Kimmell Dorm: 125 South 4 th Street
Central Ave Dorm: 102 South 5 th Street	The Lodge: 2575 Greenway Rd

PARKING

Although the college has "free parking" throughout the campus, parking stickers are required on all vehicles. You can obtain them from the admissions office after filling out the online form. Students may park in any open parking space; however, **illegally parked cars will be subject to towing at the owner's 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 resident 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.

STUDENT SUPPORT SERVICES

HEALTH SERVICES

- The Student Services offices can provide students with over the counter medicine. From headaches, sinus medicine, cough drops, to band aids, and minor cut care. This service is located in the Jungle Offices.
- Cowley College has also partnered with Dr. Blatchford at Chestnut Wellness for care of our students. The Student Services office (Jungle Offices) have vouchers for students to take to the office to be seen. Contact the Executive Director of Student Services for more details and help making an appointment.
- Ginger Bahruth, physician assistant 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, and nutrition and stress management

STUDENT LIFE COUNSELOR

Student Life Counselor- Rebecca Holman, MSW - Nelson Student Center Office 204, M-Th 8:00-6:00 & F 8:00am to 12:00pm. Confidential and free for Cowley Students. You can sign up online or in the Jungle office. Schedule an appointment for guidance, support, and a solutions-focused approach in areas such as - Academic & Career concerns, relationships, negative feelings, personal habits, identity, low self-esteem, and more.



Rebecca Holman

Rebecca Holman brings a unique holistic approach to mental health and wellness with advanced trainings in Neurolinguistic Programming, Somatic Experiencing, Neuroscience and Trauma, and Clinical Hypnosis and Hypnotherapy creating a person-centered blueprint that encourages shifts in beliefs and behaviors. She empowers students to be open to value-centered opportunities that foster growth and success.

Rebecca graduated with a Bachelor's in General Studies from Fort Hays State University, a Master's in Social Work from University of Missouri - Kansas City, and has worked in a variety of mental health settings in New Mexico, Missouri, and Kansas. Rebecca's top strengths are: Ideation - Connectedness - Learner - Strategic - Belief

EXECUTIVE DIRECTOR OF STUDENT SERVICES

Kristi Shaw has worked at Cowley College for 26 years in a multitude of positions within the Student Life realm. She is currently the Executive Director of Student Services. She has a bachelor's of science in psychology and physical education from Northwestern Oklahoma State University and is a certified Strengths Quest Coach as well as a Working Genius Trainer. With these certifications have come opportunities during her career to be a featured motivational speaker. Additionally, she is the owner and coach of the competitive all-star cheer program, Advanced Cheer Crew, who has won more than 150 National Championships. In 2020 she was named one of the Top 25 Women Coaches in Wichita by the Wichita Sports Commission.



Kristi Shaw

DIRECTOR OF STUDENT LIFE



Peyton Cravens

Peyton is the Director of Student Life and oversees planning events and activities at Cowley! Peyton is from Ark City and attended Arkansas City High School. After graduating, Peyton attended Cowley College where she was a Student Ambassador, a Work Study at the Cowley Bookstore, and a Student Athletic Trainer. After Cowley, Peyton transferred to Pittsburg State University where she earned her Bachelor's degree in Recreation and Sport Management with an emphasis in Therapeutic Recreation. She started at Cowley in 2021 and has loved meeting students from all over the world. Peyton enjoys planning events and hopes to give students an opportunity to make fun memories while at Cowley!

STUDENT ACCESSIBILITY COORDINATOR & TITLE IX

Dawn is the Student Accessibility / Title IX Coordinator. She moved to Arkansas City in 2020 from Georgia where she had lived for over 20 years. She has an Associate in Science in Medical Technology working as a medical technician for SmithKline Laboratories for 10 years. She later graduated with a Bachelor's Degree in Special Education and Elementary Education. She has worked as an elementary teacher and has taught in Special Education for over 10 years. Dawn is working on her Master in Science, Learning Experience Design and Educational Technology Degree. She also stays busy renovating her home and spending time with her son, daughter, and granddaughter.



Dawn Simpson

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. Thus, Housing staff can and may enter dorm rooms to help maintain a healthy and safe environment. Staff may also enter for maintenance and contracted services as needed. 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.

Visitors/Curfew:

Guest not allowed

Sunday-Thursday: 2:00 am to 9:00 am

Friday-Saturday: 3:00 am to 9:00am

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

Dorm residents are responsible for all the actions of their guests.

All non-residents, visitors or guests must leave the dormitories by 2:00 am Sunday – Thursday and 3:00 am on Saturday and Sunday mornings. Non-residents, visitors or guests may not enter the dormitories prior to 9:00 am each day. All non-residents, visitors or 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 permission is obtained from the Dorm Manager or Director of Housing 24 hours in advance of stay. All non-residents, visitor or guest must be at least 18 years of age and be accompanied by the host before entering the dorms. Overnight guest paperwork must be filled out and provided to the dorm manager prior to 10:00pm after hours forms can be completed with Campus Security. No guest can stay longer than 3 consecutive nights. The resident is not allowed a guest for 3 more nights after previous guest.

Dormitory Meetings:

Dorm Managers will have informational meetings each semester with their residents. Each building shall post the time, date, and location of the meeting at least three days in advance. All building 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 \$50 fine or other disciplinary measure.

RULES OF OCCUPANCY

The opening and closing of the dormitories follow the Cowley College academic calendar in accordance with the schedule published on the 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 12, 2023	December 15, 2023
Spring Semester	January 15, 2024	May 10, 2024
	<u>Food Service Begins</u>	<u>Food Service Ends</u>
Fall Semester	August 12, 2023 (Evening only)	November 22, 2023 (After Lunch)
	November 26, 2023 (Evening only)	December 15, 2023 (After Lunch)
Spring Semester	January 15, 2024 (Evening only)	March 9, 2024 (After Lunch)
	March 17, 2024 (Evening only)	May 10, 2024 (After Lunch)

****Special Dorm Closings (Dorms are closed – no residents allowed) ****
Between fall & spring semester Dec. 15, 2023 through Jan. 15, 2024

If a student arrives before August 12, 2023, stays after May 10, 2024, or stays during the Special Dorm Closing, they will be charged \$15 per day for occupancy.

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

All early arrivals and late departures must be approved by the Director of Housing.

Special Dormitory Financial Items:

- **There is a \$500 fee for breaking a dorm contract.** (Before Nov. 1st or After March 1st)
- There is a **\$25 administrative fee** to change a meal plan anytime during the active semester.
- Dorm residents who change rooms without **prior approval** from their **dorm manager** will be charged **\$50**.
- **Lost keys are billed to the student. Room and outdoor keys are \$100 each and mailbox keys are \$50**

CHECK-IN/CHECK-OUT PROCEDURES

Room Check-In Procedure:

1. Each room has been checked by the Dorm Manager or designated employee to verify the condition of the room. An *Inspection and Inventory* sheet shall be completed by each occupant indicating the condition of the room and will be kept in each resident(s) file. **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 area will be checked by the Dorm Manager or designated employee and recorded on the *Inspection and Inventory* form.
3. The resident should then sign the *Inspection and Inventory* form and return it to the Dorm Manager along with the Housing 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 occurred during the stay.
5. Each resident shall be offered a Residence Life Handbook containing pertinent information and Rules and Regulations regarding living in the dorm. Each semester mandatory dorm meetings will be conducted and each housing resident is expected to attend. Residents will provide written acknowledgment of willingness to abide by said Rules and Regulations.
6. The resident shall be given a roommate assignment (where applicable), a key to the outside door, a key to the room, and a mailbox key. Residents will be supplied with wire-less internet access.
7. Any requests for roommate changes must be cleared through the dorm manager or director of housing. Residents who change rooms without **prior approval** from their **dorm manager** will be charged \$50. Room requests will be based off of availability. All requests will be given consideration but may not be granted.

*If there is damage or items missing from the modem/router or internet box it should be reported immediately to the dorm manager or the resident could acquire charges.

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. Each resident must check out with the Dorm Manager, Director of Housing or other designated employee of the College or utilize the express check-out form.
5. Upon checking out, the resident shall request the *Inspection and Inventory* form and go with the Dorm Manager to inspect his/her room.
6. 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 *Inspection and Inventory* Form.
7. 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 *Inspection and Inventory* 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 (unless the express check-out is used).
8. Residents who cancel or break their housing contract are required to provide written notice of cancellation to the Director of Housing. After occupying a room, the student must also officially vacate by contacting the Dorm Manager to complete checkout procedures. Students who cancel their contract after occupancy of the room will be charged a minimum of \$500.00 plus a daily rate of occupancy. Students who notify the Director of Housing in writing prior to December 1st and fulfill the entire fall semester are eligible for a reduction in break fee. Students who cancel their contract after November 1st or March 1st will be charged the total contract amount for the plan chosen.
9. Cowley College will not be liable for property left in the building after the student vacates or is expected to vacate. Cowley College reserves the right to dispose of such property through sale, donation or in any other manner it deems appropriate. Storage and/or disposal charges may apply. Cowley Housing will not store any property of vacating residents. Any arrangements for storage must be made outside of housing.
10. The room will be checked for internet accessories (internet box). If any of the items have been damaged or missing at the time of checkout the student will be charged up to \$300 for the replacement of items.
11. **Failure to properly check out with a dorm manager or designated employee will result in a \$50 fine, in addition to any charges for damages or cleaning fees. This includes failure to properly check out of a room when changing rooms.**

COWLEY COLLEGE *Inspection and Inventory of Dorm Room Conditions*

Student Name _____ **Student ID #** _____

Dorm (circle): Central / Docking / Kimmell / Kirke Dale / Lodge / 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)	
Wardrobe		(up to \$750 fee)	
Chest of Drawers		(up to \$750 fee)	
Chair		(\$75 fee)	
Desk		(up to \$750 fee)	
Lights		(\$100 fee)	
Shower Stall		(up to \$500 fee)	
Sink		(\$200 fee)	
Toilet		(\$200 fee)	
Towel Bar		(\$25 fee)	
Window		(up to \$1000 fee)	
Window Blinds		(\$50 fee)	
Window Screen		(\$100 fee)	
Smoke Detector		(\$100 fee)	
Doors		(up to \$1000 fee)	
Modem; Power Cord/ Coax/Splitter/Ethernet	MAC #:	(up to \$250 fee)	
Cable Box; Remote		(up to \$150 fee)	
Mailbox Key	Key Code # _____	Returned: • Yes • No (\$50 fee)	
Indoor & Outdoor Keys	Key Code # _____ Key Code # _____	Returned: • Yes • No (\$100 fee) • Yes • No (\$100 fee)	
Proper Checkout	Checked out with Manager Cleaning Charges	• Yes • No (\$50 fee) • No <input type="checkbox"/> Yes (\$100 Fee)	
EARLY CHECK-OUT CHARGES			
Dorm Break Fee	Student moved out before the end of the year. (Date: _____) <input type="checkbox"/> - Automatic \$500 fee for moving out any time before spring break <input type="checkbox"/> - Contract amount due for moving out after the first day of spring break		
Additional Notes			
TOTAL CHARGES:			

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

CHECK-IN:	
_____ Student Signature	_____ Date
_____ Dorm Manager	_____ Date

CHECK-OUT:	
_____ Student Signature	_____ Date
_____ Dorm Manager	_____ Date

Cowley College EXPRESS Check-Out

Please read and complete the information below, take a picture of the completed form and your keys for your records. Place your key(s) in the envelope, sign and seal it and place it in the EXPRESS Check-out box.

Last Name:	First Name:	Student ID:
<input type="checkbox"/> Central <input type="checkbox"/> Docking <input type="checkbox"/> Oscar Kimmell <input type="checkbox"/> Kirke Dale <input type="checkbox"/> Storbeck <input type="checkbox"/> Lodge Room #: _____		
Forwarding Address:		
City:	State:	Zip Code: Cell Phone:

I (please print name) _____, understand that by signing this **EXPRESS CHECK-OUT** envelope I am waiving my right to be present at the inspection of my campus dorm room.

- In waiving this right, I understand that the Cowley Housing staff will inspect my residence hall dorm room and complete my room inspection check out process.
- Any charges for damage(s) or cleaning charges found of me will result in charges being placed on my account. (Cleaning fine \$100, Fines for damages will be in the amount of repair or replacement)
- Additionally, I understand that I am required to return all 3 dorm keys checked-out to me. My room key, mailbox key, and outdoor key. They are provided in this envelope. Failure to do so will result in an automatic \$100 per key, \$50 for mailbox key.

This envelope **MUST** be **returned to the EXPRESS Check-out box** (Outgoing Mailbox) before you leave. If it is not returned your check-out will be considered **"IMPROPER"** and you will be charged a \$50 fine in addition to any other damage/cleaning charges.

Student Signature _____ Date & Time _____

FOR OFFICE USE ONLY	
Date & Time Received _____	Room Checked _____
Staff Signature _____	

HOUSING RESIDENT INFORMATION

PERSONAL INFORMATION:

Name _____ Cowley ID # _____ - _____ - _____ Female ☐ Male ☐

Home Address:

_____ Street _____ City _____ State _____ Zip _____

Cell # _____ Date of Birth _____ / _____ / _____

Home # _____ Alt # _____

VEHICLE INFORMATION:

Vehicle Year/Model: _____ Color: _____ License Plate #: _____

Vehicle Year/Model: _____ Color: _____ License Plate #: _____

HEALTH INFORMATION:

Family Physician (Name) _____ Phone _____

Address _____
Street _____ City _____ State _____ Zip _____

Please list any allergies: _____

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

Medications currently taking (list all)

EMERGENCY CONTACT:

If an emergency or a life-threatening situation should occur, the following individuals may be contacted and medical information regarding the student's condition may be shared.

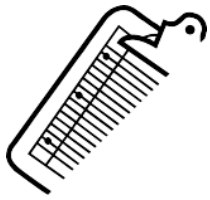
Name _____ Relation to you _____

Cell # _____ Work # _____ Alt # _____

Name _____ Relation to you _____

Cell # _____ Work # _____ Alt # _____

This document may be shared with emergency responders to provide the best care possible.



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. The dorm inspections will not have a specific date given (random).
2. Residents will be notified whether the inspection was satisfactory or unsatisfactory (upon the completion of the inspection). *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 not having passed inspection.
3. The College maintains the following standards for cleaning rooms;
 - a. The floor must be vacuumed, mopped and swept
 - b. The sink and vanity 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 used by residents, but must be returned per building vacuum procedures. Failure to return a vacuum cleaner could result in loss of privilege and fines.

FURNITURE

1. Residents may re-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 or Director of Housing.
5. Any student with questions regarding items that are not allowed in the rooms need to contact the Director of Housing at housing@cowley.edu or 620-441-5289

If you are in doubt about an item, please ask the Director of Housing prior to bringing it to your dorm room.

All residents shall adhere to the rules, and regulations provided in the annual Housing Handbook

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 housing staff or public safety with copies distributed to the Director of Housing, and Business office. Any attempt to avoid receiving original ticket will result in a double fine. Rooms may be searched by Professional Staff, Campus Security, Director of Housing or the Executive Director of Student Services 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, Nelson Student Center, Office 201A. (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
Unlawful Possession of illicit drugs:	Each case will be dealt with individually with a minimum \$200 fine, police notification, possible parent notification. Any possession charges will result in immediate dismissal from housing. Mandated counseling will be assigned with \$50 fine issued immediately. Fine removal upon completion. Student found in possession will have 24 hours to make arrangements with the Director of Housing and vacate the facility. Marijuana possession please see below penalty.
Alcohol & Marijuana Possession: <i>No marijuana of any form, no alcohol, cereal malt beverages or containers that are full or empty are allowed on campus or at school-sponsored functions-</i> Party Hosting:	<u>First Offense:</u> \$200 fine, police may be called, possible parental notification, and a \$50 mandatory counseling will be assigned with \$50 completion fine issued immediately. Fine removal upon completion of assessment of BASICS (2 session Alcohol course) <u>Additional Offense:</u> \$200 fine, police may be called, 5 mandatory counseling sessions, \$50 completion fine issued immediately. Fine removal upon completion, and possible dismissal from dorms. <i>A student that has been charged with an 'alcohol hosting in the dorms may be subject to immediate dismissal from housing. Distribution or intent to sell marijuana will be subject to immediate dismissal from housing.</i>
Failure to Report	If you are witness to a misdemeanor or felony crime, and fail to report the crime to authorities, you will be charged a minimum \$100 for negligence.
Tobacco Use:	\$50 fine, confiscation of the item. Smoking, including electric/vapor cigarettes. <i>Hookahs are not permitted inside the dorms</i> Tobacco use is permitted outside in designated areas.
Propped Doors Window Screens	\$50 fine for dorm door being propped open. \$50 fine for removing the window screen.
Weapons/Ammunition Possession: <i>(If you are in doubt about an item, please contact the Director of Housing for clarification prior to bringing it on campus)</i>	\$300 fine, immediate confiscation of the item in question. <i>(Students who have hunting/sports items, which fall under the definition of "weapons", should contact a local storage facility to store their items.)</i>
Fighting / Abusive Actions or Language:	Each case will be dealt with individually with a minimum \$50 completion fine. Police reports and charges may be filed. Mandated counseling will be assigned with \$50 fine issued immediately. Completion fine removal upon completion.
Fire Alarm / Security Camera Tampering:	\$50 fine, amount of damage, possible police notification and/or dismissal from housing
Destruction of Property	Fine for amount of damage, and possible police notification and/or dismissal from housing, dealt with individually and may result in mandated counseling that may be assigned with \$50 completion fine issued immediately. Completion fine removal upon completion.
Littering / Misuse of lobby trashcans:	\$25 fine
Theft	May result in; fines, police notification, dismissal from housing
Curfew/Visitor Violation: <i>(Must be 18 yrs. of age. All non- dorm residents & dorm students visiting another dorm or within the same dorm /not your own personal room / must leave by 2 am Sunday-Thursday and by 3 am on Friday - Saturday nights) ***All visitors staying ALL night must have pre-approval on file with the dorm manager/security before over -night stay can occur. Dorm managers/security office have forms. Without proper approval documentation- fines may occur.</i>	<u>First Offense:</u> \$25 fine <u>Second Offense:</u> \$50 fine <u>Additional Offenses:</u> \$100 fine. Continued curfew violations may result in dismissal from the housing
Excessive Noise:	\$15 fine
Unapproved Items in Room: Fire Hazards/Fire Code Violations:	\$50 fine and confiscation of item. <i>This includes but is not limited to pets of any kind, hot plates, Foreman Grills, air fryers, heaters, coffee pots, fryers, griddles, candles/lit and unlit, burning incense, as well as lit cigarettes and other items that are not allowed.</i>

DORM PROTOCOL AND PROCEDURES

Residing in Cowley 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 or charges and/or conviction of a felony. 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 dorm 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 Housing Handbook. Residents are subject to disciplinary measures outlined in the annual Housing handbook 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 Housing Handbook. 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 as deemed necessary.
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. Residents of the room(s) in question are not required to be present nor notified before the search of their room.

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.

FELONY

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

- Aggravated Assault
- Armed Robbery
- Arson
- Kidnapping
- Possession of Controlled Substances
- Rape
- Sales of Controlled Substances
- Stalking

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

- Notify the immediate supervisor of such action
- Notify the Director of Security and Public Safety
- Ensure the appropriate law enforcement agency has been notified
- Notify the Executive Director of Student Services
- 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.
- Ensure that a College Incident Report is filed within the next working day
- Provide a copy to the appropriate administrators, Director of Security and Public Safety and the Executive Director of Student Services

For purposes of this section, any felony charge 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:

- Community Service
- Student Counseling

- Psychological Counseling
- Random Drug Testing
- Fines not to exceed the contracted yearly housing cost plus \$1,000, plus additional reimbursement to the College may be levied in the event of damage to College property. Fines may also be levied by law enforcement.
- Removal and Banning from Residential Facilities
- Withdrawal from the College

MISDEMEANOR

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

- False Fire Alarms
- Minor in Consumption of Alcohol
- Minor in Possession of Alcohol
- Misdemeanor Possession of a Controlled Substance
- Simple Assault
- Weapons charge
- Theft
- Trespassing
- Vandalism

Any act occurring upon or within College property that constitutes a misdemeanor violation of the Kansas Criminal Code shall be reported by the person with said knowledge. Said person shall:

- Notify the immediate supervisor of such action
- Notify the Director of Security and Public Safety
- Ensure the appropriate law enforcement agency has been notified
- Notify the Executive Director of Student Services
- 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.
- Ensure that a College Incident Report is filed within the next working day
- Provide a copy to the appropriate administrators, Director of Security and Public Safety and the Executive Director of Student Services

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

- Community Service
- Student Counseling
- Psychological Counseling
- Random Drug Testing
- Fines not to exceed the contracted yearly housing cost plus \$1,000, plus additional reimbursement to the College may be levied in the event of damage to College property. Fines may also be levied by law enforcement.
- Removal and Banning from Residential Facilities
- Withdrawal from the College

DORMITORY VIOLATION

Any act occurring upon or within College property that constitutes a violation of this Housing Handbook, College Policy and Procedures or Regulations established pursuant thereto, shall be reported by the person with such knowledge. Said person shall:

- Notify the immediate supervisor of such action
- Notify the Director of Security and Public Safety
- Notify the Executive Director of Student Services
- 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.
- Ensure that a College Incident Report is filed within the next working day
- Provide a copy to the appropriate administrators, Director of Security and Public Safety and the Executive Director of Student Services

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

- Abusive Actions/Abusive Language
- Curfew/Visitor Violation
- Excessive Noise
- Fire Hazard/Fire Code Violation
- Littering/Misuse of Trashcan
- Property Damage
- Surveillance Camera Tampering
- Tobacco Violation
- Unapproved Item Violation

- Weapon/Ammunition Violation

For the purposes of this section, any violation may result in but not limited to:

- Community Service
- Student Counseling
- Psychological Counseling
- Random Drug Testing
- Fines not to exceed the contracted yearly housing cost plus \$1,000, plus additional reimbursement to the College may be levied in the event of damage to College property. Fines may also be levied by law enforcement.
- Removal and Banning from Residential Facilities
- Withdrawal from the College

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 Executive Director of Student Services 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 Security and Public Safety 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 Security and Public Safety.
- 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 Security and Public Safety who shall cause a College Incident Report to be filed and copies of said report forwarded to the Executive Director of Student Services, 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 official, 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. All rules and regulations are designed to foster such an atmosphere. The security staff provides 24-hour security monitoring with officer patrol, security cameras, and escorts to vehicles in the evenings. They 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 of Campus Security & Public Safety



James “Jim” Sawyer

Security/Public Safety Officer



John Tyler

Security/Public Safety Officer



Brett Stone

Security/Public Safety Officer

Matt Stone is the Director of Campus Security and Public Safety. Officer Sawyer, Officer Stone, and Officer Tyler are Campus Security/Public Safety Officers. The Security Office is located inside Storbeck Dormitory Lobby, 109 S 3rd St. Campus Security/Public Safety may be reached at (620) 441-5599, via email/text at security@cowley.edu, or through the Live Safe App. 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 Housing or Security to report to maintenance or complete a maintenance request
- 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.
- Report any violations in the residence halls.

EMERGENCY PROCEDURES

FIRE ALARM

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

<u>DORM</u>	<u>FIRE EVACUATION REPORT LOCATION</u>
-------------	--

Docking	Calder Bonfy Amphitheater - Between Galle-Johnson and Brown Center
Kirke Dale	Calder Bonfy Amphitheater - Between Galle-Johnson and Brown Center
Kimmell	Calder Bonfy Amphitheater - Between Galle-Johnson and Brown Center
Storbeck	Calder Bonfy Amphitheater - Between Galle-Johnson and Brown Center
Central Ave	Calder Bonfy Amphitheater - Between Galle-Johnson and Brown Center
Lodge	North parking lot of First United Methodist Church

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. E.R.I.S will be deployed when applicable to alert all residents to any imminent threat.
3. Individuals will be released when the ALL CLEAR signal has been given.

<u>DORM</u>	<u>DESIGNATED STORM SHELTERS</u>
-------------	----------------------------------

Storbeck	First floor hallways and laundry room
Docking	Basement and laundry room
Kirke Dale	Basement of Docking dorm, alternatively Kirke Dale first floor laundry room
Kimmell	First floor hallways and laundry room
Central Ave	First floor laundry room and hallways
The Lodge	Basement of First United Methodist Church

403.00 STUDENT CODE OF CONDUCT

Cowley College is committed to providing an excellent safe and learning environment for all students in and outside the classrooms. We believe in fostering a campus climate that promotes physical and mental well-being as well as a safe and orderly campus environment. Students who compromise the student code of conduct are subject to disciplinary action by the college.

Cowley College students are expected to conduct themselves as responsible individuals at all times while on campus and off campus when on a college approved activity in accordance with the Standards of Student Conduct. Acts of incivility or misconduct which interferes with or detracts from the learning-centered environment are not permissible. A charge of misconduct may be made against a student for violating provisions of published College regulations and policies. In circumstances where a student is charged with misconduct, they will be processed in accordance with procedures set forth in the Standards of Student Conduct and reflected in the Student Handbook. The student so affected by a student code of conduct violation and disciplinary action shall have the right of appeal through the academic affairs office via policy 405.

The administrator responsible for ensuring student rights and freedoms is the Executive Director of Student Affairs. Both the Vice President of Academic Affairs and the Executive Director of Student Affairs are responsible for student conduct, responsibilities and due process.

Policy 403 will be implemented in process through AP 403.

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

Revised February 21, 2011

Revised May 16, 2011

Revised October 18, 2011

Revised October 20, 2014

128.00 Non-Discrimination, Anti-Harassment, and Equal Employment Opportunity

Non-Discrimination and Anti-Harassment Policy

Cowley College strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The environment of the College should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Employees should be able to work and learn in a safe yet stimulating atmosphere. The accomplishment of this goal is essential to the mission of the College. For that reason, Cowley College will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, the College will seek to prevent, correct and discipline behavior that violates this policy.

All employees, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension or termination of employment.

Equal Employment Opportunity

Cowley College is an equal opportunity employer. The College prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender and identity expression, genetic information, marital status, political affiliation or other legally protected category. Cowley College conforms to the spirit as well as to the letter of all applicable laws and regulations. In addition to federal law requirements, Cowley College complies with applicable state and local laws governing nondiscrimination in employment in every location in which the College has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Discrimination

It is a violation of Cowley College's policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender and identity expression, genetic information, marital status, political affiliation or other legally protected category. This policy is intended to comply with the prohibitions stated in federal, state and local anti-discrimination laws.

Notice of Non-Discrimination Statement

Cowley College is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender and identity expression, genetic information, marital status, political affiliation or other legally protected category.

The College will provide all qualified individuals reasonable accommodations in the work and educational environment and ensure equal access to all College programs, activities and facilities. The College does not discriminate in admissions, educational programs, or employment on the basis of any factor outlined above or prohibited under applicable law.

This prohibition against discrimination applies to College employees, students, contractors, or agents of the College and to anyone participating in a College-sponsored event or activity. Inquiries concerning the college's compliance with its non-discrimination policies may be referred to the Student Affairs Office or the Human Resources Office at 125 S Second St, Arkansas City, KS 67005 or by calling 620.442.0430.

Harassment

Harassment is a form of unlawful discrimination and violates Cowley College policy. Cowley College prohibits harassment, of any kind. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender and identity expression, genetic information, marital status, political affiliation or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct occurs when, in the employee's opinion, the conduct impairs his or her ability to perform his or her job. Acts of harassment may include (but not limited to); epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; bullying; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on College time, during College sponsored events, or using College equipment by e-mail, phone (including voice messages), text messages, social networking sites or other public means.

Sexual Harassment

Sexual harassment is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 and is prohibited under Cowley College's Non-Discrimination and Anti-Harassment policy.

According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo, and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Retaliation

Cowley College encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Cowley College to promptly and thoroughly investigate such reports. Cowley College prohibits retaliation against any individual who reports discrimination or

harassment, files a charge of discrimination or harassment, opposes a practice believed to be unlawful discrimination, or assists, testifies or participates in an investigation.

Complaint Process

Employees who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with the Director of Human Resources.

Cowley College encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment and discrimination.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation, what the law allows and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately to the Director of Human Resources and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as Cowley College administration believes appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal to Cowley College's President. False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

Policy 128 is implemented in process through [Procedure EMP001](#).

Adopted September 21, 1992

Revised July 21, 2003

Revised July 21, 2008

Revised October 19, 2009

Revised May 21, 2012

Revised July 21, 2014. Revision combined 124: ADA Grievance Policy, 126: EEO, and 128: Harassment and Discrimination

Revised June 15, 2020

151.00 CONTROL OF VEHICULAR TRAFFIC ON CAMPUS

It is the desire of Cowley College to provide an open and controlled atmosphere for all vehicular traffic on campus, including parking restrictions, parking registrations, etc. when and where appropriate. All Federal, State, and local laws and ordinances shall be followed and enforced.

Adopted December 19, 2011

Revised November 16, 2020

404.0 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 should seek to resolve his or her issue with the department supervisor of the area the original charge was administered.
2. The aggrieved student may then 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.
3. 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 his/her 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
Revised December 13, 2010

420.0 TECHNOLOGY USAGE BY STUDENTS AND THE COMMUNITY

The purpose of all technology resources at Cowley 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 Information Technology Department.
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 Information Technology 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
Revised March 15, 2021

OFFICE OF CIVIL RIGHTS

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

TITLE IX COORDINATOR & SECTION 504 COORDINATOR

Dawn Simpson
Student Accessibility Coordinator
Brown Center, 103
Cowley College
Arkansas City, Kansas 67005
(620) 441-5557

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

IMPORTANT PHONE NUMBERS

All calls 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.....	(620) 442-2500
Chemical Dependence Unit.....	(620) 442-2500
Suicide Hotline.....	800 -273-8255
Suicide and Crisis Lifeline (call or text).....	988
Cowley Operator.....	(620) 442-0430
Cowley Security and Public Safety.....	(620) 441-5599
Housing Cell.....	(620) 741-1773
Cowley Emergency Maintenance.....	(620) 441-5299
Dining Hall Manager.....	(620) 441-5582
Director of Housing.....	(620) 441-5289
Director of Student Life.....	(620) 441-5290
Student Accessibility Coordinator.....	(620) 441-5557
Student Advocate.....	(620) 441-5228
Tiger Deli.....	(620) 441-6332

Oscar Kimmell Dorm 125 South Fourth Street Arkansas City, KS 67005 Dorm Manager- 620-441-5307 (<i>office phone</i>)	Floor #1 - 620-441-6324 Floor #3 - 620-441-6326 Floor #4 - 620-441-6327
Kirke W. Dale Dorm 110 South Fourth Street Arkansas City, KS 67005 Dorm Manager - 620.441.5209 (<i>office phone</i>)	Floor #1 - 620-441-6321 Floor #2 - 620-441-6322 Floor #3 - 620-441-6323
Robert Storbeck Dorm 109 South Third Street Arkansas City, KS 67005 Dorm Manager - 620-441-5369 (<i>office phone</i>)	Floor #1 - 620-441-6314 Floor #2 - 620-441-6315 Floor #3 - 620-441-6316
Central Avenue Dorm 102 South Fifth Street Arkansas City, KS 67005 Dorm Manager - 620-441-5393 (<i>office phone</i>)	Floor #2 - 620-441-6553 Floor #3 - 620-441-6554
William Docking Dorm 122 South Fourth Street Arkansas City, KS 67005 Dorm Manager - 620-441-5322 (<i>office phone</i>)	Floor #1 - 620-441-6318 Floor #2 - 620-441-6319 Floor #3 - 620-441-6320
The Lodge Dorm 2575 Greenway Arkansas City, KS 67005 Dorm Manager - 620-660-9242 (<i>office phone</i>)	Lobby - 620-307-6681

STATEMENT OF ACKNOWLEDGEMENT

I _____,
Print Name

have been offered the 2023-2024 Cowley College Residence 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 Name

Signature

Date