



Dear Resident:

We would like to welcome you to Cowley College for the 2016-2017 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*

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# MEET THE HOUSING STAFF

## Director of Housing



Landon is 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 a faculty member for the BCIT Department. Landon and his wife, Lory, have three daughters, Peighton, Finleigh and Remi.

**Landon West**

## Central Ave Dorm

Gavin Brown is the dorm manager of Central Dorm and also the Intramural Coordinator for Student Life. Originally from Junction City Kansas, Gavin is a former member of the Cowley Men's Basketball Team. He achieved his Associates in Business and was awarded Male Student Athlete of the Year in 2011-2012 during his time as a student. After Cowley, he played on and graduated from Emporia State University with his degree in Economics. Gavin is very eager to return back to Cowley and provide some energy and activities for the student body.



**Gavin Brown**

## Docking Dorm



Cassady is the assistant volleyball coach and the docking dorm manager. She is from West Palm Beach, Florida. She graduated from the University of Central Florida in 2014 with a Bachelor's degree in Hospitality Management and a Bachelor's in Restaurant Management. She has three sisters and is the middle child. She is hoping to return to school and pursue her Masters in Sports Nutrition.

**Cassady Cook**

## Kirke Dale Dorm

Coming Soon!

N/A

## Kimmell Dorm



Haley Strawn is the Assistant Softball Coach and Kimmell Dorm Manager. Originally from Moore, OK she came to Cowley College on a Softball Scholarship, She was a two time All American here at Cowley and Graduated with her Associates Degree in 2013. Then moved to Durant, OK to continue her athletics at Southeastern Oklahoma State University and Graduated with her Bachelor's Degree in Recreation with a minor in HPER in 2015. Haley stays busy with softball and spending time with her family.

**Haley Strawn**

## The Lodge Dorm

Lynlea is the Dorm Manager at the Lodge. She is a native of Arkansas City and 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. She also works as the Youth Director at Central Christian Church and is starting her fourth year in that position. Lynlea stays busy with work and spending time with her family.



**Lynlea Bartlett**

## Storbeck Dorm



**Ruy Vaz**

Ruy Vaz begins his first year as an assistant coach - soccer & Storbeck dorm manager. Vaz had a decorated career as a member of the Cowley men's soccer team. At Cowley, Vaz was named the school's January 2012 and September 2012 Student-Athlete of the Month and was the college's 2013 Male Student-Athlete of the Year. Along with the award he became the Tiger soccer program's first two-time All-American and had a grade point average of 3.95 at Cowley. Vaz set a school-record with 19 goals and 41 points scored on the season. He finished his Cowley career with a school-record 30 goals and nine assists as the Tigers went 25-6-2 during his two seasons at the school. After Cowley, Vaz transferred to Oklahoma City University where he was the Sooner Athletic Conference Offensive Player of the Year in 2014 and a First-Team All-Conference selection as he helped the Stars capture the conference title. He was a two-time Academic All-Region and Academic All-American during his time at OCU.

## Residence Life Contact Information

### Housing Director

Landon West  
Nelson Student Center, Office 201A  
Office: 441-5289  
[Landon.west@cowley.edu](mailto:Landon.west@cowley.edu)

### Central Ave Dormitory

Gavin Brown  
Room #100, Central Dormitory  
Office: 441-5393  
[gavin.brown@cowley.edu](mailto:gavin.brown@cowley.edu)

### Docking Dormitory

Cassady Cook  
Room #100, Docking Dormitory  
Office: 441- 5322  
[cassady.cook@cowley.edu](mailto:cassady.cook@cowley.edu)

### Storbeck Dormitory

Ruy Vaz  
Room #206, Storbeck Dormitory  
Office: 441-5369  
[ruy.vaz@cowley.edu](mailto:ruy.vaz@cowley.edu)

### Kirke Dale Dormitory

TBD  
Room #110, Kirke Dale Dorm  
Office: 620.441.5289  
[housing@cowley.edu](mailto:housing@cowley.edu)

### Oscar Kimmell Dormitory

Haley Strawn  
Room #200, Oscar Kimmell Dormitory  
Office: 441-5307  
[haley.strawn@cowley.edu](mailto:haley.strawn@cowley.edu)

### The Lodge

Lynlea Bartlett  
Main office, The Lodge Dormitory  
Office: 620-660-9242  
[lynlea.bartlett@cowley.edu](mailto:lynlea.bartlett@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.

### Director of Housing

Nelson Student Center, Office 201A  
Office hours, Monday - Friday, 8:00am to 4:30pm  
Office: 441-5289

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.

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.

## 2016-2017 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 as well as hardline internet access through modems.
- Free digital cable
- 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

## DINING HALL

The Patrick J. McAtee Dining Hall is a modern and spacious facility. Great Western Dining (GWD) 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 GWD at 441-5582, contact their dorm manager or director of housing. Students may also request a meeting with GWD for any questions or concerns they may have.

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

## TIGER DELI - NOT INCLUDED IN MEAL PLAN

Monday - Thursday	9:00 am - 8:00 pm
Friday	9:00 am - 2:00 pm
Saturday / Sunday	Closed

\* Hours are subject to change.

\* Credit and Debit cards accepted

## NELSON STUDENT CENTER

### **Tiger Deli and Lounge:**

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

### **Game Room:**

Mon - Thurs	1:00 pm - 11:00 pm
Friday	1:00 pm - 11:00 pm
Saturday	1:00 pm - 11:00 pm
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 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 students 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. 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*  
125 S 2<sup>nd</sup> St  
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	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. 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 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.

Dorm residents who want land-line 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).

There are two emergency outdoor phones located outside on campus. One phone is located on the Library on the NW corner of the building, and the second phone is located on the east entrance to Kirke Dale Dormitory.



# SUPPORT SERVICES

## HEALTH SERVICES –



Health care is available at the Nelson Student Center. Lea Newman, RN, BSN, Coordinator of Health Services at Cowley College provides primary care for illnesses and injuries during clinic hours. Dr. Keesling MD is the consulting physician for the clinic. Ginger Bahruth, physician assistant to Dr. Keesling 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.

Students can reach Health Services by calling 620-441-5236 or visit Room # 207 in the Nelson Student Center. Lea can also be reached at [newmanl@cowley.edu](mailto:newmanl@cowley.edu). Office hours are Monday-Friday, 8am to 4:30pm unless otherwise posted.

## STUDENT LIFE COUNSELOR

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.

# 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.

## Visitors:

At Cowley, we believe that our dormitories are an extension of the learning process. Therefore, we maintain visitation 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 12:00 midnight Sunday – Thursday and 2:00 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. Overnight guests of the opposite sex are not allowed. All non-residents, visitor or guest must be at least 18 years of age and be accompanied by the host before entering the dorms.**

## 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 fine or other disciplinary measure.

## RULES OF OCCUPANCY

The opening and closing of the dormitories follows the Cowley College academic calendar in accordance with the schedule published on the residence hall 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 13, 2016	December 16, 2016
Spring Semester	January 17, 2017 March 25, 2017	March 18, 2017 May 19, 2017
	<u>Food Service Begins</u>	<u>Food Service Ends</u>
Fall Semester	August 13, 2016 (Evening only) November 27, 2016 (Evening only)	November 23, 2016 (After Lunch) December 16, 2016 (After Lunch)
Spring Semester	January 17, 2017 (Evening only) March 26, 2017 (Evening only)	March 18, 2017 (After Lunch) May 19, 2017 (After Lunch)

**\*\*Special Dorm Closings (Dorms are closed – no residents allowed)**  
Between fall & spring semester    Dec. 17, 2016 through Jan. 16, 2017  
Spring Break                              Mar. 18, 2017 through Mar. 25, 2017

**If a student chooses to arrive before August 13<sup>th</sup>, 2016, stay after May 19<sup>th</sup>, 2017, or stay during the **\*\*Special Dorm Closing**, they will be charged \$20 per day for occupancy.**

When students are required to be here for college activities, 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 appeal to the Director of Housing to appeal a dorm break fee.
- 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 \$100ea. for room and outdoor key, Mailbox keys are \$50.** Managers/Security will allow for three (3) free unlock assists. Any unlock assist following the three free assists will be billed \$5 per assist.

## 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 an All Housing mandatory meeting 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 digital cable access, wire-less internet access and a modem (1 per room).
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.

#### Technology in the room:

Cowley offers a modem (includes; 1 modem per room, power cord, ether net, coax and splitter) for the use of hardline internet in the dorm. Cowley also offers a digital cable box in each room (2 where applicable; Kimmell, Central) and a universal remote control.

If there is damage or item missing from the modem or digital box/remote it should be reported immediately to the dorm manager.

## 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.
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.
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 August 1st 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 1<sup>st</sup> and fulfill the entire fall semester are eligible for a reduction in break fee. Students who cancel their contract after March 11<sup>th</sup> 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.
10. The room will be checked for the modem, modem accessories, digital cable box and remote. 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 the modem or up to \$150 for the replacement of the digital cable box and remote.
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 #** \_\_\_\_\_

<b>AREA</b>	<b>CHECK IN</b> <i>(OK / DAMAGED; Explain)</i>	<b>CHECK OUT</b> <i>(OK / DAMAGED; Explain)</i>	<b>DAMAGE FEE</b>
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: <input type="checkbox"/> Yes <input type="checkbox"/> No	(\$50 fee)
Indoor & Outdoor Keys	Key Code # _____	Returned: <input type="checkbox"/> Yes <input type="checkbox"/> No	(\$100 fee)
	Key Code # _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	(\$100 fee)
aProper Checkout	Checked out with Manager Cleaning Charges	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> Yes	(\$50 fee) (\$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.**

<b>CHECK-IN:</b>	
_____ Student Signature	_____ Date
_____ Dorm Manager	_____ Date

<b>CHECK-OUT:</b>	
_____ Student Signature	_____ Date
_____ Dorm Manager	_____ Date

# 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.

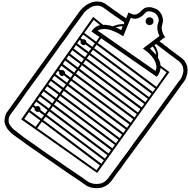
Name \_\_\_\_\_ Relation to you \_\_\_\_\_

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. A time will be posted for inspection 72-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 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 checked out to residents by the Resident Assistants or Dorm Manager. 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 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 [westl@cowley.edu](mailto:westl@cowley.edu) or 620.441.5289.



## 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, and Business office. Any attempt to avoid receiving original ticket will result in a double fine. Rooms may be searched by Dorm Managers, Campus Security, Director of Housing or Executive Director 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, Nelson Student Center, Office 201A. (620.441.5289)

<b>Violation</b>	<b>Penalty</b>
<b>Unlawful Possession:</b> <i>(this includes all illegal drugs)</i>	Each case will be dealt with individually with a minimum \$200 fine, police notification, parent notification. Possession charges will result in immediate dismissal from housing.
<b>Alcohol Possession:</b> <i>(No alcoholic or cereal malt beverages or containers that are full or empty are allowed on campus or at school-sponsored functions)</i> <b>Party Hosting:</b>	<u>First Offense:</u> \$200 fine, police may be called, parental notification, and a mandatory counseling assessment of BASICS (2 session Alcohol course) <u>Additional Offense:</u> \$200 fine, police may be called, 5 mandatory counseling sessions, possible dismissal from dorms. <i>A student that has been charged with an 'alcohol hosting' offense in the dorms may be subject to immediate dismissal from housing.</i>
<b>Failure to Report</b>	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.
<b>Tobacco Use:</b>	\$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.
<b>Propped Doors Window Screens</b>	\$50 fine for dorm door being propped open. \$50 fine for removing the window screen.
<b>Weapons/Ammunition Possession:</b> <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>
<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>	\$50 fine, amount of damage, possible police notification and/or dismissal from housing
<b>Destruction of Property</b>	Fine for amount of damage, and possible police notification and/or dismissal from housing
<b>Littering / Misuse of lobby trashcans:</b>	\$25 fine
<b>Theft</b>	May result in; fines, police notification, dismissal from housing
<b>Curfew/Visitor Violation</b> <i>(Must be 18 yrs of age. All non-residents must leave by 12 midnight Sunday-Thursday and by 2am on Friday and Saturday nights)</i>	<u>First Offense:</u> \$25 fine <u>Second Offense:</u> \$50 fine <u>Additional Offenses:</u> \$100 fine. <i>Continued curfew violations may result in dismissal from the housing</i>
<b>Excessive Noise:</b>	\$15 fine
<b>Unapproved Items in Room: Fire Hazards/Fire Code Violations:</b>	\$50 fine and confiscation of item. <i>This includes but is not limited to pets of any kind, hot plates, Foreman Grills, heaters, coffee pots, fryers, griddles, candles/lit and unlit, burning incense, as well as lit cigarettes and other items that are not allowed.</i>

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 dorm manual.**

# 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 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 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 Affairs and if appropriate the Athletic Director
- 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 if appropriate the Athletic Director

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 Affairs and if appropriate the Athletic Director
- 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 if appropriate the Athletic Director

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 Affairs and if appropriate the Athletic Director
- 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 if appropriate the Athletic Director

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 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 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 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 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 and security cameras, emergency phones on campus, and escorts to vehicles in the evenings. Emergency phones are located on the northwest corner of the Renn Memorial Library and at the east entrance of Kirke-Dale dormitory. 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



**Michael Bryant**  
Security/Public Safety Officer



**Roxie Froese**  
Security/Public Safety Officer



**Teddy Kennedy**  
Security/Public Safety Officer



**Ben Maxon**  
Security/Public Safety Officer



Security/Public Safety Officer

Matt Stone is the Director of Campus Security and Public Safety. Officer Froese, Officer Kennedy, Officer Maxon and Officer Hagar are Campus Security/Public Safety Officers. The Security/Safety Office is located inside Storbeck Dormitory Lobby, 109 S 3<sup>rd</sup> St. Campus Security/Public Safety may be reached at (620) 441-5599 or 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 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 insure 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 other 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 Procedure SDT006.

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 County Community College and Area Vocational-Technical School (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, 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, 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 County Community College and Area Vocational-Technical School is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, 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, 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 individuals' 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; 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

## **151.00 CONTROL OF VEHICULAR TRAFFIC ON CAMPUS**

It is the desire of Cowley College to provide a controlled atmosphere for all vehicular traffic on campus, including parking restrictions when appropriate. In an effort to maintain the desired atmosphere, the following regulations are enforced.

1. Registration of Motor Vehicles – All Cowley College students, faculty, staff, and administration must display a valid parking permit on their vehicle. There is no fee for the first permit issued to an individual vehicle, while additional permits must be purchased for a fee of \$1.00. The permit should be displayed in the lower corner of the front windshield on the passenger side of the vehicle.

While the College endeavors to provide sufficient parking, access will be limited by the physical parking facilities available.

2. Parking Regulations – Students, faculty, staff and administration motor vehicles (other than two-wheeled vehicles) may be parked in any stall unless otherwise designated by curb markings or signage. Vehicles should be within the bounded parking stall, including parking on surrounding city streets.

Parking for handicapped access will be so designated. Federal regulations call for 24-hour control of designated handicapped and fire-lane parking, no exceptions may be allowed.

Two-wheeled motor vehicles may be parked in any stall designated specifically for motorcycles.

Properly registered vehicles (those displaying parking permits) may be allowed to park for loading and unloading of college-related materials in non-loading zones with prior notification of Campus Security.

Vehicles are subject to towing at the owner's expense if abandoned, parked illegally, or deemed to cause other traffic safety issues.

3. Traffic Regulations –All state and local traffic regulations will be enforced on campus. In addition, directional traffic flow designations and one-way traffic compliance will be enforced.

The speed limit on 3rd Street shall be 15 MPH. The speed limit in parking areas shall be 5 MPH.

Due regard must be given to conditions of weather, visibility, crowds, etc., when determining the maximum safe speed.

4. Enforcement of Regulations and Fines for Violations – It is the duty of Campus Security and Public Safety personnel to determine when a violation has occurred. Fines may be imposed as follows:

Handicapped Parking - \$50.00

General Parking- \$10.00 minimum, \$50.00 maximum

Failure to display parking permit - \$5.00

Traffic (including speeding, wrong-way, etc.) - \$10 minimum, \$50 maximum

Unpaid fines will be treated as any other debt owed to the college and will be subject to appropriate methods of collection.

If the driver of the vehicle is not the holder of the parking permit displayed, both the driver and the holder of the permit may be liable for any fines incurred.

5. Appeal – In the event that the recipient of a ticket feels it may not have been justified, the issuing officer may be consulted. Any ticket issued may be further appealed by notification to the Student Affairs Committee followed by personal appearance in front of the committee. Decisions of the committee will be considered final. Appeals must be filed with the committee no later than 30 days after issuance of the ticket.

Adopted December 19, 2011

## **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 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

## **420.00 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 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 IX COORDINATOR & SECTION 504 COORDINATOR

Jim Brown  
Student Accessibility Coordinator  
Brown Center, 103  
Cowley 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**

## 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
Cowley Operator.....	(620) 442-0430
Cowley Security and Public Safety.....	(620) 441-5599
Housing Cell.....	(620) 741-1773
Cowley Emergency Maintenance.....	(620) 441-5299
After 4:30pm.....	(620) 741-2047
Dining Hall Manager.....	(620) 441-5582
Director of Housing.....	(620) 441-5289
Director of Student Life.....	(620) 441-5206
Coordinator of Health Services.....	(620) 441-5236
Student Accessibility Coordinator.....	(620) 441-5557
Student Life Counselor.....	(620) 441-5228
Tiger Deli.....	(620) 441-6332

<b>Oscar Kimmell Dorm</b> 125 South Fourth Street Arkansas City, KS 67005 Haley Strawn - 620-441-5307 ( <i>office phone</i> )	Floor #1 - 620-441-6324 Floor #3 - 620-441-6326 Floor #4 - 620-441-6327
<b>Kirke W. Dale Dorm</b> 110 South Fourth Street Arkansas City, KS 67005 Brad Louderback - 316-519-4200 ( <i>office phone</i> )	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 Ruy Vaz - 620-441-5369 ( <i>office phone</i> )	Floor #1 - 620-441-6314 Floor #2 - 620-441-6315 Floor #3 - 620-441-6316
<b>Central Avenue Dorm</b> 102 South Fifth Street Arkansas City, KS 67005 Gavin Brown - 620-441-5393 ( <i>office phone</i> )	Floor #2 - 620-441-6553 Floor #3 - 620-441-6554
<b>William Docking Dorm</b> 122 South Fourth Street Arkansas City, KS 67005 Cassidy Cook - 620-441-5322 ( <i>office phone</i> )	Floor #1 - 620-441-6318 Floor #2 - 620-441-6319 Floor #3 - 620-441-6320
<b>The Lodge Dorm</b> 2575 Greenway Arkansas City, KS 67005 Lynlea Bartlett - 620-660-9242 ( <i>office phone</i> )	Lobby - 620-307-6681



## STATEMENT OF ACKNOWLEDGEMENT

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

have been offered the 2016-2017 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