



**2025 – 2026**

**Cowley College**

**Housing**

**Handbook**

**620-441-5289**

**[Housing@cowley.edu](mailto:Housing@cowley.edu)**

## Welcome!

Dear Resident:

We would like to welcome you to Cowley College for the 2025-2026 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 an integral part of the educational program, providing students with valuable learning experiences that are 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 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**

#### **Lynlea Bartlett**



Lynlea is the Director of Housing. She is a native of Arkansas City. She attended Cowley College on a Theatre scholarship and graduated with her Associate's Degree in 2009. After Cowley, she attended 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 2016, Lynlea returned to Cowley as the Lodge dorm manager and assistant to Student Life. Lynlea became the Director of Housing in July 2017. She served as

the Lodge dorm manager from the spring of 2016 to the spring of 2025 (9.5 years). Lynlea stays busy with work and spending time with her family. She also enjoys quilting and antiques.

### **Central Ave, Dorm Manager & Assistant Baseball Coach**

#### **Brandon Lees**



Brandon Lees is the dorm manager at Central Dorm and an assistant baseball coach, bringing a wealth of experience and passion to both roles. He attended Washington State University and Northern Oklahoma College of Enid before graduating from Arizona Christian University with a degree in Mass Communication. With a strong background in both education and sports, Brandon is deeply committed to fostering growth in his students and athletes. His love for coaching and mentoring stems from his own family's influence, as both of his parents have worked in education and coaching throughout their careers. Before Cowley College, Brandon honed his skills as a student mentor and baseball coach at Inspiration Academy in Bradenton, Florida. Most recently, he served as an assistant coach at

Arkansas Rich Mountain, where he not only coached baseball but also took on a maintenance role on campus, contributing to the school community in a variety of ways. Brandon's diverse experiences in education, athletics, and campus operations have shaped his approach to leadership, and he continues to prioritize the well-being and development of those he works with.

### **Docking, Dorm Manager & Assistant Volleyball Coach**

#### **Lana Milner**



Lana Milner is the Assistant Volleyball Coach and Docking Dorm Manager. Originally from São Paulo, Brazil, she attended Cowley and Pittsburg State University on a volleyball scholarship. At Cowley, Milner was the 2013 NJCAA National Champion and 2014 Third-Place finisher at Nationals. In 2014, she also collected personal recognitions, such as All-Conference First Team, All-District Tournament, All-American First Team, All-AVCA Second Team, and the Cowley Female Student Athlete of the Year. At Pittsburg State University, she graduated with a Bachelor of Science 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 with her bachelor's, she decided to further her education with a Master's in Educational Leadership at Quince

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. She is married to her husband, Peyton Milner. She was inducted into the Cowley College Class of 2025 Athletic Hall of Fame.

**Oscar Kimmell, Dorm Manager & Cowley Custodial Staff**

**Rebecca Bashaw**



Rebecca has been at Cowley for 12 years. Before she was a Home Health Aide in the Ark City area for 14 years, and was originally from El Dorado, KS. When her last long-term client passed away, she had at the Agency she worked with had no more clients in the area. Rather than moving her son to Wichita, where the Agency is based, she took the first available job at the hospital where she had spent so much time with clients and their families. A short time later, a better opportunity at Cowley opened up, where she decided to stay. Most people know me from custodial duties as well as Shipping and Receiving, and now as a Dorm Manager at Oscar Kimmell. Her main role is as a helper, where her passion for

people shows as she truly cares about people.

**Storbeck, Dorm Manager**

**TBD**



Bio coming soon!

**Kirke-Dale, Dorm Manager**

**TBD**



Bio coming soon!

## **The Lodge, Dorm Manager**

**TBD**



Bio coming soon!

## **Wellington, Dorm Manager & Custodial/Maintenance/Grounds Team**

**Steve Anderson**



Steve has been with Cowley since August 2022. He oversees the Sumner (Wellington) Campus with Custodial, Maintenance & Grounds. Before coming to Cowley, he spent 3 years working for the city of Wellington in a lot of the general labor fields. He graduated from Cowley County Community College in 2006 with an Associate of Arts degree in History. He also received the Wind Turbine Technician Certificate from Vatterott College. He spent some time in the Travelling Wind Turbine industry with Airways out of San Angelo, TX. He also worked with Mortenson Inc. on the solar field. He has family in Oxford, KS.

## **Resident Assistants**

Each year, Cowley hires students to be Resident Assistants (RAs) 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.



**2025 - 2026 Resident Assistants**

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 witness to their RAs, Dorm Managers, Director of Housing, or Campus Security. 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 RAs are selected for the upcoming fall semester in March/April. Mandatory RA training is scheduled each August before the start of school.

## **Residence Life Contact Information**

### **Director of Housing**

Lynlea Bartlett

Nelson Student Center, Office 202 A

Office Hours: Mon.-Fri., 8:00 am-4:30 pm

Office: 620-441-5289

Email: [Lynlea.Bartlett@cowley.edu](mailto:Lynlea.Bartlett@cowley.edu)

### **Central Ave Dormitory**

Brandon Lees

Central Dormitory Office: Room #100, Office

Phone: 620-441-5100

Email: [Brandon.Lees@cowley.edu](mailto:Brandon.Lees@cowley.edu)

### **Docking Dormitory**

Lana Milner

Docking Dormitory Office: Room #100, Office

Phone: 620-441-5322

Email: [Lana.DaSilva@cowley.edu](mailto:Lana.DaSilva@cowley.edu)

### **Storbeck Dormitory**

TBD

Storbeck Dormitory Office: Room #206, Office

Phone: 620-441-5293

Email: TBD

### **Kirke Dale Dormitory**

TBD

Nelson Student Center, Office 202 B

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

Office: 620-441-5209

Kirke Dale Dorm Office: Room #110,

Email: TBD

### **Oscar Kimmell Dormitory**

Rebecca Bashaw

Oscar Kimmell Dormitory Office: Room #200

Office: 620-441-5307

Email: [Rebecca.Bashaw@cowley.edu](mailto:Rebecca.Bashaw@cowley.edu)

### **The Lodge**

TBD

Nelson Student Center, Office 202 A

Cell Phone: 620-660-9242

Email: TBD

### **Wellington Dorm**

Steve Anderson

Sumner Campus Tech Center

Phone: 620- 441-6555

Email: [Steve.Anderson@cowley.edu](mailto: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.

## **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 24/7
- Free Wellness Center membership
- 24-hour computer labs
- 24-hour security
- Central heat and air
- Newly updated dorm lobbies in each building
- Free cable in each building's common area
- Free parking in all dorm parking lots. (Parking permit required)
- \$500 dorm stipend for a 3.5 GPA or higher, after your first 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 of its menu offerings. Students who would like to submit requests or comments about food service may contact the Director of Dining Services, Haleigh Pool, for Fresh Ideas at 620-441-8467 or by email at [Haleigh.Pool@compass-usa.com](mailto:Haleigh.Pool@compass-usa.com), or contact their Dorm Manager, Director of Housing, or the Executive Director of Student Services.

Students may also request a meeting with Fresh Ideas for questions or concerns. Any food allergy arrangements can also be made by contacting the Director of Dining Services with Fresh Ideas.

- **The 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: 8:00 am – 9:30 pm

Friday: 8:00 am – 5:00 pm

Saturday: Closed

Sunday: 5:00 pm – 9:30 pm

### **Nelson Student Center**

**Jungle Lounge:**

Monday – Friday: 8:00 am – 9:30 pm

Saturday: Closed

Sunday: 5:00 pm – 9:30 pm

**Game Room:**

Monday – Friday: 8:00 am – 10:00 pm

Saturday: 4:00 pm - 11:00 pm

Sunday: 4:00 pm – 10:00 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 8:00 am – 4:30 pm, Monday-Friday. **Mail will be returned to the 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 "outbox" or 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 for the college.

### **YOUR COWLEY MAILING ADDRESS IS:**

**Your Name**

Cowley College

**Dorm Name & Room Number**

125 S 2nd St, Arkansas City, KS 67005

### **The physical addresses of the dorms are as follows: (Used for food deliveries)**

- Storbeck Dorm: 109 South 3rd Street Arkansas City, KS 67005
- Docking Dorm: 122 South 4th Street Arkansas City, KS 67005
- Central Ave Dorm: 102 South 5th Street, Arkansas City, KS 67005
- Kirke Dale Dorm: 110 South 4th Street, Arkansas City, KS 67005
- Oscar Kimmell Dorm: 125 South 4th Street, Arkansas City, KS 67005
- The Lodge: 2575 Greenway Rd, Arkansas City, KS 67005
- Wellington (Sumner) Dorm: 2206 East Shurtz-Judan Loop Wellington, KS 67152

## **Cowley Housing Wi-Fi**

Log-In Information: Wi-Fi: Kimmell202 Password: cowley22

You will select your room Wi-Fi – Example: Kimmell202



Password: All rooms are cowley22, with no spaces or capital letters. If you are unable to log in with that password, try cowley2022

If you are having trouble with your internet, please email [housing@cowley.edu](mailto:housing@cowley.edu).

### **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 provide free local calls and calling card capabilities for long distances. These phones are for resident use only. Please be considerate of others when using phones, answering phones, and taking 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 headache, sinus medicine, and cough drops, to band-aids, and minor cut care. this service is located in the Jungle Offices.

### **Student Life Counselor**

Student Life Counselor- Rebecca Holman, MSW - Nelson Student Center Office 204, M-Th 8:00-6:00 & F 8:00 am to 12:00 pm. 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 training in Neurolinguistic Programming, Somatic Experiencing, Neuroscience and Trauma, and Clinical Hypnosis and Hypnotherapy, she creates 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 and a Master's in Social Work from the 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**



Kristi Shaw has worked at Cowley for 28 years in a multitude of positions within the Student Life realm. She is currently the Executive Director of Student Services. She has a Bachelor 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, which 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.

## **Director of Student Life**

### **Peyton Cravens**



Peyton is the Director of Student Life and oversees planning events and activities for the students at Cowley! Peyton is from Arkansas City and attended Arkansas City High School. After graduating, she 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/Title IX Coordinator**

### **Dawn Simpson**



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 and worked as a medical technician for SmithKline Laboratories for 10 years. She later graduated with her Bachelor's 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 of Science, Learning Experience Design, and Educational Technology Degree. She also stays busy renovating her home and spending time with her son,

daughter, and granddaughter.

## **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 that 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 / Title IX Coordinator

Nelson Student Center, 202 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

#### **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 respecting their privacy. On the other hand, we also must maintain an environment that ensures 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 RAs, the Dorm Manager, or the Director of Housing.

#### **Visitors/Curfew:**

**Guests are not allowed during:**

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

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

At Cowley, we believe that our dormitories are an extension of the learning process. Therefore, we maintain visitation/curfew hours, which we feel are 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 a.m. Sunday–Thursday, and 3:00 am on Saturday and Sunday mornings. Non-residents, visitors, or guests may not enter the dormitories before 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 at least 24 hours in advance of the stay. All non-residents, visitors, or guests 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 before 10:00 p.m. 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 the previous guest.

### **Dormitory Meetings**

Dorm Managers will have information 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 meetings. Failure to attend can result in a \$50 fine or other disciplinary measures.

### **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.

### **Dorms Open/Dorms Close**

- **Fall Semester** - August 16, 2025 / December 12, 2025
- **Spring Semester** - January 12, 2026 / May 15, 2026

### **Food Services Begins/Food Services Ends**

- **Fall Semester:**
  - August 16, 2025 (Evening only) / November 25, 2025 (after Lunch)
  - November 31, 2025 (Evening only) / December 12, 2025 (After lunch)
- **Spring Semester:**
  - January 12, 2026 (Evening only) / March 13, 2026 (After lunch)
  - March 22, 2026 (Evening only) / May 15, 2026 (After Lunch)

### **Special Dorm Closings (Dorms are closed – no residents allowed)**

**Between fall & spring semesters - Dec. 12, 2025, through Jan. 11, 2026**

**If a student arrives before August 16, 2025, stays after May 15, 2026, or stays during the Special Dorm Closing, they will be charged \$15 per day for occupancy. Food services are not provided.**

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.**

**Arrangements must be made by emailing the Director of Housing at [housing@cowley.edu](mailto:housing@cowley.edu).**

### **Special Dormitory Financial Items:**

- **There is a \$500 fee for breaking a dorm contract. (Before Oct. 1st or After March 1st)**
- **Dorm residents who change rooms without prior approval from their dorm manager or the Director of Housing 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 that 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 wireless 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 or Director of Housing will be charged \$50. Room requests will be based on availability. All requests will be given consideration, but may not be granted.

If damage or items are missing from the modem/router or internet box, it should be reported immediately to the dorm manager, or the resident could incur 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 and/or utilize the express check-out form. (Express Checkout only at the end of the Spring Semester)
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, Director of Housing, or other designated employee of the College to complete checkout procedures. **Students who cancel their contract after occupancy of the room will be charged a minimum of \$500.00 plus a monthly rate of occupancy.** Students who notify the Director of Housing in writing before December 1st and fulfill the entire fall semester are eligible for a reduction in the break fee. Students who cancel their contract after October 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 belonging to 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 are missing at the time of checkout, the student will be charged up to \$300 for the replacement of the items.
11. **Failure to properly check out with a dorm manager, Director of Housing, or designated employee, or utilizing the Express Check-Out 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.**

### **Fees for Damages**

- |                                     |  |
|-------------------------------------|--|
| ▪ Carpet -Up to \$500 fee           | ▪ Towel Bar -\$25 fee                          |
| ▪ Ceiling -\$10 per ceiling tile    | ▪ Window -Up to \$1000 fee                     |
| ▪ Walls -\$25 and Up                | ▪ Window Blinds -\$50 fee                      |
| ▪ Bed Frame -\$100 fee              | ▪ Window Screen -\$100 fee                     |
| ▪ Mattress -\$150 fee               | ▪ Smoke Detector -\$100 fee                    |
| ▪ Wardrobe -Up to \$750 fee         | ▪ Doors -Up to \$1000 fee                      |
| ▪ Chest of Drawers -Up to \$750 fee | ▪ Internet Box (Modem/Router) -Up to \$300 fee |
| ▪ Chair -\$75 fee                   | ▪ Mailbox Key -\$50 fee                        |
| ▪ Desk -Up to \$750 fee             | ▪ Indoor & Outdoor Keys -\$100 fee             |
| ▪ Lights -\$100 fee                 | ▪ Improper Check-Out -\$50.00 fee              |
| ▪ Shower Stall -Up to \$500 fee     | ▪ Cleaning Charges -\$100 Fee                  |
| ▪ Sink -\$200 fee                   |  |
| ▪ Toilet -\$200 fee                 |  |

### **Room Inspections & Furniture Procedures**

#### **Health and Safety / Room Inspections**

1. The Dorm Manager/Housing staff will conduct room inspections at least twice a semester to ensure 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 the 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, or tampering with the smoke detectors)
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 Procedures**

1. Residents may rearrange their rooms 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 in 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 that 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 needs to contact the Director of Housing at [housing@cowley.edu](mailto:housing@cowley.edu) or 620-441-5289

If you are in doubt about an item, please ask the Director of Housing before 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 any student from the dormitories who has committed a violation that 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 the Business Office. Any attempt to avoid receiving the original ticket will result in a double fine. Rooms may be searched by Housing Professional Staff, Campus Security, the 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. The college reserves the right to conduct a search with reasonable cause with or without consent or the presence of the resident. 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, and possible parent notification. Any possession charges will result in immediate dismissal from housing. Mandated counseling will be assigned with a \$50 fine issued immediately. Fine removal upon completion. Students found in possession will have 24 hours to make arrangements with the Director of Housing and vacate the facility. For marijuana possession, please see below the penalty.

### **Alcohol & Marijuana Possession:**

No marijuana or paraphernalia in any form, no alcohol, cereal malt beverages, or containers that are full or empty are allowed on campus or at school-sponsored functions.

First Offense: \$200 fine, police may be called, possible parental notification, and a \$50 mandatory counseling fee will be assigned, with a \$50 completion fine issued immediately.

### **Fine removal upon completion of the assessment of BASICS (2-session Alcohol course)**

Additional Offense: \$200 fine, police may be called, 5 mandatory counseling sessions. A \$50 completion fine will be issued immediately. Fine removal upon completion, and possible dismissal from dorms.

### **Party Hosting:**

A student charged with 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.

### **Failure to Report:**

If you are a witness to a misdemeanor or felony crime and fail to report the crime to authorities, you will be charged a minimum of \$100 for negligence.

### **Tobacco Use:**

\$50 fine, confiscation of the item. Smoking, including electronic/vapor cigarettes. Hookahs are not permitted inside the dorms. Tobacco use is permitted outside in designated areas.

### **Propped Doors / Window Screens:**

\$50 fine for the dorm door being propped open. \$50 fine for removing the window screen.

### **Weapons/Ammunition Possession:**

\$300 fine, immediate confiscation of the item in question.

(Students who have hunting/sports items, which fall under the definition of “weapons”, should contact the Public Safety Department for local storage options and processes. Public Safety has two safes that can be utilized for weapons storage on campus. (If you are in doubt about an item, please contact the Director of Housing for clarification before bringing it.)

### **Fighting / Abusive Actions or Language:**

Each case will be dealt with individually with a minimum \$50 fine. Police reports and charges may be filed. Mandated counseling will be assigned with a \$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 the 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 a \$50 completion fine issued immediately. Completion fine removal upon completion.

**Littering / Misuse of lobby trash cans:** \$25 fine

**Theft:** May result in fines, restitution, police notification, dismissal from housing

**Curfew/Visitor Violation:**

(Must be 18 years of age. All non-dorm residents & dorm students visiting another dorm or within the same dorm /not your personal room / must leave by 2 am Sunday-Thursday and by 3 am on Friday - Saturday nights.

All visitors staying ALL night must have a pre-approval guest form on file with the dorm manager/security before an overnight stay can occur. Dorm managers/security office have forms. Without proper approval documentation, fines may occur.

First Offense: \$25 fine / Second Offense: \$50 fine / Additional Offenses: \$100 fine.  
Continued curfew violations may result in dismissal from housing

**Excessive Noise:** \$15 fine**Unapproved Items in Room:****Fire Hazards/Fire Code Violations:**

\$50 fine and confiscation of items. 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.

**Path of Egress/Fire Code Violations:**

\$50 fine and removal of the item(s). Exit routes, hallways, and doors must be kept clear and unobstructed. No item or equipment may be placed in the halls if it impedes a path of egress; this is a state fire code violation, and any violation will result in a fine. If you are unsure or have any questions about any item being left outside your room, please contact the Public Safety Department.

**Dorm Protocol & Procedures**

Residing in the 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 dorm 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 dorm 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, for any violation of local, state or Federal law or other violation of college policy. Residents of the room(s) in question are not required to be present or notified before the search of their room.

The College intends 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          | ▪ Theft/Criminal Damage \$1500>       |
| ▪ Armed Robbery               | ▪ Stalking                            |
| ▪ Arson                       | ▪ Possession of Controlled Substances |
| ▪ Kidnapping                  | ▪ Rape                                |
| ▪ Weapons Discharge/Violation | ▪ Sales of Controlled Substances      |

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                  | criminal complaint, if desired, with the appropriate law enforcement agency for investigative or insurance purposes.                           |
| ▪ Notify the Director of Security and Public Safety               |  |
| ▪ Ensure the appropriate law enforcement agency has been notified | ▪ Ensure that a College Incident Report is filed within the next working day   |
| ▪ Notify the Executive Director of Student Services               | ▪ Provide a copy to the appropriate administrators, the Director of Security and Public Safety, and the Executive Director of Student Services |
| ▪ Notify the victim of their responsibility to file an official   |  |

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 and/or Campus 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
- Criminal Damage to Property

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 purposes.
- Ensure that a College Incident Report is filed within the next working day
- Provide a copy to the appropriate administrators, the 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 be 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 Violations**

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 purposes.
- Ensure that a College Incident Report

- is filed within the next working day
- Provide a copy to the appropriate administrators, the 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 is 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. Violations of college policy, regulations, or procedures shall be reported to any faculty or staff member for further assistance.

- If any such violation involves any College student, the Executive Director of Student Services shall be notified as soon as possible.
- If any such violation involves 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 under this section, and a College Incident Report shall be filed within the next working day.
- 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 under 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 under College Policy and Procedures effective the date of the Criminal Code violation.

Any administrative actions taken in regard to an incident reported Criminal Code violations shall be distributed in writing, and said actions shall be noted upon the filed report. All such reports shall be held for 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 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 in 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 regard to but not limited to 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 that ensures the well-being 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
- Response to criminal and medical calls, and any fire or building alarm
- Monitoring of potential weather and campus conditions and sending alerts to the campus community as needed
- Security cameras
- Escorts to vehicles/dorm in the evenings
- Enforcement of traffic and parking regulations, including parking permits.
- Animal Control service
- Liaison and student advocate service for issues with local law enforcement
- Emergency phones on campus
- Help with dorm room lockouts and after-hours access
- Vehicle or tire assists
- Crisis intervention

#### **LiveSafe:**

Stay connected to Cowley College Security with our mobile Safety App, LiveSafe. Cowley College is providing all students, faculty, and staff with the LiveSafe app - a safety tool that provides a quick, convenient, and discreet way to communicate with Cowley College Security.

Please download LiveSafe for free from the Apple App Store or Google Play Store to enhance your overall safety and allow Cowley College Security to better protect you.



All residents are treated as adults, and your privacy is of the utmost importance. Students are encouraged to report any complaints or problems they may have to their RAs, Dorm Manager, Campus Security, or the Director of Housing.

**Director of Campus Security**  
**Matt Stone**



Matt Stone is the Director of Campus Security and Public Safety. The Security Office is located inside the 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](mailto:security@cowley.edu), or through the LiveSafe App. If you ever have any questions or concerns about campus security, please don't hesitate to contact them.

**Public Safety Coordinator**  
**Brett Stone**



**Public Safety Officers**  
**Jon Tyler**



**Chase Poovey**



**James "Jim" Sawyer**



**Jeremiah Brammer**



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 or contact Public Safety. 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 (620) 741-1774 or Security (620) 441-5599 to report to maintenance or complete a maintenance request.
- Security offers escorts, 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, suspicions, or concerns in the residence halls to Housing staff or Public Safety

### **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.

### **Dorm Fire Evacuation Report Locations**

#### **Building/Location**

**Central** - Calder Bonfy Amphitheatre (Between Galle-Johnson & the Brown Center)

**Docking** - Calder Bonfy Amphitheatre (Between Galle-Johnson & the Brown Center)

**Kirke Dale** - Calder Bonfy Amphitheatre (Between Galle-Johnson & the Brown Center)

**Oscar Kimmell** - Calder Bonfy Amphitheatre (Between Galle-Johnson & the Brown Center)

**Storbeck** - Calder Bonfy Amphitheatre (Between Galle-Johnson & the Brown Center)

**Lodge** – North Parking lot of First United Methodist Church (across the street south of the Lodge)

#### **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. Our mass notification systems and our intercom system, 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.

### **Dorm Tornado/Storm Shelters**

#### **Building/Location**

**Central** – First-floor laundry room and hallways

**Docking** – Basement and laundry room

**Kirke Dale** – Basement of Docking dorm, alternately Kirke Dale laundry room

**Oscar Kimmell** – First-floor hallways and laundry room

**Storbeck** – First-floor hallways and laundry room

**The Lodge** – Basement of First United Methodist Church (across the street south of the Lodge)

**403.00 Student Code of Conduct**

Cowley College is committed to providing an excellent, safe 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 to the Standards of Student Conduct. Acts of incivility or misconduct that interfere with or detract 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 by procedures outlined in the Standards of Student Conduct and reflected in the Student Handbook. The student 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 the process through AP 403.**

Adopted January 18, 1971	Revised September 20, 2004
Revised March 20, 1972	Revised July 18, 2005
Revised July 17, 1978	Revised June 21, 2010
Revised July 15, 1985	Revised February 21, 2011
Reviewed July 11, 1989	Revised May 16, 2011
Revised October 15, 1990	Revised October 18, 2011
Revised July 21, 2003	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 the enforcement of this policy and by the 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 with 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 are 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 another 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 the 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

Reviewed November 16, 2020

#### **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 an 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 where 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 decisions 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 a 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 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 intimidation 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 violates 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

## **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) 441-4547
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
Tiger Deli.....	(620) 441-6332

### **Central Avenue Dorm**

102 South 5<sup>th</sup> Street  
Arkansas City, KS 67005  
Office Phone - Dorm Manager-  
620-441-5393  
Floor #2 - 620-441-6553  
Floor #3 - 620-441-6554

### **William Docking Dorm**

122 South 4<sup>th</sup> Street  
Arkansas City, KS 67005  
Office Phone- Dorm Manager-  
620-441-5322  
Floor #1 - 620-441-6318  
Floor #2 - 620-441-6319  
Floor #3 - 620-441-6320

### **Kirke W. Dale Dorm**

110 South 4<sup>th</sup> Street  
Arkansas City, KS 67005  
Office Phone - Dorm Manager-  
620-441-5209  
Floor #1 - 620-441-6321  
Floor #2 - 620-441-6322  
Floor #3 - 620-441-6323

### **Oscar Kimmell Dorm**

125 South 4<sup>th</sup> Street  
Arkansas City, KS 67005  
Office Phone - Dorm Manager-  
620-441-5307  
Floor #1 - 620-441-6324  
Floor #2 - 620-441-6326  
Floor #3 - 620-441-6327

### **Storbeck Dorm**

109 South 3<sup>rd</sup> Street  
Arkansas City, KS 67005  
Office Phone - Dorm Manager-  
620-441-5369  
Floor #1 - 620-441-6314  
Floor #2 - 620-441-6315  
Floor #3 - 620-441-6316

### **The Lodge Dorm**

2575 Greenway Rd.  
Arkansas City, KS 67005  
Cell Phone-Dorm Manager-  
620-660-9242  
Lobby - 620-307-6681

### **Wellington (Sumner) Dorm**

2206 E Shurtz-Juden Loop  
Wellington, KS 67152  
Office Phone – Dorm Manager-  
620-441-6555

## STATEMENT OF ACKNOWLEDGEMENT

I \_\_\_\_\_,  
(PRINT NAME)

have been offered the 2025-2026 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