

# RESIDENCE LIFE CONTRACT

2023  
2024

SEWARD COUNTY COMMUNITY COLLEGE



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# General Information

## Contract

This contract is for the entire academic year from August 12, 2023, to May 9, 2024. Rates for on-campus housing are as follows:

Building	Double Occupancy	Single Occupancy
Student Living Center (SLC)	\$3,000/semester (\$6,000/year)	\$3,500/semester (\$7,000/year)
Mansions	\$3,000/semester (\$6,000/year)	\$3,500/semester (\$7,000/year)
Hale Court	\$2,900/semester (\$5,800/year)	\$3,400/semester (\$6,800/year)

Meals are provided through Great Western Dining. This contract includes 19 meals per week:

- Monday – Friday; 3 meals per day
- Saturday – Sunday: 2 meals per day

## Deposit and Payment

Applications are considered complete upon the receipt of deposit payment to the Business Office. The deposit is refundable only upon satisfactory completion of your contract obligations or if a student cancels their application and contract before July 29, 2023. Students will not receive keys or be allowed to move into residence halls until the contract is submitted and deposit has been paid. Deposits are due as soon as possible to the Business Office in Hobbie Academic Building A119 or over the phone at 620-417-1080.

Payment for on-campus housing may be made as one annual payment or one payment each semester. The VP of Student Services must approve exceptions or alternative payment arrangements.

## Eligibility and Assignment

Priority to live in Residence Halls will go to students who maintain regular attendance in at least 12 credit hours. If a student stops attending classes without extenuating circumstances, they need to be moved out of the hall 24 hours after dropping classes and will be charged a cancellation fee set forth in this contract.

Residence Life assigns students on a first come, first-serve basis and does its best to accommodate living and roommate requests but cannot guarantee requests are met. Once a student is assigned to a room, they may only occupy that room unless otherwise requested and approved. Should your roommate leave, the resident may get the option to consolidate to a single occupancy room by accepting additional charges. If you choose not to consolidate, the second half of the room should remain clear of personal belongings and always remain ready for a new roommate to move in. Single occupancy rooms are limited and not guaranteed.

Room assignments are made without regard to race, color, creed, or national origin. SCCC reserves the right to reassign rooms, roommates and consolidate rooms in the best interest of the resident, community, and the College. The SCCC Residence Halls are designed for the traditional student. At this time, there is no housing for married couples or individuals with children that would wish to live on campus.

## Holidays and Breaks

Residence Halls close during Winter Break between fall and spring semester. When the facility is closed, residents do not need to move out their belongings, however, they are encouraged to bring necessary and/or valuable items with them. Residents are not allowed to re-enter until the facility is re-opened unless they are registered to stay and approved by the Director of Residence Life. Residents approved to stay in-hall over Winter Break will be charged a daily fee.

## Termination by Student

Cancellation must be submitted in writing to the Director of Residence Life. After check-in, the official cancellation and proration end date will be determined when all the following are completed:

- Signed cancellation request submitted
- Proper check-out has been completed with Residence Life Staff
- All personal belongings are removed
- Keys are returned

Students can cancel their contract at any time subject to appropriate cancellation fees outlined as follows:

1. Notification date between July 29, 2023, and August 11, 2023. Deposit is forfeited.
2. Notification date between August 12, 2023, and August 26, 2023. Deposit is forfeited plus a prorated charge for time occupied.
3. Notification date between August 27, 2023, and May 9, 2024. Deposit is forfeited plus a prorated charge for time occupied plus 25% of remaining academic year contact.
4. Cancellation fees may be waived for a student who:
  - Graduates from SCCC
  - Marries (copy of marriage license required)
  - Suffers a catastrophic loss resulting from events beyond the control of the student (approval from the Vice President of Student Services is required for this criteria)

Any unexplained departure of ten days or more may be considered a cancellation and departure from the College and removal of belongings, cleaning and damages will be assessed and charged to the responsible parties.

## Termination by College

The College may terminate this contract if:

1. The student fails to fulfill financial obligations specified in this contract or if the student violates any of the terms of this contract or College policy. In such cases, the deposit is forfeited plus a prorated charge for time occupied plus 25% of remaining academic year contact.
2. The student is charged or convicted of a crime or crimes against persons and/or conduct that may threaten the safety or security of the student or of other students/residents. In such cases, the deposit is forfeited plus a prorated charge for time occupied plus 25% of remaining academic year contact.
3. The room or dorm should become uninhabitable because of damage or destruction by fire or other casualty or if the student loses status as an enrolled student for any reason. In such a case, the resident will be charged room and board fees for the time occupied in residence and cancellation fees (if applicable).

## Policies & Procedures

### Access

Each Resident is issued a key set that will allow them access to their hall, suite, and room. Residents will also receive a mailbox key, as necessary. Access to halls is limited to residents and their authorized guests. At no time should Residents provide access to someone they do not know or do not want to take responsibility for. Keys are property of the college and may not be duplicated. Keys may not be loaned to others. Should a resident lose their keys they will be responsible for the replacement costs.

For personal safety it is recommended that doors remain closed and locked and the identity of anyone entering a room/suite be made known before opening the door. Residents may not alter the door, so it does not latch properly.

Residents can reduce the potential for theft by keeping room doors locked. It is also advised that students:

- Label personal property.
- Write down name brands, purchase prices, and serial number of all valuables as well as the name, account number, and expiration date of all credit cards.

- Report any lost or stolen items immediately.
- Report any suspicious persons or activities you see immediately.
- Check your/your family's insurance policy to ensure that your personal belongings are protected against loss.

## Alcohol and Drugs

SCCC supports the State of Kansas laws on controlled substances. Students may not possess or consume alcoholic beverages or illegal drugs or paraphernalia in or on college property or during a college activity or function. When one or more guests are in a room with alcohol, an additional fine will be given to students that are assigned to that room. If no resident is present, the residents' level of responsibility will be investigated.

At any level of offense, student(s) are subject to disciplinary action which may include fines, community service, educational programming, probation, suspension, or expulsion from college, and/or dismissal from the residence halls. Per SCCC policy, if a student is evicted from our facility due to conduct violations, they will be responsible for the payment of 25% of the remainder of the housing contract. The damage deposit is also non-refundable in circumstances of this nature.

## Check In/Check Out

At the time of check in, the Resident takes responsibility for their assigned room. Residents will be required to complete a Room Condition and Inventory (RCI) Report. It is the resident's responsibility to document all damage present when they check in. Both the resident and a Residence Life Staff member will sign the RCI Form. The RCI Form must be completed before keys are issued.

As a general guideline, the room should be in the same condition when checking out as it was when the resident checked in. Before the resident turns in keys and relinquishes responsibility for the room; a Residence Life Staff member will complete an inspection of the room. Besides reasonable wear and tear, damage will be noted on the RCI Form. The resident will be held responsible for all new damages on the RCI Form upon check-out. These charges include, but are not limited to damage, losses, deficiencies, or any special services incurred while you were a resident of the room.

Exact amounts for charges and/or fines are not available at the time of check-out. The Residence Life Office will work with Maintenance and Custodial Staff to assess damages and bill accordingly.

Residents are expected to complete the following before Check-Out:

- Remove all personal belongings from bedroom and bathroom areas
- Remove all garbage and debris from bedroom and bathroom areas (including command hooks, tape, pins etc)
- Vacuum and wipe down all furniture (including inside of drawers)
- Leave dressers "unstacked," beds "unbunked" and chairs in closet space
- Close and lock all windows

SCCC is not responsible for any personal belongings left behind. If personal belongings are found, SCCC will discard items after a 24-hour period. Failure to check out properly will result in improper move out fines of \$50 minimum.

## Cleanliness

Residents are responsible for keeping both common areas and individual bedrooms and bathrooms clean. Health and safety inspections will happen throughout the year. If it is determined that a room does not meet minimum standards or poses a health or safety hazard (students have not adequately disposed of trash, and/or unhealthy living environment has been created) students will have 48 hours upon receipt of notice to clean the room or unit and/or to correct the issue(s).

Should the observed issue(s) in the room or suite remain uncorrected after the second inspection, Residence Life Staff will clean, repair, or replace the noted issue(s). Charges based on the required cleaning or repairs will be applied to the student's account. Depending on the violation, the student may also be subject to conduct and disciplinary proceedings.

## Common Areas

Common areas include hallways, study areas, computer labs, laundry facilities, movie room and public areas shared by multiple or all residents. Residents may be liable for damage that occurs to college property within these areas. Adequate clothing is required. Towels, boxers, briefs, underwear, and nude are all considered indecent exposure.

Decorations put up the Residence Life Staff are there for the enjoyment of all the residents and considered property of the college.

## Damages

Each Resident is responsible for their room and any act that occurs within it. This includes damage to college property by the Resident or guest (invited or uninvited). While normal wear and tear is acceptable, Residents assume full responsibility for damages or loss to college property resulting from negligence or misuse. When responsibility cannot be determined, all roommates, suitemates, or floormates will be jointly responsible. Willful damage to college property is cause for disciplinary action, which may result in loss of housing privileges or dismissal from housing.

SCCC assumes no responsibility for any theft, loss, or damage from any cause to the personal property of the student. The college does not ensure a student's personal property; it is recommended that students obtain insurance on personal property. The protection of personal property is the student's responsibility and can be enhanced by keeping doors locked.

## Guests

Visitors to the building must be invited guests of the Resident. The resident is responsible for the behavior of guests and liable for loss or damage to property caused by their guests. Any guest who violates policies or is disruptive to the community may be required to leave by a Residence Life Staff member or SCCC Security. Guests are expected to abide by all college and housing policies.

Visitation hours are from 9 AM to 12 AM Sunday through Thursday, 9 AM to 2 AM Friday and Saturday. Guests must be escorted by a resident. No guests are permitted during contract break periods.

Any overnight guest must be registered and approved by the Housing Office. Overnight guests shall not exceed 72 hours in SCCC campus housing without written permission. Allowing an un-contracted individual to reside in a residence hall room is grounds for eviction from college housing. The College and Residence Life Staff have the right to ban and/or trespass any guest from the campus if deemed necessary.

## In-Hall Sports/Motorized Vehicles

Riding bicycles, skateboards, scooters, roller blades, skates, throwing objects (frisbees, balls of any kind (water or dry), shooting nerf guns, or other projectiles are not permitted in hall at any time. Likewise, residents are not allowed to play sports (golf, baseball, football, basketball, hockey, soccer, water fight, etc.) or "rough house" in the halls at any time.

All residents who own a motorized vehicle, or any device needing fuel, can create a potential fire hazard. Due to the nature of motorized vehicles, they cannot be stored in the Residence Halls. Motorized vehicles may not be ridden in halls at any time. No bicycles may be stored in halls. Residents may store bicycles in the designated bike racks located in front of the Student Living Center or around campus.

## Laundry

Washers and dryers are provided as a privilege to residents. They are only for residents. Any non-resident caught using them could result in disciplinary actions. The machines are owned by a third-party vendor; all occupants are obligated to see that the equipment is not abused or damaged. Students should not leave their laundry unattended. SCCC is not responsible for missing or lost items left unattended.

## Pet Policy

No pets are allowed in the hall(s) with the exception of fish in a 10-gallon fish tank or smaller.

## Privacy and Room Search

Each resident is entitled to the right of privacy. SCCC maintains the right to enter and/or inspect rooms without notice for maintenance, cleaning, fire, or personal safety. Residence Life staff has the authority and responsibility to enter a resident's room when there is sufficient reason to suspect a probable violation of college policy and/or state or federal laws is occurring therein. Should any items be confiscated during a room search resident(s) will be given a complete list of items confiscated. Residence Life Staff may contact resident(s) to discuss further.

## Quiet and Courtesy Hours

Every resident has the right to a peaceful living and learning environment and every resident has a responsibility to maintain an atmosphere that is conducive to sleep and study in the residence halls.

“Quiet” means the absence of music, voices, and other noises that can be heard by neighbors, in the hallways, or any bedroom located side by side, above or below, when a resident's door is closed. SCCC Residence Life maintains the Quiet Hours from 10:00 PM to 9:00 AM. In some cases, Residence Life may extend Quiet Hours for a specific time if deemed necessary for the floor or community. For example: during finals week and the week before, quiet hours will be extended to 24 hours a day, 7 days a week.

Courtesy means showing politeness in behavior towards others. Courtesy hours are in effect 24 hours a day, 7 days a week. The resident is responsible for first speaking to the person(s) making the noise and requesting that they be quieter. If the request is denied, the resident should call the Residence Life Staff on Duty. Be prepared to give information regarding the situation and identify yourself to be contacted for further information regarding the incident.

## Your Room

Each room is equipped with basic furnishings, listed below. Residents may not remove any items from the assigned room or common area at any time.

	Student Living Center	The Mansions	Hale Court
X-long Twin Bed(s)	2	2	2
Dresser(s)	2	2	2
2 Drawer Dresser	1	0	0
End Table w/ Drawer	0	2	0
Desk	2	2	1
Chair(s)	2	2	1
Closet(s)	2 units	2 built-ins	2 built-ins
Smoke Detectors	Yes	Yes	Yes
Sprinkler Systems	Yes	North Mansion – Yes South Mansion - No	No
Electrical Outlets	Yes	Yes	Yes
Direct TV Equipment	Available for Check Out	Available for Check Out	Available for Check Out
Internet Access	Yes	Yes	Yes

SCCC encourages students to make their rooms feel like home by adding personal decorations if it does not damage or alter the room. Use caution when hanging material on walls, doors, closets, cabinets, ceilings, etc. to avoid damage. Decorations cannot block emergency lights, sprinkler heads, heating or cooling vents, doors, or windows or in-general become a fire and emergency hazard.



No Wi-Fi routers are allowed in any housing building.

Windows are not to be used as an entrance or exit to the buildings unless a fire or other emergency so permits.

## Room Freeze and Room Transfers

For the first two weeks of each semester Residence Life issues a "Room Freeze." During this time no resident is allowed to transfer rooms. Any student wishing to change room assignments must submit a Request to Transfer and it must be approved by the Director of Residence Life and Safety before moving.

## Roommates

A roommate can be great but comes with new challenges. Each roommate and suitemate bring their own set of norms and expectations with them. Residence Life encourages all roommates to discuss and agree upon acceptable boundaries in relation to studying, sleeping, music, noise, eating, cleaning, guests, and sharing possessions. Roommates are always urged to discuss disagreements and work jointly to resolve the issue. Residence Life Staff is available to mediate.

Each resident has the right to a peaceful living and learning environment. No student may create excessive noise, disturb, or infringe on others' rights, harass, haze, or lessen the educational effectiveness of the college. This includes behavior that attempts to force a roommate to move out of the room and/or attempts to prevent a new roommate from moving into the room.

## Smoking

Smoking in your bedroom is considered another safety concern. Smoking is prohibited inside any building on campus and includes communal areas, hallways, stairwells, bedrooms and within 10 feet of any buildings. This includes the use of hookah pipes, e-cigarettes and vapes.

## Weapons

Kansas law permits individuals 21 years of age and older to carry a concealed handgun, with certain restrictions. In addition, Kansas law prevents firearm carrying by an individual under the influence of alcohol or drugs, a person who has been mentally ill, or anyone who has been convicted of a felony.

SCCC policy prohibits the open/concealed carrying of weapons on campus, in college owned or personal vehicles, in student housing, and at any college sponsored event. Prohibited weapons include, but are not limited to firearms not allowed by Kansas law, fireworks, knives, bow and arrows, clubs, etc. Discharge of firearms or fireworks, or the use of any object to cause intimidation or injury to a person or damage to property is prohibited.

Any residence hall resident permitted by Kansas law to carry a weapon must report weapon possession to the Director of Residence Life and Safety. Handgun storage will be provided for residential students. When not carrying the weapon, the owner must store it in a locked secure firearm safe. Safes provided by SCCC are available for student use in the Residence Halls. Residence Life Staff, college administrators, and security may request that the resident open the safe for inspection. Dorm residents must seek permission from the Director of Residence Life if circumstances arise that would require exceptions.

To further understand the differences between legal concealed carry of weapons and open carry of weapons, and information about concealed carry restrictions according to Kansas law and SCCC policy, please refer to the student handbook.

## Windows, Doors, Ledges, Roofs

At no time should a resident exit a bedroom through a window unless in a documented emergency. No personal property or SCCC items are to be ejected from any window. If responsible persons are unable to be identified, the room or suite will be held responsible.

Windows must remain closed/locked when air conditioning or heat is on. All screens must stay on all windows as a safety precaution. To maintain the appearance of the Residences Halls, no objects or belongings can be displayed on any ledges or hung from the windows. Entrances at the end of each SLC hallway do not allow re-entry between the hours of 10:00 PM and 8:00 AM. Doors are not allowed to be propped open for any reason.

At no time shall a resident or object be on the roof or any ledges.

## Health & Safety

### Security

A safe and secure campus environment is a high priority of Seward County Community College. The Campus Safety Department operates from the Hobble Academic Building in AA159 and provides assistance to students, employees and community members. Policies have been written to ensure safety is reinforced by responsible student behavior. While Campus Safety Staff is maintained, and video surveillance systems are in place, students are expected to follow published guidelines and accepted safety practices. Residents and their guests may be recorded upon entering and exiting the buildings. Safety Officers and surveillance cameras do not replace responsible behavior by students, nor do they totally prevent crime from occurring.

The college does not assume responsibility for damage to student property due to theft, fire, water, or other causes. Residence Life encourages residents to take valuable personal belongings with them during breaks and holidays.

Students should practice reasonable precautions including but not limited to:

- Keep doors locked.
- Lock vehicles and keep personal articles inside the vehicle out of sight.
- Do not loan room keys out to others.
- Do not allow unfamiliar persons into dorm rooms or buildings.
- Stay in well-lit areas.
- Observe published student guidelines.
- When walking throughout campus, walk with other students.
- Report anything suspicious to the Residence Life Staff or Safety Officers.

### Fire Safety

Open flames and flammable items are not permitted in hall due to inherent fire hazards. Students are permitted to bring small appliances and hair equipment (curling irons, straighteners etc.) that have an automatic shut-off feature. The following items are not permitted in Residence Hall due to risk of fire:

- Candles, incense
- Open coiled appliances
- Electric skillets, hot plates
- Motorized vehicles including scooters, electronic skateboards, self-balancing boards/scooters, and other similar equipment
- Halogen lamps
- Any appliance with an open flame

If you see or smell fire in the building, pull the fire alarm and evacuate the building immediately. Never attempt to put out a fire on your own. If you hear a fire alarm sounding, immediately leave your room following the procedures outlined in "Fire Drill Procedures."

If you are trapped in your bedroom, move to the closest window and wave brightly colored clothing or a light out an open window to alert rescue team to your location. If possible, write your room number on a piece of paper and place it in the window. If possible, place wet towels along the bottom of the door. Elevators are not in operation for some emergencies and stairs must be used. If

you are physically challenged or become physically challenged (injury requiring crutches etc.) at any time during your contract, notify Residence Life Staff.

## Fire Drill Procedures

Students are expected to observe fire drills by leaving their room and exiting the building. Each resident is responsible for being familiar with all emergency procedures and observing them carefully. Failure to evacuate the building during a fire drill may result in disciplinary action.

When an alarm sounds:

1. Close windows, raise blinds.
2. Wear a coat and hard soled shoes.
3. Carry a towel or similar item (to place over your face in case of smoke)
4. Exit room, closing the door behind you.
5. Leave through the nearest exit.

Students should walk quickly, do not run or push. All residents should walk away from the building. Do not block sidewalks, parking lots or roadways. Do not attempt to get into personal vehicles to exit campus. Once the building is cleared by emergency response, students will be notified to return to the building.

## Fire Safety Equipment

Residence halls follow fire safety codes and are equipped with fire safety equipment, including alarm systems, smoke detectors, fire extinguishers, and fire sprinklers (SLC and North Mansion). Any person, student, or visitor, who tampers with fire safety equipment, is subject to disciplinary action by the college and possible involvement with law enforcement agencies. Setting off false alarms, setting off sprinkler systems or fire extinguishers, or attempting to disable smoke detectors are violations of state and federal laws and will lead to monetary fines, suspension from on-campus housing, suspensions from college, prosecution by law enforcement, and restitution for damages.

Smoke detectors are provided in every bedroom to help prevent personal injury. It is against SCCC policy to tamper, cover, or render one's smoke detector ineffective. Sprinkler heads are not to be tampered with, including hanging personal items from its fixture. Fire alarm pull stations and extinguishers are not to be tampered with unless it is an emergency. When the smoke detector sounds:

1. If there is a fire, exit the room and close the door so the fire cannot escape. Pull the alarm pull station, exit the building, and call 911. Then notify Residence Life Staff and Campus Security.
2. If there is not a fire, extinguish heat or smoke sources, open windows, and tell other residents that there is no fire. Call Residence Life Staff immediately to notify them of the false alarm. If you hear a smoke detector from another room, knock on the door. If there is no response and the detector is still sounding, call a Residence Life Staff member to investigate the situation.

## Holiday Safety

Only Underwriter's Laboratory-approved electrical cords and lights may be used in your suite. The same electrical cords must be used on fake Christmas trees, wreaths, or other holiday décor. Only non-flammable décor is allowed in suites. Any seasonal or other décor that is affixed to the outside of the suite door or wall must be removed prior to the final day of each semester.

## Tornado Procedures

If a tornado warning is sounded, if time permits, residents will take shelter in the basement area of the Student Union or the North Mansion. If time does not permit, take shelter in a closet, hall, or bathroom in the middle of the building.

If you are in your car, drive away from the tornado, if possible. If there is no time to escape, lie flat in a depression on the side of the road away from the tornado.

## Power Failures

If a power failure occurs, emergency lights will activate. Remain calm and do not use candles or other flames. Keep all hallways and doorways clear from obstruction. Residents should not congregate in hallways, lobbies, or other common spaces.

## Missing Student Policy

Student safety is of the utmost importance at SCCC. The following policy and procedure has been developed in order to assist in locating SCCC student(s) living in college-owned, on-campus housing, who based on the facts and circumstances known to the College, are determined to be missing. This policy is compliant with Section 488 of the Higher Education Act of 2008.

Most missing person reports in the college environment result from a student changing their routine without informing their roommates of the change. Anyone who believes a student to be missing should report their concern to Campus Security, Director of Residence Life & Safety, or the Vice President of Student Services. Every report made will be followed up with an immediate investigation. Representatives of these offices will work together to contact the student in question and coordinate resources as necessary.

If parental notification is necessary, the Vice President of Student Services will make contact.

Any missing member of the SCCC community under the age of 21 will be reported to the National Crime Information Center for the Department of Justice in accordance with the Crime Control Act of 1990-5779 and 5780, Reporting Requirement.

At the beginning of each academic year, students residing in on-campus housing will be asked to provide on a voluntary basis emergency contact information to be used if he/she is reported missing while enrolled at SCCC. This emergency information will be kept in the Director of Residence Life & Safety's office and will be updated each year.

All contact information or guardian information will be kept confidential and retained by the Residence Life Office during the student's residency in SCCC Housing.

\*NOTE: Contact information may be provided to law enforcement authorities if the student is missing.

## Immunizations

The Immunization Program of the Kansas Department of Health and Environment recommends that all college students be immunized against tetanus-diphtheria, hepatitis B, varicella (chickenpox), influenza, and measles, mumps, and rubella. It is also recommended that students in the health professions have additional protection against polio.

Students should be aware of the disease, meningococcal meningitis, and the increased risk of contracting this deadly disease by living in close proximity in college housing. Under Kansas State Law (HB 2752), students enrolled at Seward County Community College and residing in campus housing are required to provide written proof of documentation of meningitis vaccination or decline the vaccine in writing after reviewing the information about the dangers of the meningococcal disease. If the student is under the age of 18, parents or legal guardians must sign the declination form. Students who do not comply will be placed on administrative hold until compliance is documented with Student Services. Students on administrative hold will be unable to enroll for classes the following semester until compliance is documented and the hold is released by the Vice President of Student Services.

Proper immunization documentation requires obtaining written record of immunization dates (month, date, and year) from immunization certificates/records or medical records. To increase compliance with the college immunization policies, an exclusion policy is recommended for deficient students, with only medical or religious exemptions.

## Sickness or Illness

If any resident becomes ill at any time, they must notify Residence Life Staff immediately. Residence Life should also be notified of any chronic illness. Each student is responsible for notifying instructors if they are too ill to attend class. The student will not be allowed in the cafeteria while sick. Arrangements will be made by Residence Life Staff to have meals brought to the student's room.

If, due to psychological or medical reasons, a student is a danger to themselves or others, in college officials' opinion, SCCC reserves the right to immediately remove the student from residence halls until the situation is assessed.

## Title IX and Non-Discrimination

SCCC adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. SCCC does not discriminate in its admissions practices, in its employment practices, or in its educational programs or activities on the basis of sex/gender. As a recipient of federal financial assistance for education activities, SCCC is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex includes sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status.

Seward County Community College has established a detailed policy and procedure associated with all forms of discrimination including sex discrimination. That policy and procedure can be found online at [Title IX Complete Policy](#).

Definitions:

- **Sex Discrimination** occurs when a person is treated unfavorably based on actual or perceived sex, gender, gender identity or expression, or sexual orientation.
- Sexual harassment, sexual assault, and gender-based harassment are all forms of sex discrimination.
- **Sexual Harassment** is characterized by unwelcome language or conduct of a sexual nature. The behavior is sufficiently severe, persistent, or pervasive such that it could create an intimidating, hostile, or offensive environment or impact an individual's academic or work performance.
- **Stalking** is a behavior directed at a specific person that would cause a reasonable person to fear for their own or the safety of others.
- **Sexual Assault** is sexual contact with another person without, or that exceeds that person's consent.
- **Gender-Based Harassment** or discriminatory harassment based on sex, is characterized by unwelcome or derogatory language or behavior that is motivated by gender or gender identity.
- **Consent** is voluntary and clear permission, by word or action, to engage in mutually agreed upon sexual activity. A person cannot consent if they are unable to understand what is happening. A person can withdraw consent at any time.
- **Retaliation:** Any form of intimidation, reprisal, or harassment. Any student or employee of SCCC who retaliates against another for testifying, assisting, or participating in any investigation or proceeding relating to harassment and/or violence under this policy will be subject to discipline.
  - SCCC will discipline or take appropriate action against any student, faculty member, staff member, administrator or other SCCC employee who retaliates against any person who reports harassment or misconduct under this policy.

In dealing with members of the campus community, individual integrity and respect are the primary focus of the College's concern. It is important that options regarding medical treatment, counseling, the procedure for reporting and/or filing charges against an alleged assailant or third party and receiving support and assistance through this process are clearly articulated.

Any online postings or other electronic communication by students, including cyber-bullying, cyberstalking, cyber-harassment, etc. occurring completely outside of the College's control (e.g. not on Seward County Community College networks, websites or between college email accounts) will only be subject to this policy when those online behaviors can be shown to cause a substantial on-campus disruption. Otherwise, such communications are considered speech protected by the 1st Amendment.

Celeste Donovan serves as the Title IX Coordinator and oversees the implementation of this policy. Reports of sex discrimination, harassment, and/or retaliation should be reported promptly. There is no time limitation for the filing of complaints. The college acts promptly on all reports, and every effort is made to preserve the privacy of reports.

#### **How to Report:**

- Making a report is not the same as filing a complaint!
- You can report to the Title IX Coordinator in the Hobble Academic Building in A114, at 620-417-1016, or to Campus Safety Officers at 620-417-1180 or by filling out the form for [Report Sexual Misconduct](#)
- You may also report directly to activity directors, advisors, coaches, faculty student services personnel and support staff, who must then report to the Title IX Coordinator.
- Anonymous or third-party reporting may be done via electronic reporting for at [Report Sexual Misconduct](#). If you report this way, know that SCCC may be limited in how it can respond.
- You can report to a licensed mental health professional. Because of their professional licensing, these people can keep your report confidential.
- You may also contact off-campus clergy, domestic/sexual violence resources or crisis centers, or local or state agencies. This option also allows for confidentiality but provides referral assistance.
- Reporting in a confidential manner may prevent certain provisions or protection from full implementation.
- **To report immediate threats or for emergency assistance, call 911.**

**Emergency reporting procedures:** No form of sexual assault will be tolerated or condoned at Seward County Community College. Sexual assault includes not only those acts commonly understood to constitute "sexual assault" but all sex offenses under the Kansas criminal codes. Campus security annually reports all forcible and non-forcible sex offenses. SCCC will provide assistance in reporting, counseling for victims and support to the campus community.

Sexual Violence or Sexual Assault is a felony crime.

It should always be reported immediately to Campus Safety, city police, and/or a college official, whether the act of violence be by a stranger, an acquaintance, or a "date rape." The procedures below are designed to protect the person hurt by these behaviors and to stop the offensive behavior. The due process rights of alleged offenders and the victim's rights are protected. Time is essential.

1. Go to a safe location as soon as possible. If possible, a friend should accompany the individual for increased safety.
2. From the safe location call Campus Safety at 620-417-1180 or the police at 911.
3. Victims should NOT change clothes, shower, bathe, or douche. If possible, do not go to the toilet. All clothing should be saved including linens, or other items that may have been touched by the assailant for the police officers who will be responsible for evidence. Do not wash clothing, linens or other items that may have been touched by the assailant. All physical evidence, including seminal fluids, hair, blood types and scrapings of flesh from the victim's fingernails may be needed for use in court.

The individual should get to the hospital as soon as it is safe and possible. Campus Safety or police officer will be able to arrange transportation to the hospital as soon as an assault is reported.

# Conduct & Disciplinary Action

## Incident Reports/Policy Violations

Residents are expected to meet certain standards outlined in this contract. Every SCCC Resident is responsible for knowing all policies, procedures, and regulations. Residents are responsible for information provided during hall/floor meetings, via SCCC email, and materials posted in residential facilities. If expectations are not met, Residents are expected to take responsibility and accept consequences for their actions.

Any Residence Life Staff, College official or SCCC Safety Officer shall confront any situation that violates the policies in this contract or the College Student Handbook. If a violation occurs, an incident report is written to document what occurred. The names and identification of those involved are taken; all parties are expected to give their correct information as well as show an ID confirming who they are. All incident reports, letters and other documentation are on file in the Residence Life Office. Every document in a resident's file is available for that said resident to read. Otherwise, all documented information is considered confidential and restricted. All files remain active until the resident has graduated or withdrawn from the college. All students, residents, and/or visitors are expected to cooperate in confrontational situations. Failure to cooperate, giving false information, or resorting to verbal or physical abuse will result in stricter disciplinary actions.

It is the responsibility of students, residents, and visitors to notify Residence Life Staff & Safety of any concerns during the documentation process. The Director of Residence Life and Safety or designee is responsible for reviewing and sanctioning processes brought forth from incident reports. Additional meetings may be scheduled for follow-up and to gain further information.

## Disciplinary Actions

Disciplinary actions may be taken in response to an incident report and/or policy violation. Based on the seriousness of the incident, actions may include:

- Verbal or written warning
- Educational programming
- Apology
- Community Service
- Counseling
- Notification to Parents
- Research Paper
- Student Health Assessment
- Probation
- Fine
- Suspension
- Reprimand
- Expulsion

## Appeal Process

Any time a SCCC student or visitor feels they were wrongly documented for an incident; it is their right to appeal. The student or visitor may appeal to the Vice President of Student Services by submitting a written statement within five business days of the incident outcome letter. Students will be notified of the final decision.

## Campus Amenities

### Great Western Dining

Great Western Dining cafeteria services at SCCC provides three hot meals daily Monday through Friday, with brunch and dinner served Saturday and Sunday. Meals are all-you-can-eat, and the prices do not include tax. Student who live in- hall receive the meal plan as part of their room and board. Other students and the public may purchase meals individually. Periodically, Great Western Dining offers evening “specials” such as steak night, Midnight Breakfast during finals week, and a traditional Thanksgiving dinner open to the community. \*Hours are subject to change.

	Monday – Friday	Saturday - Sunday
Breakfast	7:15 AM – 9:15 AM	
Lunch	11:00 AM – 1:30 PM	12:00 PM – 1:30 PM
Dinner	5:30 PM – 7:30 PM	5:30 PM – 7:00 PM

### Louie’s Place

Louie’s Place is a C-Store and grab-and-go snack bar, with multiple coffee and cappuccino offerings. Located in the student lounge of the Industrial Technology Campus. \*Hours are subject to change.

	Monday – Thursday	Friday	Saturday - Sunday
Hours	7:00 AM – 7:00 PM	7:00 AM – 4:00 PM	Closed

### SCCC Wellness Center and Aquatic

SCCC students enrolled in the current semester and paying student fees can use the Wellness Center at no extra cost. The SCCC Wellness Center offers weight machines, free weights, aerobic classes, swimming, walking track, and more! The pool offers six, seventy-five-foot lanes, accommodating 3-foot clearance at the shallow end up to 13 feet at the deep end. Many different aquatic classes and activities are offered through SCCC and have priority during scheduling. \*Hours are subject to change.

	Monday – Friday	Saturday	Sunday
Wellness Center	6:00 AM – 8:00 PM	10:00 AM – 2:00 PM	Closed
Aquatic Center	6:00 AM – 12:00 PM	Closed	Closed
Open Swim	5:00 PM – 7:45 PM		