

**Southwestern College**  
**Annual Safety, Security & Fire Report**  
**January 1, 2022 to December 31, 2022**  
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## **Annual Safety, Security and Fire Report**

### **January 1, 2022 to December 31, 2022**

#### **Preparing the Annual Safety and Security Report**

The Office of Student Affairs uses the checklists provided by the Department of Education to help prepare the Annual Safety, Security and Fire Report. Using the checklists provided, the Office of Student Affairs works as a committee to complete the report. The committee reviews the incident report database to compile the crime statistics as well as information provided by the Winfield Police Department. Each staff member (Dean of Students, Director of Residence Life, Residence Director of Wallingford and the Director of Security) contributes information to ensure the use of up-to-date school policies. The committee met three times to prepare the report.

The Vice President of Student Affairs is responsible for preparing and distributing this report. The Vice President works closely with the Director of Safety and Security to ensure that the statistics are correct. The Office of Student Affairs works closely with the Winfield Police Department, Cowley County Sheriff Department, Winfield Fire Department, and the Cowley County Emergency Management Department to help ensure that the campus is as safe as possible.

The Southwestern College Clery Committee, consisting of the dean of students, director of residence life, director of safety and security and the Residence Director of Wallingford Hall met to review the crime statistics for 2022 and to categorize them appropriately. Each incident report of the 2022 year was reviewed by the committee to ensure accuracy. The meeting dates were June 22, 2023 and June 26, 2023.

#### **Security & Access**

Residence halls are locked 24 hours a day, 7 days a week. However, there is an exception. Sutton Hall is open Monday through Friday between 8:00 am and 5:00 pm to accommodate the student life offices and the athletic coach offices that are in the building. Students in Cole and Wallingford Hall are issued key cards for outside access and keys for their room access. All other students are issued keys for outside access to their residence hall and keys to

their rooms. Those students who live in apartments are just given one key that gives them access to their living quarters. A resident of a particular hall or apartment may call security at 620-229-0012 to be let in. The student will need to provide proper identification. All other campus buildings are locked overnight.

Access is granted on a limited basis. Sodexo, the campus maintenance company, has access to buildings as well. Sodexo's janitorial service can enter buildings to clean them. However, campus security during the overnight hours, ensures that all doors are closed and locked unless there is a specific reason that this is communicated to them. For entering a student's residential room, security will need to have approval from the dean of students. The approval will be based on current information that is related to a serious campus violation or on a concern for a student's safety.

A key procedure that has been developed is that outside vendors, such as heating and air conditioning professionals, exterminators, general contractors, vendors, etc. will be accompanied on campus by security personnel when security is notified by Sodexo.

During hourly security rounds, the security staff looks for any maintenance issues that may cause a security concern. For example, ladders left out that give window access to second floor buildings, propped open doors, broken windows, etc. When issues are located, they are promptly referred to the maintenance department and also secured by the officer at the scene.

## **Law Enforcement & Jurisdiction**

Located in the Office of Student Affairs in the Sutton Residence Hall, The Department of Safety and Security consists of three full time and five part-time officers. The officers are here to assist students, staff and faculty and to provide outstanding customer service. The telephone number for Safety and Security is 620-229-0012. For emergency calls please dial 911 or with the campus phone system, please dial 9 911.

Officers patrol the campus on foot or in vehicles and are available for a variety of services one of which includes escorts on campus. For a full list of services provided, please contact the Department of Safety and Security.

## Authority to Arrest & Relationships

Security Officers are non-sworn officers with no arrest or police powers. Security Officers enforce campus policies and campus traffic issues only. Crimes are reported to and investigated by the appropriate law enforcement agencies. There are currently no written memoranda of understanding between Southwestern College and the law enforcement agencies in the State of Kansas.

## Monitoring & Reporting of Criminal Activity

Southwestern College does not have an officially recognized student organization with non-campus locations. Therefore, it is not necessary for the school to monitor and record through local police agencies criminal activity by students at a non-campus location.

## Accurate & Prompt Reporting

Southwestern College believes that it should be easy, safe, and quick to report any incident regarding the safety and security of any member of the college community. Please make a prompt and accurate report all crimes in an accurate manner by calling Security at 620-229-0012 or the Winfield Police Department at 911 or 620-221-5447. The Cowley County Sheriff Department can also be notified at either 911 or 620-221-5444. If a student is unable to make such a report to the Campus Security Department or to local law enforcement, a student affairs staff member is more than willing to help and advise. The Student Affairs staff member, specifically the dean of students can be contacted on his cell phone any day or time at 620-222-1413. If the dean is unable to assist, he/she will designate a staff member to assist the student in the report.

## Reporting of Criminal Offenses

The primary location for reporting incidents that occurred both on and off campus is the Office of Student Affairs, located in the Sutton residence hall. However, **Campus Security Authorities** are also resources for students, staff and faculty to report crimes to for the purposes of making a timely warning announcement or for the annual statistical disclosure. Please also know that reports of sexual assault, domestic violence, dating violence and stalking can be made to the Campus Security Authorities listed below:

Vice President of Student Affairs/Dean of Students  
Assistant Dean of Students

Assistant Director of Residence Life  
 Director of Safety and Security  
 Full and Part time security officers  
 Director of Campus Life  
 Office of Student Affairs office manager  
 Residence Directors  
 Apartment Managers  
 Resident Assistants  
 Head Athletic Team coaches  
 Assistant Athletic Team coaches  
 Athletic Trainers  
 Any staff or faculty advisor for a student organization

### **Voluntary Confidential Reporting**

One may make a report to any of those Campus Security Authorities. A victim or a witness can also call the Security Department at 620-229-0012 or by email to [security@sckans.edu](mailto:security@sckans.edu). Students, staff and faculty can also report crimes on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics. If students, staff and faculty would like to make an anonymous report, they can do so on-line at <http://www.sckans.edu/student-services/safety-and-security/> and click on the "Safety and Security Concerns Form".

### **Confidential Resources: Pastoral and Professional Counselors**

At Southwestern College, the campus minister and the part time social worker can notify students up front that they are exempt from reporting crimes to the Student Life Staff. These two individuals are not required to report crimes that would be included in this annual security report.

Campus Minister- Molly Just: [Molly.just@sckans.edu](mailto:Molly.just@sckans.edu); telephone number- (620) 229-6362 or [molly.just@sckans.edu](mailto:molly.just@sckans.edu)

Wellness Coordinator (Masters of Social Work) Mary Ann Smith: [MaryAnn.Smith@sckans.edu](mailto:MaryAnn.Smith@sckans.edu); telephone number 620-222-4311.

## **Timely Warning Notices: Campus Safety Alerts**

To help prevent crimes or serious incidents, The Office of Student Affairs in conjunction with the Communications Department, issues two types of alerts to the campus community when there is a continuous on going threat to students, staff and faculty. The first type of alert is a Timely Warning. A Timely Warning is a Clery Crime reported by Campus Security Authorities or local law enforcement and is considered by Southwestern College to represent a serious and/or continuing threat to students, staff and faculty.

### **Timely Warning Policy**

In the event that a situation arises, either on or off campus, that, in the judgment of the director of safety and security (or designee), constitutes an immediate, ongoing or continuing threat to the campus community, a campus wide Timely Warning will be issued. The warning may be issued through Builder Alerts, the campus wide emergency notification system. The Builder Alert system is a communication program that utilizes text, voice and email to communicate to students, staff and faculty. It may also be issued through an email blast that electronically notifies the campus. In other circumstances, the timely warning may be posted on bulletin boards throughout the campus and residence halls, or in the student newspaper, or on school radio.

Procedure: A Clery crime which poses an ongoing and continuing threat to the campus community would warrant the issuing of a timely warning. Upon verification of the event, the director of safety and security (or designee) will consult with the dean of students (or designee), vice president of communications and possibly the president of the college (depending upon availability) prior to issuing a timely warning. Determining the segment of the population to be notified will be decided by the dean of students and/or the vice president of communications & marketing. Each threat is different and poses its own set of concerns. Priority will be given to students living on campus, time of day, day of the week and age/gender of potential victims. Builder Alerts go to the entire community, where emails can be segmented into students, staff, faculty and main campus employees.

For threats or issues that represent a serious and/or continuing threat to students, staff and faculty that are not Clery Crimes, the subject line in the mass email is "Campus Community Alerts. This is usually for weather or unusual incidents that do not fall within the definition of the Clery Crimes listed below. The Campus Community Alert may also be in the form of a Bulder Alert, but may also just be an email from the Dean of Students.

Therefore, the Office of Student Affairs is primarily responsible for verifying the event. It will then work closely with the Communications & Marketing Department to create the Builder Alert or the Campus Community Alert- depending on the event and threat. They will work without delay and take into account the safety of the community to determine the

content of the notification and initiate the system. The Communication's Office will also manage any media requests about an incident. In addition, the Communications Department will manage the College's website and post any relevant information on the main web site.

Clery crimes include the following incidents:

- Criminal Homicide
- Murder and non-negligent manslaughter
- Negligent Manslaughter
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Sex offenses
  - Rape
  - Fondling
  - Incest
  - Statutory Rape

### **Campus Security Authority Training**

Campus Security Authorities are notified of their responsibilities each semester. Residence Life staff receive training at the beginning of each semester that includes the responsibilities of being a Campus Security Authority. Athletic staff are notified and receive training during each of the beginning of the semester meetings. All campus life advisors are notified during each semester's Student Government Association Advisor Meeting. Information in the CSA brochure that is shared with authorities includes:

The College requires CSAs to report Clery crimes that occur on campus or near campus. Please do not get caught up on whether the crime was on campus or not, please report it and Student Affairs will make the final determination. Report the crimes to any of the Student Affairs professional staff- Dean of Students, Assistant Dean of Students, Lead Security Officer, Assistant Director of Residence Life, Director of Campus Life, Office Manager, Resident Directors, Apartment managers, and security officers. Reporting the incident can be done verbally or in written form. Try to get as much



information as possible. The key is to notify the Student Affairs staff as soon as possible. Some crimes may require the Student Life staff to initialize a Timely Warning to the campus community.

The Student Affairs staff will convert the written/verbal report into an official Incident Report Form. CSAs do not need to investigate the incident. They just need to report it and Student Affairs will investigate. CSAs do not need to verify any details of the incident. If a CSA is unsure whether an incident is a Clery reportable crime, or even if it's criminal in nature, it should be reported anyway. These are extremely difficult and emotional issues to report. The CSA should let the victim know that the issue will need to be reported to campus officials, but that reporting to law enforcement is optional. CSAs should let the victim know up front if possible, the information will be passed along in a confidential manner. The victim is going to need to be emotionally supported, don't hesitate to refer victim to campus resources. The Office of Student Affairs has a list of services for students or employees that have been a victim of sexual assault.

**Campus Security Authorities include the following:** Student Affairs professional staff- including residence directors and apartment managers. Campus Life Director Security Staff Faculty and staff advisors for student organizations Resident Assistants Athletic Director, head coaches and assistant coaches Athletic Training staff

**Exceptions Include:** Clerical or Cafeteria staff Maintenance Staff Faculty who do not have responsibility for clubs or organizations outside of the classroom. Campus Pastor Wellness Coordinator.

## **Emergency Response & Evacuation Procedures**

Southwestern College, working closely with the Winfield Police Department and other local law enforcement agencies, will promptly investigate all reports. Students, staff, faculty and all others who see or experience an emergency can contact the Southwestern Security Department at 620-222-0012 or Winfield Police/Cowley County Sheriff Department at 911. This is the quickest and most efficient way to communicate an emergency.

The College will transmit critical information to the campus as quickly as possible unless issuing it will compromise efforts to contain the emergency. This will be accomplished by utilizing the Builder Alerts emergency alert and mass notification system. The Builder Alert system is an opt-out program. All students, staff and faculty are automatically signed up for the program upon their start of attendance or employment.

The College is dedicated to providing a safe and secure work and learning environment for students, faculty, staff and visitors. It is Southwestern College policy to be timely, accountable, and honest when communicating with the campus community in times of crisis. The College provides emergency response and evacuation procedures in postings throughout the residence halls or small manuals located in classrooms and other facilities across the campus.

Southwestern College will convene the emergency management team who will coordinate a plan to communicate with

authorities, family and friends of a crisis. The emergency management team will be a combination of the president and vice presidents of the college. In certain situations, the director of maintenance may be involved.

The emergency management team will work to confirm the incident through communication with the relevant staff, faculty, and students. Most often the Information Technology department and the Communications department play an important role. Also, the Security Department can monitor law enforcement communication and actions through the police radio possessed by the Campus Security Officer on duty. The Communications department will coordinate the communication to authorities, family and friends in the crisis. The incident will be confirmed in person or via phone by those involved and then communicated to the president and/or a vice president who will then coordinate with the Communications department to send information (emails and/or press releases, Builder Alerts) out as necessary.

The president and the vice president of communications and/or other vice presidents will work on determining the appropriate segments or segment of the campus community to receive notification through emails and/or press releases and/or the Builder Alert system. The president and other vice presidents will without delay, determine the content of the notification and initiate the Builder Alert notification system with the vice president of communication, unless it compromises efforts to assist the victim or to contain/respond to the emergency.

The Builder Alert system will be initiated by the communications department and/or the information technology department. The titles of the positions involved in this process include:

The President

Executive Vice President-

Vice President of Finance/Business

Vice President of Communications

Vice President of Academics

Dean of Students

The Information Technology Department and the Communications Department coordinate numerous Builder Alert tests throughout the year. The testing is done within the control group of vice presidents and selected directors. The staffs rotates through and send “test emergency” messages to the selected test group. The tests may be announced or unannounced. Southwestern College also publicizes its emergency response and evacuation procedures in

conjunction with at least one test per year.

The focus of these annual tests and exercises and appropriate follow through activities is to assess and evaluate the capabilities and emergency plans of the College's emergency response and evacuation procedures. The dean of students is responsible for documenting each test, a description of the exercise, the date, the time and whether it was announced or unannounced.

The Emergency Notification & Evacuation Plan for students centers on the emergency being communicated to the Dean of Students and then the Dean of Students ensuring that 911 has been notified. Next, the security department, director of residence life, and the president are notified. The president then contacts the campus minister, vice president of communications and the Vice President of Academic Affairs. The dean of student reports to the Vice President of Academic Affairs, but the institution prefers the dean reporting the incident to the president before the Vice President of Academic Affairs.

1. Ensure the physical safety of person(s) involved, and take appropriate immediate emergency care steps.
2. Convene the emergency management team. If the event has occurred on campus, include director of security.
3. Coordinate a plan for dealing with the immediate situation. This may include:
  - a. Notification of legal authorities.
  - b. Notification of the student's family
  - c. Notification of roommates and friends.
  - d. Notification of campus community (professors, staff).
  - e. Preparation of a one-page crisis information sheet.
4. If a death is involved:
  - a. Arrange for campus commemoration, including a memorial service.
  - b. Ensure college representation at family service.
  - c. Arrange counseling/mental health services for students and staff.

1. Work with registrar and college services to ensure proper closure of academic issues.

The Faculty Emergency Plan centers on the emergency being communicated to the Vice President of Academic Affairs and then ensuring that 911 has been contacted, contacting the president, campus minister and the dean of students. The dean of students, who oversees the Southwestern security department, will ensure they are notified as well.

1. Ensure the physical safety of person(s) involved, and take appropriate immediate emergency care steps.
2. Convene the emergency management team. If the event has occurred on campus, include director of security.
3. Coordinate a plan for dealing with the immediate situation. This may include:
  - a. Notification of legal authorities.
  - b. Notification of the faculty member's family.
  - c. Consultation with college counsel.
  - d. Notification of campus community (professors, staff).
  - e. Preparation of a one-page crisis information sheet.
4. If a death is involved:
  - a. Arrange for campus commemoration, including a memorial service.
  - b. Ensure college representation at family service.
5. Work with director of human resources to ensure proper resolution of employment issues, including workers compensation, life insurance, etc.

The staff emergency plan centers on the emergency being communicated to the Vice President of Business Affairs, that Vice President of Business Affairs ensuring that 911 has been contacted , then communicating to the president. The president then communicates to the dean of students who communicates to the security department. The president also communicates the incident or issue to the provost, campus minister and the vice president of communications.

1. Ensure the physical safety of person(s) involved, and take appropriate immediate emergency care steps.
2. Convene the emergency management team. If the event has occurred on campus, include director of

security.

3. Coordinate a plan for dealing with the immediate situation. This may include:
  - a. Notification of legal authorities.
  - b. Notification of the faculty member's family.
  - c. Consultation with college counsel.
  - d. Notification of campus community (professors, staff).
  - e. Preparation of a one-page crisis information sheet.
4. If a death is involved:
  - a. Arrange for campus commemoration, including a memorial service.
  - b. Ensure college representation at family service.
  - c. Work with director of human resources to ensure proper resolution of employment issues, including workers compensation, life insurance, etc.

The campus wide emergency plan focuses on the dean of students communicating the incident to the president. But, first ensuring that 911 has been contacted. The president then communicates the incident to the provost. Next, the president communicates the incident to the vice president of business affairs who then informs the director of plant operations. The president also informs the vice president of information technology, campus minister and vice president of communications.

1. Ensure the physical safety of person(s) involved, and take appropriate immediate emergency care steps.
2. Convene the emergency management team.
3. Coordinate a plan for dealing with the immediate situation. This may include:
  - a. Notification of legal authorities.
  - b. Notification of involved student or faculty member(s)' families.
  - c. Securing of campus communication and technology issues.
  - d. Consultation with college counsel.
  - e. Notification of campus community (professors, staff).
  - f. Preparation of a one-page crisis information sheet.

Evacuation of buildings will be coordinated between the Southwestern Security Department and local law enforcement/fire departments. Each building on campus is unique and therefore, the Southwestern Security Department is in the best position to advise local agencies on ensuring the evacuation of all students, staff and faculty.

## **Security Awareness Programs**

On September 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup>, The Student Affairs Department highlighted the services of the security and wellness services areas. Information about how to report sexual assault, bystander intervention, mental health resources and theft prevention was displayed in the student center. Both students and employees had access to the information.

The Safety and Security Department hands out the Student Handbook and parking permits to students at registration for both the fall and spring semester. The Student Handbook lets students know about the services of the department which includes:

- Unlock residence rooms
- Provide directions around campus
- Ensure proper parking permits
- Provide escorts to and from class and residence hall rooms
- General monitoring of campus for safety and security issues
- Lost and found
- Contact information- 620-229-0012

Campus Community Alerts and Timely warnings sent out by the Office of Student Affairs and/or the Communications Department include information about campus security procedures and practices and to encourage the campus community to be responsible for their safety and that of others.

## **Drug, Alcohol, & Substance Abuse**

*Drug Free Schools and Community Act of 1989 Information (Drug and Alcohol Policy)*

### **Policy on Alcohol and Drugs**

The possession, use, or distribution of alcoholic beverages or illicit drugs by students or employees is strictly prohibited on the property of the college or as part of any college activity taking place off college property. Additionally, the possession, use, or distribution of alcoholic beverages or illicit drugs is strictly prohibited as part of any activity taking place on college property, even if that activity does not involve students or employees. In addition, the state of Kansas does not allow people under the age of 21 to consume or possess alcohol, under any circumstances.

Southwestern College affirms its long-standing support of abstinence from both alcohol and illegal drugs. Southwestern supports the strict administration of regulations governing these substances and will enforce the guidelines set forth by various college programs. The program guidelines include but are not limited to: student life regulations, study abroad travel policy, Southwestern College travel policy, alumni relations policy, policies as set forth in the staff handbook, etc. Copies of the guidelines that govern each program are available from the college services office. The possession, use, or distribution of alcoholic beverages or illicit drugs by students or employees is strictly prohibited on the property of the college, even if that activity does not involve students or employees. No college funds will be expended for the purchase of alcoholic beverages or illicit drugs at any group activity taking place on or off college property (e.g. alumni event, campaign reception, etc.).

### **Students**

Students who violate the terms of this policy may be reported to the appropriate law enforcement officials if local, state, or federal statutes are involved and will be subject to the following sanctions:

1. Placement on probationary status;
2. Temporary suspension from classes and activities;
3. Suspension for a semester from classes and activities;
4. Expulsion.

Students subject to these penalties will be afforded all due process rights to which they are entitled by law or under current policies affecting student discipline. In addition to the above sanctions, a student may be required to meet with a campus counselor. In lieu of suspension or expulsion a student may be required to complete a drug or alcohol

abuse education or treatment program as a condition of continued enrollment. The cost of completing such a program will be the responsibility of the student.

### Employees: Drug-Free Workplace

Employees of the college are required as a condition of employment to abide by the terms of this policy. Employees are further required to notify the college in writing of any criminal drug statute conviction for a violation occurring in the work place no later than five calendar days after such conviction. Employees are prohibited by law and by college policy from providing alcohol to persons under the age of 21 at any time or in any location. Employees are also prohibited from possession of alcoholic drinks on college property. The law prohibits the possession and distribution of any kind of illegal drugs at any time. The possession of illegal drugs or alcohol by an employee on college property is grounds for discipline or dismissal. Employees are required to notify the college in writing of any criminal drug statute conviction for a violation occurring in the work place no later than five calendar days after such violation. Employees are also required to notify the college of any conviction relating to the illegal use of drugs or alcohol (e.g. driving under the influence, transporting liquor in opened containers, obtaining prescription-only drugs by fraudulent means, possession or sale of illegal drugs, etc). Employees who observe a co-worker under the influence of alcohol or drugs on the job should report the incident to the director of human resources.

Employees who violate the terms of this policy will be reported to the appropriate law enforcement officials and will be subject to the following sanctions:

1. Short term suspension with pay;
2. Short term suspension without pay;
3. Long term suspension without pay;
4. Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program;
5. Termination or dismissal from employment.

In addition to any suspension imposed as discipline, the employee may be required to participate in a drug and alcohol education treatment, counseling, or rehabilitation program. The cost of participation in such a drug or alcohol program is the responsibility of the employee. Failure to participate and complete a program, if required, will be grounds for termination or dismissal from employment.

Prior to applying sanctions under this policy, employees will be afforded all due process rights to which they are entitled under their contracts, if applicable. Nothing in this policy is intended to diminish the right of the college to take any other disciplinary action which is provided for in college policies.



## **Legal Sanctions**

Local, state, and federal statutes prohibit furnishing alcohol to a minor, purchase or consumption of alcohol by a minor, driving while under the influence of alcohol or drugs, vehicular homicide, vehicular battery, transporting liquor in opened containers, obtaining a prescription-only drug by fraudulent means, and possession, use, sale of illegal drugs, stimulants, or anabolic steroids. Penalties range from fines through misdemeanor and felony charges.

## **Health Risks**

The risks of using alcohol include but are not limited to impaired judgment, alcoholism, liver damage, pancreatitis, and congestive heart failure. The risks of using sedatives, hypnotics, and tranquilizers include but are not limited to nausea, vomiting, anxiety, blurred vision, respiratory depression, addiction, and death from overdose or unsupervised withdrawal. The risks of using narcotics include but are not limited to AIDS, hepatitis, and skin infections from non-sterile injections, endocarditis, addiction, and coma or sudden death from overdose. The risks of using inhalants include but are not limited to psychosis, accidental suffocation, heart failure, kidney failure, and bone marrow disorders.

## **Legal Penalties Relating to Drugs and Alcohol**

Local, state, and federal statutes prohibit furnishing alcohol to anyone under the age of 21, purchase or consumption of alcohol by a minor, driving while under the influence of alcohol or drugs, vehicular homicide, vehicular battery, transporting liquor in opened containers, obtaining a prescription-only drug by fraudulent means, and possession, use, sale of illegal drugs, stimulants, or anabolic steroids. Penalties range from fines through misdemeanor and felony charges.

## **Help and Information**

The college will provide information and educational programs that attempt to keep the campus community informed about the consequences of using and misusing intoxicating alcohol and illegal drugs. Help is available for those persons who seek it. Employees and students are encouraged to initiate contact with their supervisor, counselor, a faculty member, or administrator who will work with them confidentially or refer them to an off-campus source of help.

## **Off-Campus Travel Involving Students**

The possession, use, or distribution of alcoholic beverages or illicit drugs by students or employees is strictly prohibited on the property of the college, even if an activity does not involve students or employees. No college funds will be expended for the purchase of alcoholic beverages or illicit drugs at any group activity taking place off college property or in another country (e.g. a reception or dinner in a culture with different laws and regulations on alcohol use and distribution).

## **Southwestern College Drug and Alcohol Abuse Prevention Program**

Southwestern College is dedicated to the safety, health and welfare of its students, faculty, and staff. The primary purpose of the drug and alcohol abuse prevention program is to prevent the unlawful possession, use, and distribution of drugs and alcohol on campus. Southwestern College is committed to maintaining a drug and alcohol free workplace in accordance with the Drug-Free Schools and Communities Act.

### **The prevention program at Southwestern College includes the following components:**

- The Southwestern College campus is a dry campus and no drugs or alcohol are allowed at any event
- The possession, use, or distribution of alcoholic beverages or illicit drugs by students or employees is strictly prohibited on the property of Southwestern College or as part of any college activity taking place off college property. Additionally, the possession, use, or distribution of alcoholic beverages or illicit drugs is strictly prohibited as part of any activity taking place on college property, even if that activity does not involve students or employees.

Southwestern College has a formal drug and alcohol policy in the college policy manual and is provided at the end of this document. The policy includes, but is not limited to, the following components:

- Consequences of policy violations for students and employees Legal sanctions related to violations of local, state, and federal laws Health risks associated to drug and alcohol abuse
- An annual notice of the drug and alcohol policy is sent to all students and employees at the college.
- In addition to the annual notice, the Dean of Students also sends out the policy to Main Campus students on day 20 of the fall and spring semesters.
- Human Resources presents the policy as part of the onboarding process for new employees. New employees are required to sign a form acknowledging receipt of the Employee handbook, which also includes the policy.

Southwestern College provides information and educational programs that attempt to keep the campus community informed about the consequences of using and misusing intoxicating alcohol and illegal drugs.

Athletes are subject to random drug testing. Help is available for those persons who seek it. Employees and

students are encouraged to initiate contact with their supervisor, counselor, a faculty member, or administrator who will work with them confidentially or refer them to an off-campus source of help.

Wellness Services are available to students through the College Wellness Coordinator, Mary Ann Smith. As a Licensed Masters' Level Social Worker (LMSW), the Coordinator can make referrals to Angela Goodson, LMFT, in Winfield, as well as to New Perspectives Counseling and Four County Mental Health. Ms. Smith can be contacted at [maryann.smith@sckans.edu](mailto:maryann.smith@sckans.edu) or texted at 620-222-4311. Employee Assistance Program (EAP) for College employees. Southwestern College recognizes that personal issues can sometimes affect employee performance. The Employee Assistance Program (EAP) is available to employees and their families to provide confidential help with a wide variety of personal problems, issues and concerns. Employees can refer to the Employee Handbook for more information.

Four County Mental Health has an alcohol and drug treatment program that provides services on an outpatient basis to persons abusing or addicted to alcohol and/or drugs (including prescription drugs). Individualized treatment and formulating a treatment plan to specifically to meet the needs of the client is their focus. Strother Field office is (620) 221-9664. Emergency services phone number is (800) 499-1748. Resources for More Information Above the Influence – An anti-drug web site sponsored by the Partnership for Drug-Free Kids College Binge Drinking - Informational site for college students and others about the myths, dangers, and issues surrounding college alcohol abuse.

College Drinking: Changing the Culture - Resources and information directed to the college age student sponsored by the National Institute on Alcohol Abuse and Alcoholism. Kansas Traffic Safety Resource Office – Information on impaired driving and other safety issues. National Council on Alcoholism and Drug Dependence Resources and information on alcohol and drug abuse, sponsored by Substance Abuse and Mental Health Services Administration (SAMHSA) National Hotline – A confidential source of information for those seeking treatment referral and information service. The web site also has links to additional information resources. This is sponsored by the US Department of Health and Human Services. SAMHSA National Hotline – 1-800-662-HELP (4357) – Free, confidential, 24 hour a day, 365 day a year, information service in English and Spanish. National Institute on Drug Abuse – Resources and information on alcohol and drug abuse. Office of the National Drug Control Policy - Alcohol and substance abuse information and resources.

To access the up to date information on the institution's health and safety initiatives, please visit the school's web site at: [consumer information - Southwestern College \(sckans.edu\)](http://consumerinformation-southwesterncollege.sckans.edu)

## **Sexual Assault, Domestic Violence, Dating Violence, & Stalking: Prevention**

Southwestern College's educational programs and campaigns promote the awareness of dating violence, domestic violence,

sexual assault and stalking at the first-year students' orientation program called Buildercamp. The educational programs focus on teaching students about consent to have sexual intercourse. In addition, the educational programs discuss bystander intervention and dating violence, domestic violence, sexual assault and stalking.

## **Safe & positive options for bystander intervention**

The motto for The Office of Student Affairs is, "Know Something- Say Something. Builders have courage. Builders have your back". This is the mission of our staff and students in the student life office.

Bystanders are individuals who witness emergencies, criminal events or situations that could lead to criminal events and by their presence may have the opportunity to provide assistance, do nothing, or contribute to the negative behavior. The Office of Student Affairs would like students to be PRO-SOCIAL bystanders who intervene in ways that impact the outcome positively.

At Southwestern College, students are taught the 5 Decisions that are key to pro-social bystander behavior.

- Notice the event
- Interpret the event as a problem
- Assume personal responsibility
  - Assess for safety
  - Be with others-
  - Care of the victim
- Know how to help
- Implement the help- Step Up!

## **Southwestern College Title IX Policy & Procedures**

*Any reports of dating violence, domestic violence, sexual assault or staking based on gender or intimate partner relationship will be managed through the Title IX Sexual Misconduct Policy and Procedures located in Section 7.8.7 of the Southwestern College Policy Manual.*

### **1) Scope**

- A. This policy applies when Southwestern College has actual knowledge of allegations of Sexual Harassment in any of Southwestern College's educational programs or activities against persons present in the United States.
- B. When a person alleges both sex discrimination and Sexual Harassment committed against a person while in the United States, Southwestern College will follow its rules, procedures, and processes for responding to a Formal Complaint of Sexual Harassment. If the Formal Complaint is dismissed at any point in the process, Southwestern College will follow its rules, procedures, and processes used for sex discrimination allegations.
- C. Allegations of discrimination, Sexual Harassment, or other sexual misconduct outside the scope of this policy may be addressed under other Southwestern College policies.

### **2) Title IX Coordinator**

Contact Information:

The Title IX Coordinator for Southwestern College is: Lonnie Boyd, Director of Human Resources- located in the Business Office in the Christy Administration Building.

Contact Information: Mailing Address- Lonnie Boyd, Director of Human Resources, Southwestern College, 100 College Street, Winfield KS 67156. Telephone- 620-229-6136 and email-[Lonnie.boyd@sckans.edu](mailto:Lonnie.boyd@sckans.edu)

Campus Hotline for reporting safety and Title IX concerns: 866-943-5787

Safety and Security Concerns Form: <https://www.sckans.edu/student-services/safety-and-security/>

The Title IX Coordinator will ensure that applicants for admission and employment, students, employees, and any professional organizations holding professional agreements with Southwestern College are provided with the contact information for the Title IX Coordinator listed above.

Responsibilities: The Title IX Coordinator shall coordinate Southwestern College's efforts to comply with this policy and Title IX.

### **3) Definitions**

- A. Actual Knowledge. Notice of Sexual Harassment or allegations of Sexual Harassment to any of the following:
  - 1. Title IX Coordinator: The Title IX coordinator's primary responsibility is to coordinate the College's compliance with Title IX, including the school's grievance procedures for resolving associated complaints. In addition, the following responsibilities apply:

- Understand Title IX to ensure that procedural requirements of the legislation are being met. This means developing a working knowledge of Title IX, having a copy of the law available and understanding its requirements. To meet this responsibility, coordinators need to keep informed of current research and legal and judicial decisions related to Title IX.
- Ensure Southwestern College is complying with Title IX. This involves reviewing the College's policies to ensure that it is not discriminating based on sex and that information about the College's practices, including counseling, are non-discriminatory.
- Coordinate the grievance procedure for Title IX complaints which includes assisting students in filing and investigating the concerns or issues.

**2.** Any official who has authority to institute corrective measures on behalf of Southwestern College. This includes the Dean of Students, Assistant Dean of Students, Director of Security, Assistant Director of Residence Life and the Wallingford Hall Director. The Actual Knowledge standard is not met when the only official of Southwestern College with actual knowledge is also the Respondent. These individuals may become aware of Sexual Harassment if they witness Sexual Harassment; hear about Sexual Harassment or Sexual Harassment allegations from a Complainant (i.e., a person alleged to be the victim) or a third party (e.g., the Complainant's parent, friend, or peer); receive a written or verbal complaint about Sexual Harassment or Sexual Harassment allegations; or by any other means.

**B. Complainant.** An individual who is alleged to be the victim of conduct that could constitute Sexual Harassment. Complainant does not mean the Title IX Coordinator when the Title IX Coordinator signs a Formal Complaint or is not otherwise an alleged victim of Sexual Harassment.

**C. Conflict of Interest.** Any individual designated by Southwestern College as the Title IX Coordinator, investigator, decision-maker, or any person designated by Southwestern to facilitate an informal resolution process will not have a conflict of interest or bias against complainants or respondents generally or individually.

**D. Consent.** An informed decision, freely given, made through mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Consent cannot be given by an individual who is asleep, unconscious, or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, or is under duress, threat, coercion, or force. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent.

Consent can be withdrawn at any time.

E. Deliberately Indifferent. A response that is clearly unreasonable in light of the known circumstances.

F. Education Program or Activity. Locations, events, or circumstances over which Southwestern College exercises substantial control over both the Respondent and the context in which the alleged Sexual Harassment occurred. Conduct that occurs outside of Southwestern College's Program or Activity as defined in this policy may be subject to other student conduct policies.

G. Formal Complaint. A document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that Southwestern College investigate the allegation of Sexual Harassment. The phrase "document filed by a Complainant" means a document or electronic submission (such as by email that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the Formal Complaint. Where the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a Complainant or otherwise a party under these procedures and must comply with the requirements of this policy.

H. Decision Maker. The person who is the decision-maker with respect to the determination of responsibility after a live hearing. The Decision Maker cannot be the same person(s) as the Title IX Coordinator or the Investigator(s).

I. Party. Either Complainant or Respondent. References to the plural "parties" includes Complainant and Respondent.

J. Process Manager- Student Affairs staff member who is responsible for coordinating the Title IX process- including meeting days, hearing times,, investigations, evidence review, etc.

K. Respondent. An individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

L. Sexual Harassment. Conduct on the basis of sex that satisfies one (1) or more of the following:

1. An employee conditioning the provision of an aid, benefit, or service of Southwestern College on an individual's participation in unwelcome sexual conduct (quid pro quo)
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Southwestern College's education program or activity; or
3. Any of the following offenses:

**a. Sexual Assault.** An offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

**(1) Forcible Sex Offenses.** Any sexual act directed against the Complainant, without the consent of the Complainant including instances where the Complainant is incapable of giving consent. Forcible sex offenses include:

- i. Rape. The carnal knowledge of the Complainant, without the consent of the Complainant, including instances where the Complainant is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
- ii. Sodomy. Oral or anal sexual intercourse with the Complainant, without the consent of the Complainant, including instances where the Complainant is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
- iii. Sexual Assault with an Object. To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of the Complainant, without the consent of the Complainant including instances where the Complainant is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity. An “object” or “instrument” as defined in this section is anything used by the offender other than the offender’s genitalia (e.g., a finger or bottle).
- iv. Fondling. The touching of the private body parts of the Complainant for the purpose of sexual gratification, without the consent of the Complainant, including instances where the Complainant is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.

**(2) Non-forcible Sex Offenses.** Non-forcible sex offenses include:

- i. Incest. Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- ii. Statutory Rape. Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**b. Dating Violence.** Violence committed by a person: (1) who is, or has been, in a social relationship of a romantic or intimate nature with the Complainant; and (2) where the existence of such a relationship shall be determined based on a consideration of the following factors: i. The length of the relationship. ii. The type of relationship. iii. The frequency of interaction between the persons involved in the relationship.

**c. Domestic Violence.** Violence committed by a current or former spouse or intimate partner of the Complainant; by a person with whom the Complainant shares a child in common; by a person who is cohabitating with, or has cohabitated with; the Complainant as a spouse or intimate partner; by a person similarly situated to a spouse of the Complainant under the laws of the State of Kansas or by any other person against an adult or youth



Complainant who is protected from that person's acts under the domestic or family violence laws of the State of Kansas; or

**d. Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for their safety or the safety of others; or (2) suffer substantial emotional distress.

**M. Supportive Measures.** Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to Southwestern College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties and/or the educational environment, or deter Sexual Harassment.

Supportive Measures may include counseling, extensions of deadlines or other course related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures.

**N. Written Notice.** Notice to a student to their official Southwestern College email account as well as a hard copy delivered by the Southwestern College Security Department. The notice is effective on the date that the notice is mailed. When notice is hand delivered to the student from the institution, notice is effective on the date that the notice is delivered to the student to whom the notice is addressed. When notice is sent by email, the notice is effective on the date that the email is sent to the student's institution-provided email account.

#### **4. Reports and Formal Complaints of Sexual Harassment**

**A. Making a Report to the Title IX Coordinator.** Any person may report sex discrimination, including Sexual Harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or Sexual Harassment), in person, by mail, by telephone, or by email, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number, online reporting portal, or email address, or by mail to the office address, listed for the Title IX Coordinator.

**On-Line Reporting Form:** <https://www.sckans.edu/student-services/safety-and-security/>

**Campus Hotline: 866-943-5787**

The following Southwestern College employees are expected to report sex discrimination, including Sexual Harassment, of which they are aware, to the Title IX Coordinator.

1. Security Personnel
2. Resident directors, and resident assistants;
3. President, Vice Presidents, Associate Vice Presidents, Assistant Vice Presidents;
4. Department Chairs/Heads;
5. Faculty;
6. Student Success Staff
7. Student Affairs Staff
8. Advisors for student organizations
9. Head Athletic Coaches, assistant coaches
10. Athletic Trainers
11. Athletic Director and Assistant/Associate Athletic Directors
12. Campus Security Authorities
13. All Graduate Assistants

B. Response to Actual Knowledge of Sexual Harassment. If Southwestern College has actual knowledge of sexual harassment in an education program or activity committed against a person while in the United States, Southwestern College will respond promptly in a manner that is not deliberately indifferent and follow its Grievance Process.

C. With or without a Formal Complaint, after receiving actual knowledge of Sexual Harassment, the Title IX Coordinator will:

1. Will contact the Complainant to discuss the availability of Supportive Measures;
2. Consider the Complainant's wishes with respect to Supportive Measures;
3. Inform the Complainant of the availability of Supportive Measures, with or without the filing of a Formal Complaint; and
4. Explain to the Complainant the process for filing a Formal Complaint.
  - a. A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by email, by using the Title IX Coordinator Contact Information
  - b. At the time of filing a Formal Complaint, a Complainant must be participating in, or attempting to participate in, the education program or activity of Southwestern.
  - c. In response to a Formal Complaint, Southwestern College will follow the Grievance Process.

D. Southwestern College's Response to a Report of Sexual Harassment. Southwestern College's response to receiving actual knowledge of Sexual Harassment will treat Complainants and Respondents equitably by offering Supportive Measures to a Complainant, and by following the Grievance Process before the imposition of any disciplinary sanctions or other actions that are not Supportive Measures, against a Respondent.

E. No Contact Order: College administrators are authorized to issue a No Contact Order (NCO) prohibiting contact between students when there exists a reasonable concern that physical or psychological harm may result from such contact. The College will consider all facts and circumstances that may be relevant to whether an NCO should be issued, including, but not limited to, the following factors:

- When there are allegations, threats, or evidence of physical violence by one student against another;
- When there are allegations, threats, or evidence of emotional abuse or harassment by one student of another;
- When there is a substantial risk of emotional harm from continued contact between students;
- When continued contact between students may have a material impact on campus disciplinary proceedings;
- When requested or agreed to in good faith by both students involved; and
- When there are of allegations of serious college policy violations.

All NCOs shall provide that neither student may have contact with the other. “Contact” includes, but is not necessarily limited to, in-person contact, telephone calls, email, texts and other forms of electronic communication, social media-based messages or postings, and third party communications including through proxies.

NCOs may include additional protective measures or other terms specific to the safety, well-being, or other needs of either or both students subject to the NCO, when deemed necessary by the college. Any additional terms shall be expressly stated in the NCO. Additional protective measures or other terms need not be reciprocal. They may include, but are not limited to, the following:

- Restricting a student from being in close proximity to the other student;
- Restricting a student’s access to certain campus locations, including the other student’s residence hall;
- Restricting the times a student may be present in on-campus dining facilities;
- Requiring that the students not be enrolled in the same academic course(s); and
- Requiring that the students not participate in the same co-curricular or extra-curricular activities.

Interim Suspension of Student. Southwestern College may remove a Respondent from its’ education program or activity on an emergency basis, with a Grievance Process pending, or the status of a No Contact Order, provided that Southwestern College undertakes an individualized safety and risk analysis. The analysis needs to determine that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies removal, and provides the Respondent with written notice and an opportunity to challenge the decision immediately following the removal. The procedure for the removal of a student in an emergency basis is set forth in 7.8.1 Interim Suspension.

## 5. Grievance Procedures

A. Purpose. The grievance procedures set forth below are intended to provide for the prompt and equitable resolution of a Formal Complaint by any student alleging any action that would be prohibited by this policy.

B. Notification of Grievance Procedures. Southwestern College will provide notice to applicants for admission and employment, students, employees, and any professional organizations holding professional agreements with Southwestern College of these grievance procedures and Grievance Process, including how to report or file a complaint of sex discrimination, how to report or file a Formal Complaint of Sexual Harassment, and how Southwestern College will respond.

C. Basic Requirements. The following shall be required during Southwestern College's Grievance Process:

1. Equitable Treatment. Southwestern College will apply its grievance procedures and requirements equally to both parties. During any proceeding under this policy, Southwestern College will treat Complainants and Respondents equitably by providing remedies to a Complainant where a determination of responsibility for Sexual Harassment has been made against the Respondent, and by following the Grievance Process set forth below before the imposition of any disciplinary sanctions or other actions that are not Supportive Measures against a Respondent. Remedies must be designed to restore or preserve equal access to the education program or activity. Such remedies may be disciplinary or punitive in nature and need not avoid burdening the Respondent and may include the same individualized services set forth in Supportive Measures.
2. Presumption of Non-Responsibility. Throughout the Grievance Process set forth in this policy, the Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the Grievance Process.
3. Objective Evaluation. Any grievance pursuant to these procedures will include an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.
4. Conflicts of Interest Prohibited. The Title IX Coordinator, Investigator(s), Hearing Officer, decision-maker on appeal, or any person designated to facilitate an informal resolution process, shall be free from any conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. The intent of this provision is to provide protections analogous to, and no less protective than, the conflict of interest provisions. If any party believes that any of these individuals has a conflict of interest, that party must submit a written explanation of the reason for that belief to the Vice President for Business and Finance. The explanation must be submitted within three (3) business days, absent good cause, of the time when the party knew or should have known the facts that would give rise to the alleged conflict of interest. The Vice President for Business and Finance will determine if the facts warrant the appointment of a different Title IX Coordinator, Investigator, Hearing Officer, decision-maker on appeal, or informal resolution facilitator and will respond to the

requesting party in writing within three (3) business days, absent good cause. The decision of the Vice President for Business and Finance shall be final.

**5. Training.**

**a.** Southwestern College will provide annual training that satisfies the requirements of Title IX and will be developed or conducted consistent with the requirements of the Department of Education. Training materials must not rely on sex stereotypes and must promote impartial investigations and adjudications of Formal Complaints of Sexual Harassment.

**b.** The Title IX Coordinator, Investigators, Hearing Officers, decision-makers on appeal will be trained on the following matters:

**(1)** The definition of Sexual Harassment;

**(2)** The scope of Southwestern College's education program or activity: Locations, events, or circumstances over which Southwestern College exercises substantial control over both the Respondent and the context in which the alleged Sexual Harassment occurred. Conduct that occurs outside of Southwestern College's Program or Activity as defined in this policy may be subject to other student conduct policies.

**(3)** How to conduct an investigation and Grievance Process including hearings and appeals.

**(4)** How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;

**(5)** How to utilize a trauma informed approach

**c.** Hearing Officers will receive training on the matters listed above as well as:

**(1)** Any technology to be used at a live hearing; and

**(2)** Issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant.

**d.** Investigators will receive additional training on issues of relevance to create an Investigative Report that fairly summarizes relevant evidence.

**e.** All materials used to train Title IX Coordinators, Investigators, Hearing Officers, decision-makers on appeal, and any person who facilitates an informal resolution process will be publicly available on Southwestern College's website.

**D. Time Frames.** Southwestern College will endeavor to complete the Grievance Process set forth herein within 60 school days of the filing of the Formal Complaint. This time-frame and others set forth in this policy are guideposts and may be extended for good cause. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. The Complainant and Respondent shall be promptly notified of the need for any delay.

**E. Available Sanctions and Remedies.** The possible disciplinary sanctions (Student Policies 7.8.6) and remedies that Southwestern College may implement following any determination of responsibility will vary based on the status of the Respondent:

F. Standard of Evidence. The standard of evidence to be used to determine responsibility is the preponderance of the evidence standard.

G. Privileged Materials. Neither the University nor any party will be required or allowed to rely upon, or otherwise use questions or evidence that constitute or seek disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege.

## **7) Notice of Allegations**

A. Upon receipt of a Formal Complaint, an Investigator or campus authority will provide the following written notices to the parties who are known:

1. Notice of Southwestern College's Grievance Process
2. Notice of the allegations of conduct potentially constituting Sexual Harassment, including sufficient details known at the time. This notice shall be provided with sufficient time to prepare a response before any initial interview. Sufficient details include:
  - a. The identities of the parties involved in the incident, if known.
  - b. The conduct allegedly constituting Sexual Harassment.
  - c. The date and location of the alleged incident, if known.

3. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the Grievance Process.

4. Notice to the parties that they may have an advisor of their choice; The advisor may be any person of the party's choosing, If the party does not choose an advisor, however, the institution may select an individual to serve in this role for the limited purpose of conducting the cross-examination.

5. Notice that the parties may inspect and review evidence as set forth.

6. Notice to the parties that knowingly making false statements or knowingly submitting false information during the Grievance Process is prohibited.

B. If, in the course of an investigation, Southwestern College decides to investigate allegations about the Complainant or Respondent that are not included in the original written notice discussed above, Southwestern College will provide written notice of the additional allegations to the parties whose identities are known.

## **8) Dismissal of a Formal Complaint**

A. Mandatory Dismissal. Southwestern College must dismiss the Formal Complaint with regard to any alleged conduct that:

1. Would not constitute Sexual Harassment under this policy;
2. did not occur in Southwestern College's education program or activity; or
3. did not occur against a person present in the United States at the time of the alleged conduct.

If appropriate, the Title IX Coordinator will forward allegations of misconduct dismissed under this section to the Office of Student Affairs for review and, if appropriate, additional action under other College rules and procedures may be taken.

B. Permissive Dismissal. Southwestern College may dismiss the Formal Complaint or any allegations therein, if at any time during the investigation or hearing:

1. Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein;
2. Respondent is no longer enrolled at Southwestern College; or
3. Specific circumstances prevent Southwestern College from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

C. Following a mandatory or permissive dismissal set forth above, the Title IX Coordinator must promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties.

## **9) Consolidation of Formal Complaints**

Southwestern College may consolidate Formal Complaints as to allegations of Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of Sexual Harassment arise out of the same facts or circumstances.

## **10) Investigation of a Formal Complaint**

Southwestern College will investigate, to the extent necessary or possible, the allegations in a Formal Complaint. When investigating a Formal Complaint and throughout the Grievance Process, the investigator will observe the following requirements:

A. Burden of Proof. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on Southwestern College and not on the parties;

B. Prohibition on Use of Privileged Documents. Southwestern College may not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless Southwestern College obtains that party's voluntary, written consent to do so for a Grievance Process under this section.

C. Southwestern College will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

D. Southwestern College will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

E. Use of an Advisor. The parties are permitted to have an advisor present during any Grievance Proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. Southwestern College does not place any limits on the choice or presence of advisor for either the Complainant or Respondent in any meeting or Grievance Proceeding, except for participation in cross-examination; the advisor's role in any other meeting or proceeding shall be limited to an advisor role only and the advisor may not otherwise participate in the meeting or proceedings.

F. Notice to Parties. The Process Manager will provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with a party, with sufficient time for the party to prepare or participate.

G. Access to Evidence. Southwestern College will allow both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a Formal Complaint, including the evidence upon which Southwestern College does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence, whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the Investigative Report, the College will send to each party and the party's advisor (if any), the evidence subject to inspection and review in an electronic format or a hard copy. The parties will have ten (10) school days to submit a written response, which the Investigator will consider prior to completion of the Investigative Report. Southwestern College must make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

H. Final Investigative Report. The Investigator will create an Investigative Report that fairly summarizes relevant evidence. At least ten (10) school days prior to a hearing or other time of determination regarding responsibility, the Investigator will send to each party and the party's advisor (if any), the Investigative Report in an electronic format or a hard copy, for their review and written response.



## 11. Hearings

**A. Hearing Procedures.** At least ten (10) days after the completion of the Investigative Report and distribution to the parties and their advisors (if any), Southwestern College will convene a live hearing for any Formal Complaint not dismissed pursuant to this policy. The Hearing Officer maintains authority to set the procedures and control the conduct of the hearing provided that the Hearing Officer must observe the procedures required by this policy, Title IX, and other applicable Southwestern College rules or policies.

**1. Location of Hearing.** Live hearings pursuant to this section may be conducted with all parties physically present in the same geographic location or, at Southwestern College's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.

**2. Availability of Evidence.** The Hearing Officer will make all evidence that was subject to review and inspection during the investigation phase available to the parties during the hearing. The parties will have equal opportunity to refer to that evidence, including for purposes of cross-examination.

**3. Extensions of Time.** The Hearing Officer may allow a temporary delay of the Grievance Process or the limited extension of time-frames for good cause with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action. Good cause may include but is not limited to considerations such as the absence of a party, a party's advisor, or a witness, concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities.

**4. Separation of Parties.** At the request of either party, the Hearing Officer will provide for the live hearing to occur with the parties located in separate rooms with technology enabling the Hearing Officer and parties to simultaneously see and hear the party or the witness answering questions.

**5.** At least seventy-two (72) hours prior to a live hearing, Southwestern College will provide both parties with written notice of the following:

- a.** The time, place, and date of the hearing, and electronic access information, if applicable;
- b.** The name of each witness Southwestern College expects to present at the hearing and those Southwestern College may present if the need arises;
- c.** The right to request a copy of the investigative file; and
- d.** The right to request copies of all documents, copies of all electronically stored information, and access to tangible evidence that Southwestern College has in its possession, custody, or control and may use to support claims or defenses.

**6. Cross-examination.** Each party's advisor will be permitted to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor and never by a party personally. If a party does not

have an advisor present at the live hearing, Southwestern College will provide an advisor of its choice to conduct cross-examination on behalf of that party without fee or charge to that party.

**7. Relevance.** Only relevant questions may be asked of a party or witness on either direct or cross-examination. Before a Complainant, Respondent, or witness answers a question, the Hearing Officer must first determine whether the question is relevant. The Hearing Officer must explain any decision to exclude a question as not relevant.

**8. Complainant's Prior Sexual Behavior.** Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, except as follows:

- a.** If such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant; or
- b.** If the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

**9. Exclusion of all evidence not subject to cross-examination.** If a party or witness does not submit to cross-examination at the live hearing, the Hearing Officer must not rely on any statement of that party or witness in reaching a determination regarding responsibility; the Hearing Officer cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

**10. Recording of Hearing.** Southwestern College will create an audio or audiovisual recording or transcript of any live hearing and make it available to the parties for inspection and review.

## **B. Determination Regarding Responsibility**

**1.** The Hearing Officer must issue a written determination regarding responsibility under the standard of evidence

**2.** The written determination must include the following:

- a.** Identification of the allegations potentially constituting Sexual Harassment;
- b.** A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- c.** Findings of fact supporting the determination;
- d.** Conclusions regarding the application of Southwestern College's rule, policy, and, if applicable, code of conduct to the facts;
- e.** A statement of, and rationale for, the result as to each allegation, including:
  - (1)** A determination regarding responsibility;
  - (2)** Any disciplinary sanctions Southwestern College imposes on the Respondent;
  - (3)** Whether remedies designed to restore or preserve equal access to Southwestern College's education program or activity will be provided by

Southwestern College to the Complainant; and

f. The procedures and permissible bases for the Complainant and Respondent to appeal.

3. Southwestern College will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that Southwestern College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

4. If remedies were provided in the written determination, the Title IX Coordinator is responsible for effective implementation of any remedies.

## **12. Appeals**

A. Availability of Appeal. Both parties may appeal the following:

1. A determination regarding responsibility; or
2. The dismissal of a Formal Complaint or any allegations therein.

B. Decision-maker on Appeal. The appeal will be decided by the Vice President for Finance or their designee.

C. Bases for Appeal. The bases of appeal shall be as follows:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter; and
3. The Title IX Coordinator, Investigator(s), or Hearing Officer had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

D. Timeframe for Appeal. A party wishing to appeal a determination regarding responsibility or the dismissal of a Formal Complaint or any allegations therein must file a written appeal with the Title IX Coordinator within (3) school days of the date of the determination or the dismissal. The written appeal must identify the basis or bases for the appeal and explain with specificity the facts supporting the basis or bases of the appeal.

E. In the event of an appeal filed by the other party, the non-appealing party will be permitted to submit a written statement in support of the outcome within three (3) school days after the Title IX Coordinator notifies the party of filing of the written appeal.

F. Appeal Procedure. For any appeal made under this policy, the Title IX Coordinator or designee will:

1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
2. Ensure that the decision-maker for the appeal is not the same person as any Investigator(s) or the Hearing Officer that reached the determination regarding responsibility or dismissal, the Investigator(s), or the Title IX Coordinator;
3. Ensure that the decision-maker for the appeal meets the requirements of training, bias, and conflicts of interest; and
4. The decision-maker for appeal will:
  - a. Give both parties a reasonable, equal opportunity to submit a written appeal statement in support of, or challenging, the outcome; and
  - b. Issue a written decision describing the result of the appeal and the rationale for the result within ten (10) school days upon receipt of all appeal documents; and
  - c. Provide the written decision simultaneously to both parties.

### **13. Retaliation**

A. The procedures set forth Policy 2.2.6 Anti-Retaliation statement, Retaliation of any kind against anyone filing a complaint of harassment or discrimination is prohibited. Initiating a complaint of harassment or discrimination will not affect students', grades, class selection, or any other matter pertaining to student status. Distinguishing between harassing or discriminatory conduct and conduct that is purely personal or social without a harassing or discriminatory work or educational effect requires a determination based on all of the facts pertaining to the situation. False accusations of harassment or discrimination can seriously injure innocent people. Initiating a false harassment or discrimination complaint or initiating a harassment or discrimination complaint in bad faith may result in disciplinary action. However, a finding for the accused does not constitute a finding that the complaint was acting in bad faith.

B. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this policy.

C. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this Policy does not constitute retaliation prohibited by this policy, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

### **15. Confidentiality**

Southwestern College will maintain the confidentiality of the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a Formal Complaint of Sexual Harassment, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as may be permitted by the FERPA or as required by law, or to carry out the purposes of Title IX, including the conduct of any investigation, hearing, or judicial proceeding.

Southwestern College will keep confidential any Supportive Measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality does not impair Southwestern College's ability to provide the Supportive Measures.

## **16.. Recordkeeping**

- A. The recordkeeping requirements in this policy supersede the record keeping requirements set forth in Policy 129 Records Retention and Disposal of Records.
- B. Southwestern College will retain the following records for a period of seven (7) years:
  - 1. Each Sexual Harassment investigation, including any determination regarding responsibility and any recording or transcript of any live hearing, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant designed to restore or preserve equal access to Southwestern College's education program or activity;
  - 2. Any appeal and the result therefrom;
  - 3. Any informal resolution and the result therefrom;
  - 4. All materials used to train Title IX Coordinators, Investigators, Hearing Officers, decision-makers on appeal, and any person who facilitates an informal resolution process, will be publicly available on Southwestern College at <https://www.sckans.edu/student-services/safety-and-security/>
  - 5. For each response to actual knowledge of Sexual Harassment, Southwestern College must create, and maintain for a period of seven (7) years, records of any actions, including any Supportive Measures, taken in response to a report or Formal Complaint of Sexual Harassment.
    - a. In each instance, Southwestern College must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to Southwestern College's education program or activity.
    - b. If Southwestern College does not provide a Complainant with Supportive Measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit Southwestern College in the future from providing additional explanations or detailing additional measures taken.

## **Title IX- Sexual Assault Reporting Information**

*If a student is a victim of sexual assault, dating violence, dating violence or stalking, the first priority is to get to a place of safety. The college strongly encourages reporting the incident to the local police and Southwestern College. It is important to report the incident to help prevent other attacks from*

*occurring and to protect the campus community.*

A report of sexual assault, dating violence, dating violence or stalking can be reported to the Title IX Coordinator or any staff or faculty members at Southwestern College. In addition, reports can be made to residence assistants. A report can be done in person, via email, text or telephone. All staff, faculty and residence assistants are required to inform the Title IX Coordinator of the incident. The campus minister and wellness coordinator are allowed to keep the incident completely confidential. The following is specific contact information for individuals who are critical within the process of reporting a sexual assault:

- o Title IX Coordinator, Lonnie Boyd at 620-229-6136 or [Lonnie.boyd@sckans.edu](mailto:Lonnie.boyd@sckans.edu)

A student has the option to report the sexual assault to Southwestern College or law enforcement, or both. The victim also has the authority to decline to report the sexual assault to campus authorities or law enforcement. It is the student's choice how to report the crime. The Office of Student Affairs at Southwestern College helps students process this decision and can help the student in notifying law enforcement. Often times this is done in person at the police/sheriff department or the Office of Student Affairs can ask for the police to come to campus to file the report.

In addition, the Office of Student Affairs encourages students who witness or are victims of domestic violence, dating violence and stalking crimes to report those incidents to the Winfield Police Department and/or the Cowley County Sheriff Department. Again, the Office of Student Affairs can assist the student in making that report.

Whether the victim decides to file a report or not, the College strongly encourages the victim to complete a sexual assault medical examination. The victim can anonymously complete the exam and has the option of filing a report at any time. The exam records will be kept on file at the hospital to use in the investigation if a report is filed.

The contact information for the SANE examination is the William Newton Hospital at 620- 222-6231. It is also helpful for the victim to preserve as much evidence as possible. It is best for the victim to not take a shower, change or throw away clothes, or clean up the location where the incident took place. Preserving evidence may assist in proving that the alleged criminal offense occurred and it may be helpful in obtaining a protection order. This applies to victims of sexual assault, domestic violence, dating violence and stalking.

When a student or employee reports to Southwestern College that they have been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, Southwestern College will provide the student or employee a written explanation of their rights and options. This will be in the form of the

Southwestern College "[Learn How to Report Sexual Assault at Southwestern College](#)" brochure.

The "[Learn How to Report Sexual Assault at Southwestern College](#)" brochure contains information about reporting options, how to contact certain staff members, existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, residence life and academic options.

## **Interim Suspension**

The vice president of student affairs or designee may interim suspend a student from the college for an interim period pending disciplinary or criminal proceedings or for medical evaluation. An interim suspension may be imposed whenever there is information that the presence of the student at the college poses a substantial and immediate threat to him/herself, to others, or to the continuation of college functions.

The vice president of student affairs or designee will notify the student in writing as soon as possible after being notified of the alleged misconduct. The notice will include: The basis for the Interim Suspension, the process for appeal and review of the Interim Suspension and the information on how to contact the security office for questions about the terms of the Interim Suspension and for permission to enter college property for limited purposes. Other relevant staff and faculty may be informed of the Interim Suspension.

A student may appeal the interim suspension to the vice president of student affairs or designee within two (2) business days. The interim suspension remains in effect during any appeal. The student will be given the opportunity to meet with the vice president or designee in person (if appropriate) within 2 business days of submission of appeal. Only the following issues may be discussed during the meeting: The reliability of the information concerning the student's conduct and whether the conduct and circumstances reasonably indicate the continued presence of the student on college property poses a significant risk to the health or safety of any member of the college community, operations or educational process.

During the period of Interim Suspension, the student may explore opportunities for continued academic progress remotely. Decisions regarding continued academic progress are made at the sole discretion of each faculty member. It is the responsibility of the student to communicate with each faculty member.

Students subject to Interim Suspension may be restricted from accessing the college campus, as well as events on or off campus, pending the outcome of a disciplinary hearing. The student may request access by contacting the vice president of student affairs or designee. If access is granted and a student violates the terms of that access, the student may be denied all access to the college campus and on or off campus events and may be subject to disciplinary action for non-compliance.

The Interim Suspension shall not exceed a reasonable time, assuming the student's response to notice is timely. A disciplinary hearing on the alleged violation(s) of the code of conduct will be promptly scheduled. If a student is formally suspended, the effective date will be the date of the interim suspension.

## **Possible sanctions**

Following a final determination an institutional disciplinary procedure regarding rape, acquaintance rape, domestic violence, dating violence, sexual assault or stalking, Southwestern College's sanctions may include a semester suspension, two semester suspension, and a three semester suspension. Other sanctions, depending on the severity of the misconduct may include game suspension, parental notification, no contact order and/or some form of educational sanction.

Students, who have been suspended, must apply to the dean of students to be re-admitted. Suspended students must write a letter to the dean of students explaining why they would like to attend Southwestern College again and how they plan on changing their behavior. The dean of students considers the letter as well as the circumstances of the victim and the safety of other students.

Upon request, Southwestern College will disclose the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense (statutory rape, incest) to the alleged victim, or next of kin if the victim is deceased.

Retaliation of any kind against anyone filing a complaint of sexual misconduct is prohibited.

## **Sexual Assault Resources**

Southwestern College provides a student or employee who reports to the institution that they have been a victim of one of the aforementioned crimes with written information to about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within Southwestern College and in Winfield.

The Office of Student Affairs also strongly recommends reaching out and talking to others about the incident. Counseling is important and can play a critical role in coping with the incident. Southwestern College can provide a great deal of emotional support to a victim of sexual assault. If a victim would like to speak with a professional social worker about the sexual assault incident, Mary Ann Smith is available to talk.



**Mary Ann is considered a confidential resource for students to speak with and she will not report the incident unless it is the student's wishes.**

Mary Ann can be contacted at:

(620) 222-4311 or at

[MaryAnn.smith@sckans.edu](mailto:MaryAnn.smith@sckans.edu)

**Molly Just, the Southwestern College Campus Minister, is also a valuable resource for students. The Campus Minister is also considered a confidential resource for students.**

Molly may be contacted

at (620) 229—6362

**[Molly.Just@sckans.edu](mailto:Molly.Just@sckans.edu)**

### **Off-Campus resources include:**

- Four County Mental Health Crisis Services (serves 4 counties including Cowley County)
  - 24/7 hour Crisis Services 1-800-499-1748
- Wichita Sexual Assault Center (located across from Southwestern College at 121 College Street)
  - <http://wichitasac.com>
  - 24/7 hour HOTLINE 1-800-229-7233
- RAINN- National Rape, Abuse, Incest National Network
  - 1-800-656-4673
  - [www.rainn.org](http://www.rainn.org)

## **Non-Title IX Policy & Procedures**

### **Southwestern College Policy Manual- Volume 7- Student Policies**

#### **7.1.1 College Regulations**

All students are expected to follow the policies and regulations of the college including those published in the policy manual, catalog, and student handbook. When a student enrolls in the College, it means that they have accepted that they are subject to the college's policies and regulations. Therefore, all students have the responsibility to be familiar with Southwestern Community Standards. Actions or behavior inconsistent with the College's policies and procedures, which are based on Christian and academic traditions of the institution may result in conduct sanctions, campus housing restrictions or suspension, or academic suspension or expulsion as set forth in this Volume.

***Any reports of dating violence, domestic violence, sexual assault or staking based on gender or intimate partner relationship will be managed through the Southwestern College Title IX Sexual Assault Policy and Procedures located in 7.8.7.***

#### **7.1.2 Residential Campus**

All full-time students are required to live on campus except those who are married, veterans, twenty-one years old or older AND reached senior status, or live with their parents or legal guardians (within 50 miles of campus). One large dining hall, a snack bar, and mail center, are located in the student center and serves the main campus in Winfield. Students who live in a residence hall on campus are required to purchase a meal plan subject to the exclusions below. Residents who do not select a meal plan will be assigned the meal plan with the highest allotted of meal credits. No meal purchase is required for Honor or Warren Avenue Apartments. Rooms for new students are assigned by the director of housing during the summer. The college reserves the right to make changes in room assignments and living accommodations. Studios, one-bedroom, and two-bedroom apartments are available as well as residence halls with suites consisting of two rooms and a common bathroom.

#### **7.1.3 Room Deposits**

All resident students are required to make and maintain a \$150 room deposit upon entering the college. Damages will be charged against this deposit as described by the housing policies of the college. The room deposit remains permanently on account until the student withdraws from college, graduates, or is given permission to move off campus. At that time a refund check will be issued after the student account balance has been adjusted for any damages or fines. A student who requests a room for a forthcoming term and then cancels that

reservation may lose the housing deposit. Students who move in and then decide to leave are charged the full room rate, but the room deposit is refundable.

### **7.1.3.1 Family in the Classroom or Workplace**

Generally, family members should not be present with students in the classroom or in a place of student employment. The only exceptions should be occasional visits or emergency situation.

### **7.1.3.2 Responding to a College Employee**

Students will comply with the directions of college officials and will not interfere with an official acting in the performance of his/her duties.

### **7.1.3.3 Obstructing College Activities or Procedures**

Students will not knowingly disrupt or obstruct the college's activities or procedures in the pursuit of the college's mission.

### **7.1.3.4 Providing False Information to an Employee**

Students will not knowingly or recklessly furnish false written or oral information to college officials including forgery, alteration, misuse of college documents or records, and providing false identification.

## **7.2 Student Affairs Personnel Vice President of Student Affairs**

Dean of Students—provides administrative leadership for student affairs.

Director of Residence Life-Assistant Dean of Students—oversees campus housing, retention, assists with student concerns.

Assistant Director of Residence Life—assists with campus housing.

Director of Security/Safety—oversees a safe and secure campus community.

Director of Campus Life- provides leadership for the Student Government Association and Student Foundation. Creates and manages student activities.

Security Officers—helps to maintain a safe and secure community Resident Directors—live in the residence areas on campus. Their tasks include maintaining a safe and secure housing environment.

The resident directors are available to students to listen, answer questions, and provide guidance and support when necessary. Resident Assistants—live on designated floors and help advise new students with a transition to residential life.

Apartment Manager—lives in the apartment areas on campus. Their tasks include assisting residents in their housing environment. They are available to answer questions and provide

## **7.2.1 Student Organizations and Activity Program**

Student organizations are formed to meet the social, academic, and service needs of the students. They give the incentive and opportunity for student leadership and interaction.

### **7.2.1.1 Student Government Association**

The objective of student government is to involve the student directly in the formulation of campus concerns and policy. The Student Government Association is the main student governing body and concerns itself with all phases of campus life. Representatives from the student body, appointed by the SGA, hold positions on a wide variety of committees throughout the institution. SGA maintains its own budget and allocates fees to student campus projects. Additional information regarding the SGA is provided in Volume I of this policy manual.

### **7.2.2.2 Student Foundation**

The Student Foundation is responsible to the student body to direct and plan a range of activities, supported by the association's budget, to meet the entertainment needs of the student body.

### **7.2.2.4 Academic and Honor Societies**

The college has active chapters in national honor societies. Membership in these organizations is in recognition of good scholarship and effective participation in the respective fields. Each year, those seniors who have been academically outstanding in college are honored by being named members of the Order of the Mound. Ten percent of the graduating class may be named. Transfer students must complete at least 60 semester hours on campus in order to receive consideration.

The Masterbuilder Award is the highest honor students can confer upon a senior. Selection is completed through a general student election prior to commencement. The college also elects members to Who's Who Among Students in American Universities and Colleges. Selection of no more than ten percent of the senior class is based upon total leadership, including scholarship, campus activities, contribution to college life, and future promise.

## **7.4 Policy on Alcohol and Drugs**

The possession, use, or distribution of alcoholic beverages or illicit drugs by students or employees is strictly prohibited on the property of the college or as part of any college activity taking place off college property. Additionally, the possession, use, or distribution of

alcoholic beverages or illicit drugs is strictly prohibited as part of any activity taking place on college property, even if that activity does not involve students or employees.

No college funds will be expended for the purchase of alcoholic beverages or illicit drugs at any group activity taking place on or off college property (e.g. alumni event, campaign reception, etc.)

Students who violate the terms of this policy may be reported to the appropriate law enforcement officials if local, state, or federal statutes are involved and will be subject to the following sanctions:

1. Placement on probationary status
2. Temporary suspension from classes and activities
3. Suspension for a semester from classes and activities
4. Expulsion

Students subject to these penalties will be afforded all due process rights to which they are entitled by law or under current policies affecting student discipline. In addition to the above sanctions, a student may be required to meet with a campus counselor. In lieu of suspension or expulsion, a student may be required to complete a drug or alcohol abuse education or treatment program as a condition of continued enrollment. The cost of completing such a program will be the responsibility of the student.

Students who host, participate or attend activities where alcohol or illicit drugs are present on campus property violate the college's code of conduct and may result in discipline. They may be reported to the appropriate law enforcement officials if local, state, or federal statutes are violated in addition to facing college action.

## **7.5 Hazing**

Hazing by any group or organization is not allowed at Southwestern College. The college defines hazing as any action or activity taken or situation intentionally created, whether on or off campus, which produces psychological abuse, physical abuse, improper obligations or time restrictions. Consent of pledge does not exempt any organization from this regulation. Therefore, any instance of physical abuse, psychological abuse, improper obligations, requirements, or time restrictions involving new members and their activities associated with an obligation for membership shall therefore be understood to be incidents of hazing.

### **7.5.1 Physical Abuse**

Physical abuse is understood to be any action taken or situation created which may foreseeably cause pain, injury, or undue physical stress, fatigue or discomfort where such act has the purpose or effect of humiliating, degrading, or embarrassing the recipient without legitimate purpose. Examples of physical abuse include but are not limited to the following:

- Forced consumption of alcohol
- Forced or required consumption of non-alcoholic beverages or substances

- Forced or required consumption of spoiled foods, raw onions, goldfish, or any unpalatable foods which an individual normally refuses to eat
- Dropping food in mouths as part of any initiation
- Calisthenics such as push-ups, sit-ups or runs that are not for the purpose of healthy exercise
- Tying individuals to chairs, poles or other objects
- Simulated or actual branding
- Causing excessive fatigue through physical or psychological shocks, such as forced participation in extreme exercise beyond normal ability
- Paddle swats of any nature, including the trading of swats with activities
- Pushing, shoving, tackling or any other kind of physical abuse
- Throwing anything, such as whipped cream, garbage, water, paint, etc., at an individual.

### 7.5.2 Psychological Abuse

Psychological abuse is understood to be any action taken by an individual, club or organization to create a situation which may foreseeably produce embarrassment, ridicule, harassment, mental or emotional discomfort, or be threatening or frightening in nature. Examples of psychological abuse include but are not limited to the following:

- Line ups, any form of verbal abuse, or any other activity which serves no constructive purpose
- Deception, prior to the ritual, which is designed to convince a pledge/associate member that the person will not be initiated or that the person will be hurt during the ritual ceremony
- Yelling or screaming at pledge/associate member
- Calling pledge/associate members demeaning names
- Any audible harassment
- Any individual or group interrogations of a negative or demeaning nature.
- Creating areas that are uncomfortable due to temperature, noise, size or air quality.

### 7.7 Meeting and Time Restrictions (General Program Restrictions)

All students at the college are recognized to have academic and collegiate obligations which must be supported by campus groups and activities.

Examples of improperly restrictive time requirements imposed by an individual, club or student organization include but are not limited to pre-initiation and initiation periods and are as follows:

- Any activity or requirement which is so time consuming as to significantly interfere with class work or study time. This

includes but is not limited to pre-initiation and initiation periods.

- Conducting a new member-related activity between the hours of 12:00 midnight and 6:00 a.m. Sunday–Thursday.
- Permitting less than six continuous hours of sleep for pledges/associate each night between 12:00 midnight and 9:00 a.m.
- Conducting any non-academic pledge/associate activity within one complete week prior to final examinations each semester.

### **7.7.1 Improper Requirements or Obligations**

All membership requirements or obligations must in some way enhance the individual's emotional, spiritual or intellectual development. Examples of improper requirements or obligations include but are not limited to the following:

- Endorsing pranks such as panty-raids, harassing another organization, etc.
- Endorsing an activity that violates Federal, State and/or local laws as well as campus policies or that is objectionable.
- Endorsing an activity which is disruptive to classes or other student areas.
- Defacing trees, grounds, buildings, or objects.
- Conducting quests, treasure hunts, or little sister hunts that include illegal activity, physical abuse or psychological abuse.
- Requiring pledge/associate members to march in formation.
- Requiring memorization of non-fraternity related materials.
- Not permitting pledge/associate members to talk for extended periods of time.
- Endorsing public stunts or buffoonery.
- Encouraging pledge/associate members to act like animals or other objects.
- Intentionally messing up a room for pledge/associate members to clean.
- Encouraging total or partial nudity at any time.
- Encouraging pledge/associate members to run personal errands or any other form of personal servitude.
- Encouraging pledge/associate members to participate in the act of flouring and/or showering other members.

#### **7.7.1.1 Clubs & Organization Sponsors**

All organizational activities must have a sponsor (who is a Southwestern Employee) present. If no sponsor is present at an event, the club or organization risks being put on probation or suspension. The director of campus life will meet with the leaders of the club or organization to determine the next steps in helping the organization be successful and utilizing a sponsor effectively.

## **7.8 Student Code of Conduct**

Student Affairs has developed the following code of conduct to provide direction for students attending Southwestern College. It should be understood that the Southwestern College disciplinary system is not a court of law and strict rules of evidence do not apply.

This code of conduct applies to all conduct occurring on the college's campus, in its programs and activities or at college sponsored events. Incidents off campus will be reviewed by the vice president of student affairs or designee, and students may be subject to this code of conduct and held responsible for their behavior for off-campus actions as well.

Each school year, students, staff and faculty of the college join together out of a mutual commitment to promote each person's personal and corporate development. Every attempt needs to be made by all participants in our learning community to assure that intellectual, spiritual, social, emotional, and physical growth is maximized. All members of our community work together to provide a positive and safe community. All college policies and procedures are designed to be fair, respectful, and non-discriminatory.

### **7.8.1 Interim Suspension**

The vice president of student affairs or designee may interim suspend a student from the college for an interim period pending disciplinary or criminal proceedings or for medical evaluation. An interim suspension may be imposed whenever there is information that the presence of the student at the college poses a substantial and immediate threat to him/herself, to others, or to the continuation of college functions.

The vice president of student affairs or designee will notify the student in writing as soon as possible after being notified of the alleged misconduct. The notice will include: The basis for the Interim Suspension, the process for appeal and review of the Interim Suspension and the information on how to contact the security office for questions about the terms of the Interim Suspension and for permission to enter college property for limited purposes. Other relevant staff and faculty may be informed of the Interim Suspension.

A student may appeal the interim suspension to the vice president of student affairs or designee within two (2) business days. The interim suspension remains in effect during any appeal. The student will be given the opportunity to meet with the vice president or designee in person (if appropriate) within 2 business days of submission of appeal. Only the following issues may be discussed during the meeting: The reliability of the information concerning the student's conduct and whether the conduct and circumstances reasonably indicate the continued presence of the student on college property poses a significant risk to the health or safety of any member of the college community, operations or educational process.

During the period of Interim Suspension, the student may explore opportunities for continued academic progress remotely. Decisions regarding continued academic progress are made at the sole discretion of each faculty member. It is the responsibility of the student to communicate with each faculty member.

Students subject to Interim Suspension may be restricted from accessing the college campus, as well as events on or off campus, pending the outcome of a disciplinary hearing. The student may request access by contacting the vice president of student affairs or designee. If access is granted and a student violates the terms of that access, the student may be denied all access to the college campus and on or off campus events and may be subject to



disciplinary action for non-compliance.

The Interim Suspension shall not exceed a reasonable time, assuming the student's response to notice is timely. A disciplinary hearing on the alleged violation(s) of the code of conduct will be promptly scheduled. If a student is formally suspended, the effective date will be the date of the interim suspension.

### **7.8.2 Definitions**

1. College means Southwestern College
2. College premises includes all land, buildings, facilities, and property in the possession of or owned, used or controlled by the college.
3. Excessive means three or more violations of the code of conduct, policies, rules, and regulations during a student's matriculation at Southwestern College.
4. Organization means any number of persons who have complied with the formal requirements for college recognition as stated in the student government association constitution.
5. Appeal means the process used to evaluate the decision made by a student affairs administrator.
6. Incident means behavior by students that violates the official policies, rules and regulations of the college.
7. Sanction means the penalty or restriction placed on a student as a result of being found in violation of the policies, rules, and regulations of the college.
8. Hearing means the formal process used to hear facts and determine if a violation has occurred.
10. Business days refers to those days when offices are open to conduct business, excluding Saturday and Sundays.

### **7.8.3 Policy Violations**

Violations of the college policies could include, but are not limited to:

- Visitation
- Quiet Hours
- Inappropriate Decorations
- Care of the room
- Pets
- Improper disposal of trash
- Prohibited electrical appliances

- Smoking
- Vaping
- Hazing
- Alcohol possession
- Unauthorized guests
- Vandalism
- Providing false information to an employee
- Not completing assigned sanctions
- Not responding to a college employee
- Threatening behavior
- Propping open any locked door
- Obstructing college activities or procedures
- Unauthorized entry or use of campus housing and/or property
- Failure to comply with instructions from an college employee
- Endangering, disorderly, and/or disruptive conduct
- Stalking
- Intimidation both physical and verbal
- Theft
- False fire alarm or tampering with fire equipment
- Use, production, distribution, sale, or possession of alcohol or drugs in a manner prohibited under state or federal law
- Possession of weapons including firearms, knives, or explosives or any item that could be considered a dangerous weapon
- Incidents where the student has been considered a subject by local, state, or federal law enforcement.
- Racial comments
- Hate crimes
- Harassment
- Bullying

This list is representative but not all-inclusive

#### **7.8.4 Procedure**

1. A potential violation of policy may be reported to any of the following student affairs administrators: Resident Advisor (RA), Residence Director (RD), Apartment Manager (AM), Student Affairs administrative assistant, director of safety and security, director of campus life, director of residence life and dean of students/vice president of student affairs.
2. The student affairs administrator will submit an incident report with the student affairs office. An incident review committee, consisting of student affairs staff, will determine if there is reason to proceed to meeting with a hearing officer. The hearing officer will be a student affairs staff member.
3. If there is no reason to proceed or if there is insufficient information to proceed, no action will be taken.
4. If reason to proceed is found, the involved parties will receive notice of a meeting scheduled with a hearing officer(s).
5. At this meeting the hearing officer(s) will discuss the incident with the involved parties. The hearing officer(s) may determine if the involved students are responsible for any policy violations. However, if more information or witnesses are needed, that process may take additional time.
6. After a decision is made by the hearing officer(s), any appropriate sanctions will be given to the student who has been accused of violating the college's policy.
7. If an accused student fails to appear at the meeting and refuses to participate in the student conduct process, the hearing officer(s) will make a decision regarding their responsibility with the available information.
8. The student is responsible for completing their assigned sanction by the given deadline.

### **7.8.5 Appeal**

A student may appeal the decision or sanction resulting from any violation within three (3) business days from the date of the decision letter. The appeal is requested by completing an Appeal Form in the student affairs office. A student affairs administrator not previously involved in the student's conduct hearing will review the appeal.

A student must provide detailed justification for the appeal that goes beyond mere dissatisfaction. Appeals may be made and considered using the following categories:

- A procedural error was made that had a significant influence on the decision
- New information or relevant facts have surfaced were not available at the original hearing. The absence of this information has significant influence on the decision
- The sanction imposed was inappropriate for the violation

The appealing student is responsible for proving grounds for the appeal exist. If the appeal is granted from the above guidelines, the case will be remanded to the initial hearing officer(s) to take into account new information.

### **7.8.6 Sanctions**

The college recognizes that each individual is unique and each incident occurs under varying conditions. Therefore, specific sanctions for each violation are not established. If a student fails to complete his or her assigned sanction, he or she will incur a fine between \$50 to \$150 fine and other possible disciplinary action. The following sanctions may be implemented individually or in any combination by the appropriate disciplinary authority. This list is

representative and is not inclusive. Cases that involve dating violence, domestic violence, sexual assault, and stalking that are processed under this policy because they are not covered by the college's Title IX policy, are subject to the sanctions listed in the college's Title IX policy.

- **Parental Notification**

Subject to the limitations of FERPA, parents or guardians may be notified when a student is charged with a more serious incident or multiple policy violations. They may also be notified when a student is suspended or expelled during the discipline process. Parents or guardians may also be notified about other disciplinary actions and serious concerns at the discretion of the Vice President of Student Affairs/Dean of Students (or designee). Parents or guardians also may be notified about other disciplinary actions or serious concerns at the discretion of the vice president of student affairs, dean of students (or designee).

- **Warning**

A student may receive an oral or written warning after the hearing process that engaging in continued violation of the college code of conduct, policies, rules, and regulations may result in increased sanctions.

- **Alternative Forms of Discipline**

A student may be subject to procedures designed to fit the discipline to the individual and to the circumstances surrounding the particular case such as a research paper, letter of apology, reflection paper, and/or educational seminar.

- **Dining Hall Suspension**

A student may be removed from the dining hall for an assigned period of time and under such conditions as deemed necessary with regard to the terms of the student's re-admission to the dining hall. Meals may not be obtained through the dining hall in any manner during this period. A refund of charges shall not be given.

- **Evaluation/Counseling**

A student is required to obtain an alcohol and/or drug evaluation, and/or receive counseling for a designated number of sessions.

- **Community Service**

A student may be required to spend one or more hours volunteering, under supervision of an appropriate individual.

- ***Fine***

A student may be fined an amount not exceeding \$500 per semester, in addition to paying for restitution.

- **Disciplinary Probation**

This sanction is usually in combination with one or more other sanctions. If another incident occurs while on disciplinary probation, the student may be suspended from the college.

- **Individual Student Suspension**

A student may be removed from the college for an assigned period of time and under such conditions as deemed necessary with regard to such factors as the student's campus visiting privileges and terms of the student's re-admission to the college. A refund of tuition, fees, and room/board charges is

dependent on the college's financial aid policy.

- **Restitution Compensation**

A student may be required to pay restitution compensation for damages to persons or property caused by the student's actions.

- **Suspension from Campus Facilities**

A student may lose privileges of entering selected campus facilities for a specific period of time. A refund of tuition, fees, and room/board charges is dependent on the college's financial aid policy.

- **Expulsion**

A student may be expelled from the college. This penalty results in an immediate and permanent ban from enrollment. A refund of tuition, fees, and room/board charges is dependent on the college's financial aid policy.

### **7.8.7 Readmission for Administrative Withdrawn Students**

A student wishing to be considered for readmission after being administratively withdrawn must contact the vice president of student affairs or designee. This policy does not supersede any other college policies regarding admissions, academic performance, student code of conduct, or international immigration requirements.

To begin the readmission process, the petitioning student must have completed the following steps by July 15<sup>th</sup> for the fall semester and December 1<sup>st</sup> for the spring semester.

- Submit a letter of readmission to the student affairs office with details of activities since leaving Southwestern College that explain why the student was removed, what they have done to correct the issue since that time, and their plan for avoiding behavior or other incidents if readmitted.
- The student must meet all previous financial obligations before an evaluation of readmission will be determined.
- Provide an official transcript showing satisfactory academic work and behavioral conduct if they attended school elsewhere.

The decision on readmission will be conducted by the vice president of students or designee and the vice president of academic affairs or designee. They will gather pertinent information, consult with campus personnel, and evaluate the readmission letter and supporting documents from the student. Each individual case will be evaluated by:

- Consulting the student's academic and behavioral records
- Contacting the student's parents, if appropriate
- Investigating and examining relevant documentation
- Meeting with the student to discuss readmission

If the student is readmitted, they will be provided the written conditions regarding their enrollment and relevant policy that apply to the student's readmission. The student will also be given instructions as how to register for classes. If they are denied, written documentation will specify when and if the next request for readmission will be considered.

### 7.8.6 Medical Leave/Medical Withdrawal

Students who experience health problems may request a **medical leave** or medical withdrawal from the college. A medical leave may be requested for an upcoming semester, or up to and until the last day to enroll for the semester. After this date, registered students can request a **medical withdrawal** from classes up to and until the date that final grades are due.

Such requests must be accompanied by medical documentation from an appropriate medical professional (i.e., M.D., D.O., Psy.D, LPC), indicating that the leave or withdrawal is recommended. Students should note that the preparation of this statement will require their formal consent to release relevant information from appropriate medical professionals to the college, and for the college to release relevant information, as needed, to those medical professionals. If a medical withdrawal is approved, the student will be withdrawn from all classes by the Registrar and will receive a “WD” on their transcript for each class, so that they receive no credit or grade for these courses, leaving their GPA unaffected.

Students may not withdraw from selected classes, but only from their entire class schedule of coursework. Students may choose to pursue a medical leave or withdrawal from the college must start the process with the vice president of student affairs. Official withdrawal from the college can also have specific financial and academic implications. It is recommended that students also meet with their academic advisor and director of financial aid.

Federal and state financial aid regulations do not allow students to be on any type of official leave from the college, including medical leave, for more than two consecutive semester or 180 days, without applying for re-admission to the college. Therefore, students who are on leave for more than two semesters will be withdrawn from the college, and must reapply through the office of admissions. Readmitted students have their financial aid re-evaluated at the time of admission, and follow the academic catalog of the year of readmission, which may change the range of academic programs they may pursue. A student who wishes to return to campus following a medical leave must furnish the appropriate documentation from a medical professional, stating that the student has received the appropriate medical attention and is, in the professional’s opinion, ready to resume studies to the college.

Under certain circumstances, the college may require a student to withdraw from the college for medical reasons, or take a medical leave of absence. Such action is warranted if, in the judgement of a team of professional Southwestern College staff members, the student poses a threat to the lives of others or exhibits behavior that seriously interferes with his or her ability to function and/or with the educational environment and pursuits of others.

### 7.8.7 Disciplinary Records

Unless otherwise specified in another college policy, the student affairs office maintains disciplinary records for seven years after the student leaves the college. Under the Family Educational Rights and Privacy Act (FERPA), students have a right to access their own disciplinary records. Records may be released to a third party if permitted by FERPA.

## 7.9 Housing Policies

### 7.9.1 Residency Requirements

All full-time main campus students are required to live on campus except those who are married, veterans, twenty-one years old or older AND reached senior status, or live with their parents or legal guardians (within 50 miles of campus).

Students who drop below full-time status (12 hours) must have approval from the Assistant Dean of Students/Director of Residence Life to continue

to live on campus.

### **7.9.1 Room Deposits**

All residents are required to make and maintain a \$150 room deposit upon entering the college. Damages will be charged against this deposit as described by the housing policies of the college. The room deposit remains permanently on account until the student withdraws from college, graduates, or is given permission to move off campus. At that time a refund check will be issued after the student account balance has been adjusted for any damages or fines and the student does not have an outstanding bill with the institution.

A student who requests a room for a forthcoming term and then cancels that reservation may lose the housing deposit. Students who move in and then decide to leave are charged the full room rate, but the room deposit is refundable.

### **7.9.2 Care of Rooms/Residence Hall/Apartments**

1. Students must leave their rooms in the condition in which they were found at the beginning of occupancy. Rooms must be broom clean, and include all required furniture.
2. Students must receive prior approval from the Director of Residence Life before making any room modifications.
3. All furniture within the room must remain in the room throughout occupancy unless arrangements are made with the Resident Director.
4. Any damage to a room, common area, or its furnishings will be assessed to the student responsible for the damage. Any damage outside the individual rooms for which personal responsibility cannot be determined may result in all residents of that community charged equally. Students who voluntarily report damage done accidentally will not be penalized, but will be expected to pay for all repairs.

### **7.9.3 Assigned Check-In Time**

1. All residential students receive specific information regarding check-in procedures with their admission information. Parents should verify that home-owner's insurance covers personal items in case of loss, theft or damage. If not the college recommends students acquire renter's insurance. Southwestern College assumes no liability for theft, loss, or damage to any property of the student, including loss from fire, flood, or wind.
2. Students will report to the assigned living area and complete the necessary paperwork required by Residence Life before receiving their key. No keys are given until check-in procedures are completed. Any corrections to a Room Condition Report must be made within 24 hours.
3. The Room Condition Report will be retained and reviewed at check-out. Any damages will be billed to the student.

### **7.9.4 Assigned Check-Out Time**

1. Students must make an appointment to check out with the Resident Assistant, Resident Director, or Apartment Manager 24 hours prior to moving out.
2. The Resident Assistant, Resident Director, or Apartment Manager will go over the Room Condition Report with the student.
3. If a student loses or fails to return a key, the student will be charged. If the key breaks, a new one will be issued at no charge as long as the broken pieces are returned.
4. If a student exits the College, the date the check-out process is completed is the date the billing for the room will cease.
5. Consult the academic calendar on the registrar's web page for times for checking out of rooms/residence halls. Exceptions to this policy will be made only under extreme circumstances. Students who request an exception to stay in the residence halls during a period when the halls are closed must submit a written request to the Director of Residence Life (or designee) at least one week prior to check out deadlines.
6. Any items left in rooms after the check-out period will be disposed of.
7. If there are any damages to the room the student will be notified. Damage charges will be applied against a student's residence hall deposit account.

### **7.9.5 Damages to Room, Residence Hall, or Apartment**

Damages within a room will be charged to the student or students assigned to the room. Damage in public areas of the building will be charged to all community members unless the responsible party is identified. The college does not assume responsibility for the damages or loss of any student property. All charges are applied to the room deposit.

### **7.9.6 Decoration of Rooms**

Students should use common courtesy and tasteful decorating practices when decorating their rooms. No signs or posters referring to alcohol or drugs may be displayed on or near the window or door that may be viewed from anyone outside the room. Public display of items which are offensive to others in the campus community may be requested for removal. No display and/or collection of alcohol containers, full or empty, will be allowed anywhere in the residence halls or apartments. No wall papering of the residence hall room or apartment with spent alcohol boxes or cartons will be allowed. The decoration of rooms must conform to the regulations set forth by the state fire marshal. Exits may not be blocked. Arrangement of the room should not obstruct air circulation through the air convector units. No burning of any kind, including candles and incense is permitted. The Director of Residence Life has the right to require students to make changes in their room if deemed unsafe, offensive, or if a damage to the facility could occur. Beds may be bunked only to the height of standard bunk beds. A resident director must be notified when beds are being bunked or any lofting of beds takes place. Materials that can permanently damage walls, such as tacks, duct tape, nails, etc., should not be used for pictures, posters, or other decorations. Any window covering must be approved by the Resident Director or Apartment Manager.

### **7.9.7 Housing Grievances**

1. Students are encouraged to resolve problems directly with each other if possible.



2. If problems persist, the student is encouraged to seek out a Resident Assistant or Apartment Manager.
3. Grievances will be resolved as quickly as possible.

### **7.9.8 Guests**

Residents may have overnight guests of same gender in their room or apartment. Overnight guest arrangements must be made with the Resident Director. The maximum number of consecutive nights a guest may stay is three. The student's permission must be given in writing to a housing staff member before any non-residents of the space enter the room without the student present. All policies regarding guests apply to family members. Students are responsible for guests observing residence hall and institution regulations.

### **7.9.9 Custodians and Maintenance**

Custodians clean the public areas of the residence halls. Plant operations personnel will enter rooms to make repairs and inspect the furnishings and condition of the room. Students must make notice of the need for repairs to the facilities department. RDs and RAs will periodically inspect the cleanliness of residence hall rooms to prevent problems and possible check-out fines. If pattern continues, an incident report may be filed.

### **7.9.10 Keys**

Room keys and building keys are the property of the college and must be presented to residence life staff if requested. A room or outside door key that is lost, stolen or destroyed will result in a charge to the student for a replacement. Students who must be let into their rooms by a college employee due to a misplaced key may be charged.

### **7.9.11 Laundry Equipment**

Washers and dryers are located throughout the campus. The cost to operate these machines is covered by a laundry fee charged to the student's account.

### **7.9.12 Meal Contract**

Per the Southwestern College Housing Contract, all residents, except those residing in the Warren and Honors apartments or those who student teach must have a meal contract. Meal service dates are listed on the official college calendar. When a student signs a contract to live in campus housing, the student has a choice of meal plans. Residents who do not select a meal plan will be assigned the meal plan with the highest allotted meal credits.

. Each meal plan includes a declining balance that can be used in the Java Jinx, Stir and Bustle, or Cafeteria. The meal credits can only be used in the Cafeteria. Meals will need to be used by the end of the semester or they will be lost, but declining balance amounts purchased outside of a meal plan can be rolled over from the fall semester to the spring semester.

The meal contract is only valid during food service hours.

### **7.9.13 Pets on Campus**

Any pets in the residence halls or apartments must be approved in writing by the Director of Residence Life.

### **7.9.14 Quiet Hours**

Residence hall quiet hours are necessary to insure privacy and the need for study and rest by students. Quiet hours are from 10 p.m. to 10 a.m. Hours other than designated quiet hours are considered courtesy hours where residents respect their neighbors. Students are expected to use common courtesy for their roommates and those living in the residence halls and apartments.

### **7.9.15 Room Changes**

A room change form must be filled out and returned to the Director of Residence Life who will make a room assignment and notify the students if and when a room change may take place. The students will be billed accordingly for the room change based on the date of the move.

The college reserves the right to require or refuse a student to change rooms or residence halls at any time for reasonable cause. A student can be dismissed from campus housing when in violation of policy or as deemed necessary by the Vice President of Student Affairs/Dean of Students.

### **7.9.16 Consolidation Policy**

When necessary or desirable, the college will change room assignments when vacancies occur in a double room. It is the student's responsibility in cooperation with the Office of Residence Life to find a new roommate if his/her roommate moves out. If a roommate is not found, the remaining student must consolidate with another student or assume an increased rate. Freshmen are not allowed to have private rooms their first semester. The college will not assume any financial responsibility due to room or roommate changes.

### **7.9.17 Administrative Room Search Policy**

The vice president of student affairs and designee(s) have the right to enter any room in a campus residence hall or apartment when there is information to indicate that there is potential danger to a person or property or if they believe a violation of policy has occurred. If not present, the students will receive verbal or written notice to indicate their room was entered. Two members of the Residence Life staff/Administrators/Security must be present during all room searches.

Residence Life Staff has the right to enter all rooms for health and safety inspections at any time and during all breaks to unplug appliances or check for damages. Students may be found in violation of the code of conduct during these checks.

The college does not arbitrarily search residence hall rooms or apartments. Nor does the college arbitrarily seize student property. College officials have the right to enter and inspect residence hall rooms and apartments, as well as their contents, when necessary to protect and maintain the property of the college, preserve the health and safety of students, or maintain conduct standards. College officials have the right to seize student property in the course of these inspections.

Room searches will be documented and reported to the Assistant Dean of Students by the close next working day. Decisions to conduct all-hall or all-apartment searches must be approved by the Assistant Dean of Students/Director of Residence Life prior to conducting the search.

### **7.9.20 Fire Hazards**

No smoking or tobacco use is permitted inside any campus building including student rooms. Burnt or burning candles and incense are fire hazards

and are not allowed. No open flame of any kind is allowed inside campus buildings. Halogen lamps are not permitted in any campus building. Other prohibited items in residence halls include but are not limited to the following:

- Halogen lights
- Toasters and toaster ovens
- Hot plates
- Electrical skillets
- Space heaters
- Heat lamps
- Electric coffee makers without automatic shut off

Exceptions: Honors and Warren apartments may have the following kitchen appliances:

- Toasters and toaster ovens
- Hot plates
- Electric skillets

All electrical appliances are subject to the approval of the college through the Residence Life Department. Questions should be directed to the Assistant Dean of Students/Director of Residence Life at [residence.life@sckans.edu](mailto:residence.life@sckans.edu).

### 7.9.21 Solicitors

No outside solicitors are allowed in any residence hall and student union, except with permission from the Vice President of Student Affairs/Dean of Students. Notify your Resident Director/Apartment Manager or Security if solicitors are in the residence hall.

### 7.9.22 Storage

The college will not store any student property. The college is not responsible for any students' belongings at any time. Bicycles are not to be stored in residence hall stairwells.

### 7.9.23 Visiting Hours

Broadhurst, Sutton, Reid, Cole Hall and Wallingford are not to be entered by any non-resident of the building except during visiting hours. Visiting hours are posted in each residence hall. Students violating visitation policy are subject to disciplinary action. Visitors must be at least 18 years of age unless they are accompanied by a parent or legal guardian. The person hosting the visitors is responsible for the behavior of their visitor. Members of the opposite gender cannot be in each other's rooms after visiting hours. Students who live in the same building may visit in the public areas of the building after visitation hours. The Resident Director reserves the right to ask any visitor to leave at any time.

Honor and Warren Apartments have open visitation hours; however, all other housing policies apply.

### 7.9.24 Propping Open of Any Locked Door or Fire Doors

Fire doors must remain shut at all times unless they are on an automatic closure system. Fire doors which are propped open will allow a fire to quickly spread throughout a building. It is prohibited to prop open a fire door in any building on campus.

It is prohibited to prop open any door in any campus building once that door or building has been secured and locked.

### 7.9.25 Use of College Buildings and Properties

The college prohibits unauthorized entry and/or use of campus facilities and properties including unauthorized access to or use of keys, telephones, voice mail, and fax. Students will not intentionally or recklessly damage, destroy, deface, or tamper with the property of the college or the property of another person or entity.

## 7.10 Emergency Policies and Procedures

Additional information is provided in this policy manual.

A written report regarding all emergencies is required. Staff should be notified of any emergencies.

### 7.10.1 Medical Emergencies

Ambulance	dial 911
Security/Safety	620-229-0012

In the event of a medical emergency requiring ambulance service call 911 and then contact a Residence Life staff member. Do not transport a sick or injured person by yourself. If there is any question about what to do, please call security at 620-229-0012.

### 7.10.2 Emotional Problems

Police	911
Sheriff	911
Security/Safety	620-229-0012
Vice President of Student Affairs, Dean of Students	620-229-6247
Cowley County Mental Health	620-221-9664

### 7.10.3 Maintenance Emergency

Please contact the Resident Director or Security at 620-229-0012 who will contact plant operations. During business hours you can contact plant operations at 620-229-6321 or email [fixit@sckans.edu](mailto:fixit@sckans.edu).

#### **7.10.4 Security/Safety**

The college employs personnel to patrol the campus at night

Resident's rooms should be locked whenever the room is unoccupied. The college is committed to taking reasonable precautions to protect students from criminal acts occurring on campus; however, the student must realize some responsibilities. The college does not insure the property of students and is not responsible for student property which is lost, stolen, or damaged. It is advisable to carry adequate insurance to cover personal property. A student who must be let into their room by a college employee may be charged a fee.

#### **7.10.5 Electric Skateboard Policy**

The College prohibits the use, possession or storage of electric skateboards/hover boards/self-balancing two wheel scooters and other similar equipment in all college owned buildings.

#### **7.10.6 Fire Safety Policy**

1. Misuse of fire alarms and fire extinguishers constitutes a violation of campus policy and federal regulations. Arson, fire alarm/smoke detector tampering, and false reports are violations that may result in college disciplinary action as well as prosecution by law.
2. No smoking, including vaping, is allowed in any building on campus.
3. All appliances should be in good condition with cords intact.
4. Flammable liquids are prohibited.
5. The burning of candles, as well as incense, is prohibited. Flammable liquid-filled devices are prohibited.
6. Any violations of the above policies will result in college disciplinary action.
7. Never risk your own personal safety.

##### ***7.10.6.1 In Case of Fire***

1. Pull the nearest fire alarm.
2. Leave the building immediately in accordance with the fire drill instructions.
3. Call the Winfield Fire Department: 911.
4. Contact a Residence Life staff member.
5. Call security at 620-229-0012 and plant operations at 620-229-6321

##### ***7.10.6.2 Fire Drill Instructions***

1. The sound of the fire alarm is the signal for a fire evacuation—for practice or for an actual fire.
2. At the sound of the alarm:

- a. Turn off lights.
- b. Close windows.
- c. Put on shoes, coat or robe.
- d. Go into hallway. Close door if you are sure everyone is out of room.
- e. Move out of building according to fire exit route, walking quietly and quickly.
- f. Return to room when an “All Clear” is given.

For more information on fire safety see a Resident Director, Apartment Manager, or Security personnel.

## 7.11 Crime Awareness and Campus Safety

The college complies with the Crime Awareness & Campus Safety Security Act of 1990. Reports are available in the student affairs office and on the college web page.

All general grievances as well as all criminal actions are to be reported to the student affairs staff. Events occurring on the campus should be reported through the director of housing, assistant dean of students and the security/safety officer. All events that involve the violating of any federal, state, or local law are to also be reported to the Winfield Police Department. All incidents occurring on campus are required to have a written report filed regarding each event, and campus judicial procedures are to be followed as well as city, state, and federal procedures.

The resident director staff have a portion of their function as security/safety. Resident directors are on duty throughout the school year. Security is also provided by security/safety officers and can be reached at 620-229-0012 who patrol the campus. Most buildings are open between 8:00 a.m. and 11:00 p.m. daily. The student affairs staff work closely with the Winfield Police Department in providing a response to any campus disturbances.

Campus security attempts to work with students in maintaining appropriate behavior on campus. In the event of any criminal behavior occurring, campus security begins working immediately with the Winfield Police Department. The staff participates in documenting any incidents and in working with the college’s judicial procedures. Any incident involving criminal behavior is also channeled through local authorities. All students and staff are encouraged to promptly and accurately report all crimes which occur on campus. This desire for such reporting is part of employee training and student orientation.

The issues regarding campus security procedures and practices are discussed with students through residence hall meetings, wing meetings, and printed material that is distributed throughout the school year. Employees are kept informed of campus security issues as the need arises throughout the year. The college does not provide off-campus facilities for any student organizations. The college does not recognize any student activities off-campus with the exception of specific school- sponsored trips and activities.

College alcohol/drug policies forbid the use or possession of any alcoholic beverage or illegal drugs. A complete review of the alcohol/drug policy is also a part of the student handbook and this policy manual.

### 7.11.1 Sexual Assault Prevention and Response

Southwestern College educates the campus community about sexual assaults through programs offered through student affairs and the Winfield Police Department. Literature on sexual assault prevention education, risk reduction, and the college response is available through the office of student affairs.

If someone is a victim of a sexual assault at this institution, their first priority should be to get to a place of safety. They should then obtain necessary medical treatment. The college strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for

evidence collection and preservation. An assault should be reported directly to a college official or the Winfield Police Department. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim.
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a victim of sexual assault contacts a college official, the Title IX Coordinator will be notified. The victim of sexual assault may choose for the investigation to be pursued through the criminal justice system and the college student conduct judicial system, both, or either. The Title IX Coordinator will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available through the campus Wellness Coordinator, Campus Ministries and outside agencies such as Four County Mental Health and the Domestic Violence & Sexual Assault Resource Center.

A student found responsible of violating the college sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the college for the first offense. Student victims have the option to change their academic and/or on-campus living situation after an alleged sexual assault, if such changes are reasonably available.

## **7.11.2 Missing Persons Policy**

The Higher Education Act requires that all institutions that provide on campus student housing must establish missing student notification policy and procedures.

Southwestern College takes student safety very seriously. To this end, the following policy and procedure has been established to assist in locating Southwestern College students living in Southwestern College owned on campus housing, who, based on the facts and circumstances known to Southwestern College, Southwestern College has determined to be missing.

1. At the beginning of each academic year, Southwestern College will inform students residing in campus housing that Southwestern College will notify either a parent or an individual selected by the student after the time the student is determined to be missing. This information will include the following:
  - a. Students have the option of identifying an individual to be contacted by Southwestern College after the time the student has been determined to be missing. Students can register this confidential contact information through the college services office or the student affairs office.
  - b. If the student is under 18 years of age, and not an emancipated individual, Southwestern College is required to notify a custodial parent or guardian that the student is determined to be missing.
  - c. Southwestern College will notify the appropriate law enforcement agency that the student is determined to be missing.
  - d. If student affairs or law enforcement personnel has been notified and makes a determination that a student of a missing person report is missing and has not returned to campus, Southwestern College will initiate the emergency contact procedure in accordance with the student's designation.

2. Southwestern College will follow the following notification procedure for a missing student who resides in on-campus housing.
  - a. Once Southwestern College receives a missing student report via the student affairs office, security, or other source, the following offices will be notified:
    - security
    - residence life
    - vice president of student affairs, dean of students
    - president
  - b. Any official missing person report relating to this student shall be referred immediately to the student affairs office and its departments (residence life, and security).
  - c. If Southwestern College, after investigating the official report, determines the student is missing, Southwestern College will contact the individual identified by the student, the custodial parent or legal guardian if the student is under 18 and not emancipated, or local law enforcement if these do not apply.
3. Upon notification from any entity that any student may be missing, Southwestern College may use any of the following resources to assist in locating the student. The resources may be used in any order and combination.
  - a. Through the Residence Life Office, the Resident Assistants may be asked to assist in physically locating the student.
  - b. Resident Directors, Apartment Managers, Assistant Dean of Students/Director of Residence Life, Vice President of Student Affairs/Dean of Students or Security may also assist in the search of a student by keying into the student's assigned room and talking with known associates.
  - c. Security may search on campus public locations to find the student (library, athletic facilities, and cafeteria).
  - d. The Student Affairs Office may try to contact known friends, family, or faculty members for last sighting or other contact information.
  - e. Academic departments or other administrative offices may be contacted to seek information on last sighting or other contact information.
  - f. Security may work with IT to look up email logs for last login and use of Southwestern College email system.
  - g. If there is any reason for concern or indication of foul play, the local police department will immediately be contacted for assistance.

## **Employee Policy & Procedures**

### **Southwestern College Policy 2.2.2 Definition of Sexual Harassment**

Sexual harassment is a form of prohibited harassment requiring special mention. Sexual harassment is defined as



unwelcome sexual conduct of any nature that creates an offensive or hostile work environment or unwelcome sexual conduct that is made a condition of working at the College. It also may be in the form of non-sexual, offensive conduct that is directed at an employee because of his or her gender. Sexual harassment, like other forms of prohibited harassment, will not be tolerated.

Examples of prohibited sexual harassment include unwelcome sexual conduct such as:

- Verbal harassment (e.g., sexual requests, comments, jokes, slurs);
- Physical harassment (e.g., touching, kissing) and
- Visual harassment (e.g., posters, cartoons or drawings of a sexual nature.)

Sexual harassment is not limited to conduct motivated by sexual attraction. It may occur between members of the opposite sex or members of the same sex, regardless of their sexual orientation. It also includes offensive non-sexual conduct directed at an employee because of his or her gender.

The legal standards and consequences of unlawful sexual harassment are still evolving. The College's policy is more all-encompassing than what the law prohibits. This is because the College's policy rests on the fundamental precept that each employee must treat all others with respect, dignity and professionalism. Deviation from that standard will not be tolerated.

#### Southwestern College Policy 2.2.4 Complaint Procedure

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

<b>Complainant</b>	<b>Appropriate Administrator</b>	<b>Alternative Administrator</b>
Faculty Administrator	Human Resources	VP of Finance
Student	VP of Student Affairs	Associate Dean of Students
PS Learner	Executive VP	Senior VP

## **B. Conduct—Rules and Regulations**

Employees are required to comply with basic standards of conduct and professionalism as members of the College community. Failure to comply with the Employee Code may result in disciplinary action up to and including termination as outlined in [Volume IV, 4.11.6-4.11.8 and Volume V, 5.9.1.5 Discipline/Termination policy]. This list is non-exhaustive and the College reserves the right to discipline employees for conduct not listed below.

- 1) Neglect of duty and/or lack of due care and/or diligence in the performance of duties.
- 2) Unsatisfactory job performance or failure to maintain reasonable standards of performance.
- 3) Inappropriate appearance including failure to maintain personal appearance or dress, including uniform or style of dress, according to departmental standards.
- 4) Poor attitude and discourtesy toward others (for example, rudeness or lack of cooperation).
- 5) Excessive absenteeism or tardiness, or an unacceptable pattern of absences.
- 6) Insubordination, including refusal to comply with a supervisor's instructions unless the instructions are illegal, endangering, or unethical.
- 7) Gambling while on duty.
- 8) Unauthorized use of the College's name or letterhead for personal business.
- 9) Theft, misappropriation, and/or unauthorized possession or removal of property belonging to the College, members of the College community, or other persons with whom the College has a business relationship.
- 10) Concealing, falsifying, altering, misusing, or removing records, including electronic data records.
- 11) Direct or indirect misuse of College resources, including property leased to the College, for other than officially approved activities (including, but not limited to, employees, facilities, mail service, supplies, equipment, and college computing and communication resources, including computers, networks, electronic mail services, electronic information sources, voicemail, telephone services, and other communication resources).
- 12) Smoking in unauthorized areas.
- 13) Sleeping while on duty.

- 14) Failure or refusal to cooperate in or interference with College disciplinary proceedings.
- 15) Violation of the Conflict of Interest Policy.
- 16) Unauthorized use of alcohol or being under the influence of alcohol while on College premises or working for the College.
- 17) Providing alcoholic beverages to any student under twenty-one (21) years of age.
- 18) Violation of safety rules and policies.
- 19) Employees must comply with all federal laws, state laws, agreements with third parties, and College policies and principles pertaining to the use, protection, and disclosure of various types of confidential, proprietary, and private information. Such policies apply even after the employee relationship with the institution ends. Refer to the Confidentiality and Privacy Policy.
- 20) Discrimination, including harassment, against another community member, including but not limited to students, faculty, staff, administrators, and independent contractors on political grounds, or for reasons of race, religion, sex, age, disability, and any other basis prohibited by state, federal, and/or local law, or for other arbitrary or personal reasons. Where actions are found to have occurred that violate this standard, the College will take prompt action to cease the offending conduct, prevent its recurrence and discipline those responsible. Refer to the College's Discrimination and Harassment Policy.
- 21) Harassment of any person, including, but not limited to, violation of the Sexual Harassment Policy.
- 22) Violation of the Sexual Misconduct Policy. [Volume II, 2.3]

#### **5.7.1.5 Discharge from Employment; Disciplinary Action**

Discharge is a separation initiated by the college. The college has the right to terminate any employee at-will, with or without cause, with or without notice. The college reserves the right to use progressive discipline on a case-by-case basis.

The following warning procedures may be used by supervisors to alert employees as to unsatisfactory behavior, performance or record:

B. Oral Warning: A private explanation and discussion of the deficiency, including how this deficiency is to be rectified and indication of time by which the deficiency must be corrected. The delivery of this oral warning should be documented by the supervisor even though it was not presented in writing to the employee.

C. Written Warning: This second warning will be in writing and may be accomplished either through the annual performance appraisal or the performance improvement plan. In either instance there must be written reference to the date of the oral warning and must clearly identify the problem and outline a course of corrective action within a specified time frame. The employee must date and sign this warning. Suspension without pay may be an additional consequence to the written warning process. Such suspension will be at the sole discretion of the college for not less than five days and be administered on a case-by-case basis. Length of suspension will be determined by the severity of the conduct, record, action or performance. This will also be signed by the employee, as evidence that the employee has seen the document.

D. Final Action: termination: Notice of Termination will be given if the performance deficiency was not rectified within the specified time frame.

All written warnings will be retained in the employee's personnel file in the Business Office.

The college retains the right to take disciplinary action up to and including termination for serious infractions, misconduct, violations of rules or safety measures, or for other serious performance issues.

Actions which may result in immediate dismissal include, but are not limited to:

1. Falsification of personnel records, including time records and applications for employment and altering the time card of another employee.
2. Incompetence or inefficiency.
3. Inexcusable neglect of duties, insubordination, or disobedience.
4. Unauthorized possession of or drinking of any alcoholic beverages or the use, sale, dispensing, or possession of narcotics, barbiturates, hallucinogens, amphetamines or marijuana on college owned or operated property. (The use, as prescribed, of appropriately prescribed medication is accepted.)

5. Unexcused absence for three (3) consecutive days without notification or reasonable cause.
6. Theft, including unauthorized use or removal of college property and stealing from fellow employees, students or others on college owned or operated property.
7. Unauthorized possession firearms, knives, or explosives or any other item that could be considered a dangerous weapon.
8. Immoral or indecent conduct on college premises or conviction by a court of law of such conduct off the job.
9. Threatening, intimidating, coercing, or interfering with fellow employees on college owned or operated property.
10. Conviction of a serious criminal offense, including, but not limited to murder, armed robbery, arson, or assault, whether or not on college owned or operated property.
11. Any act of fighting or physical altercation on college owned or operated property.
12. Refusal to perform assigned duties or follow instructions of a supervisor.
13. Failure to correct conditions covered in written warning.
14. Release of confidential information to unauthorized persons.
15. Abusive or threatening language directed toward students, faculty, staff, administrators or visitors to the college.
16. Violations of the college's equal opportunity policies (see Vol.3) including but not limited to sexual harassment, misconduct or other discriminatory behavior (see Vol.2).
17. Any other serious violation of any other policy of the college and/or term of the contract.

### **Registered Sex Offender Information**

Registered sex offenders can be located at the following web site of the Kansas Bureau of Investigation:

<http://www.accesskansas.org/kbi/ro.shtml>

### **Sexual Assault & Safety Education Programs**

*Southwestern College prohibits the crimes of dating violence, domestic violence, dating violence and stalking as those terms are defined for the purposes of the Clery Act.*

The Office of Student Affairs at Southwestern College works hard to promote awareness of rape on college campuses, domestic violence, dating violence, sexual assault and stalking.

#### *Programs for Incoming Students*

- The residence life staff trains the resident assistants on the process for a student to report a sexual assault. The resident assistants are Campus Security Authorities, so they learn what that means and their responsibility within that process.
- Before first year students move in during August, the resident assistants and resident directors are trained in first responder procedures for victims of sexual assault and they learn about effective bystander intervention.
- Southwestern College had a three day on- campus orientation program for incoming first year students called “Builder Camp”. Within this orientation, Southwestern College has about forty-five peer leaders that go through a three day training program before the camp. These students are called “Orientation Leaders”. The Orientation Leaders learn about the definition of consent and bystander strategies.
- At Builder Camp, the first year students go through an hour session on the topic of “Consent” during intimate encounters. The session is interactive and informative. Also, the session utilizes skits from their peers so that they can relate to the information better.
- At Builder Camp, the first year students also go through Pro-Social Bystander programming. The program is based on the Step-Up! Program. The Step-Up! Program taught first year students the 5 decision making steps, SEEK model, warning signs and resources.
- Campus Life Programs
  - Health & Wellness Fair- Blood Drive and Flu Shots- but main focus was on depression and anxiety screenings of students. Students were screened for depression and anxiety. September 2021
- On Line Education Program titled, “Lasting Choices” developed by the College’s insurance provider EIIA and United Educators. The program teaches students to protect their campus from sexual assault by learning the role of alcohol in sexual assaults, how to report sexual assaults and intervention strategies. All main campus students are emailed a link to the program in January and again in September.
- All main campus students are emailed the Southwestern College Drug and Alcohol Policy in January and again in September.

- April Sexual Assault Awareness Month
  - Not on My Campus, April 4, 2022. Students wrote on their hands to show support to victims and then did a group photo and placed on social media.
  - Brittany Piper, April 18<sup>th</sup>, 2022. As a victim of sexual assault, she came to campus and shared her story of adversity, resilience. It was open to campus.
  - Shoot The Hoops, April 1. 3 vs 3 basketball tournament, along with a speaker from the Wichita Area Sexual Assault Center and an information table.
  - Information Tables in the Library, Student Union & Mossman Hall giving information on mental health resources, how to report sexual assault on campus, community counseling services, sexual assault resources in the community, sexual assault facts, pro-social bystander information and myths & statistical information on sexual assault.
- Stop the Bleed Training on September 14, 2022
  - Tourniquets
  - Pressure bandages & wound packaging
- Mental Health Week
  - You Are Not Alone Project
  - Letters to Your Future Self
  - Mental Health Support Baskets
  - Eating Well & Your Mental Health
  - Get a Fresh Start & Break a Plate! Stress Relief program
- National Campus Safety Week- September 19, 2022
  - Information Table on Sexual Assault Resources in Library, Student Union & Mossman Hall.

### **Student Affairs Staff Training**

Student Affairs Staff members including the Dean of Students, Assistant Dean of Students, Assistant Director Residence Life and the Director of Safety and Security have each attended different training and information sessions listed below within the past 3 years:

Jeanne Clery Compliance: A Collaborative Team Approach	January 2018
Webinar: Emergency Planning for Complex Emergencies	January 2018
ASCA Annual Conference- Campus Safety and Title IX	February 2018
Husch Blackwell: Title IX Best Practices	June 2018
Webinar: Handling the Aftermath of an Active Shooter event: Increasing School Security Through Visual Identification	August 2018
NCASM Webinar: Drug Free School Communities Act and Why It Matters.	September 2018
NCASM Webinar: Emergency Communications- Hearing Your Message Loud and Clear	September 2018
NCASM Webinar: Classifying Hate Crimes Under Clery	September 2018
Webinar: Keys to Effective Emergency Medical Preparedness	September 2018
Webinar: 3 Pillars of an Effective Weather Safety Policy	September 2018
NCASM Webinar: Timely Warning Analysis	September 2018
NCASM Webinar: What's Your Message?	September 2018
Department of Homeland Security Training: Active Shooter Preparedness Workshop	September 2018
Webinar: Best Practices in Emergency Management	October 2018
Back in Black County Emergency Table Top Exercise	March 2019



ALERT! Exploring Timely Warnings under the Clery Act	July 2019
Clery Webinar: Statement of Policy or Description of Practice-ASR	September 2019
Clery Webinar: Evaluating Your Drug & Alcohol Prevention Program	September 2019
Breaking Down Clery Act Challenges	October 2019
2020 Title IX Regulations- Summary and Analysis for New York State Colleges and Universities	May 2020
Husch Blackwell: Final Title IX Regulations and Their Effect On Your Campus	May 2020
Understanding the New Title IX Regulations: A Guide to Key Changes	June 2020
Hearings in the New Era: Are You Ready	July 2020
Title IX Investigator Training	July 2020
Title IX Investigator Training & Report Writing	July 2020
Kansas Independent Colleges Association Title IX Training	July 2020
Mental Health and Covid-19	July 2020
Illegal Drugs, Vaping, Bullying & Assaults	July 2020
Bystander Intervention: Stand Up, Speak Up, Act Up	July 2020
Enhancing School Security	July 2020
Husch Blackwell: The Impact of Title IX Regulations On Faculty & Employees	July 2020

Title IX Decision Maker Training	August 2020
Virtual Heartland Campus Safety Summit	November 2020
Husch Blackwell- Core Issues and Lessons Learned from 2020 Title IX Regulations	January 2021
Beyond the Basics: Reading the Regs Part 1	February 2021
Beyond the Basics: Reading the Regs Part 2	April 2021
Dusting off the Old Playbook- Possible Policy and Legal Changes for Higher Education under the Biden administration	March 2021
Safety, Accountability, Justice: The Importance of Multidisciplinary Responses to Sexual Assault & Child Sexual Abuse	April 2021
Virtual Clery Act Training Seminar	June 2021
Beyond the Basics: Counting & Classifying Clery Crimes	August 2021
EIIA Insurance webinar: Title IX in 2021	June 2021
Clery Center: Know More-Do More Crafting Your ASR More Than Just Crime Statistics	February 2022

## Daily Crime & Incident Log

The Office of Student Affairs which includes the Office of Safety and Security maintains a Daily Crime and Incident Log that records by nature (classification), case number, date/time reported, date/time occurred, general location and disposition. All crimes and other serious incidents that occur on campus, in a non-campus building or property,

on public property, or within the department's patrol division will be reported. The department posts incidents in the Daily Crime and Incident Log within two business days of receiving a report of an incident.

## **Risk reduction & Theft Prevention**

Through the Builder Camp presentations students learn about reducing risk through bystander intervention. It is important for the Office of Student Affairs to not contribute to victim blaming efforts such as asking women not to dress a certain way or discuss their alcohol intake. The Office of Student Affairs feels that students who are victims of crimes such as domestic violence, dating violence, stalking and rape should not be blamed in anyway. It is the perpetrator who decided to commit the crime and therefore, the blame rests with them.

Residence hall staffs can contribute to the safety of their residents by encouraging them to practice the following preventative measures.

1. Resident rooms must be locked when there is no one there.
2. Keep your automobile locked; never leave the keys in the vehicle. Avoid leaving property in the vehicle where it is visible. Always store such items in the trunk.
3. Check your car before entering for possible break-ins.
4. Personal property, such as purses, briefcases, textbooks, backpacks, etc., should never be left unattended. Keep such items with you while in classrooms, lounges, the cafeteria, snack bar, or the library.
5. Lock all bicycles. Always run the lock through the bicycle frame, never only through the tire.
6. Make a record of the serial number of all personal property.
7. If you lose your room or outside door key, report this immediately and obtain a new one.
8. Report to your hall director, residential operations or campus security any suspicious or unauthorized people you notice in the hall.
9. Promptly report any thefts you or your residents discover. Your information is valuable and time is important. If you witness or discover such a situation, you can help by providing identifying information such as:

**Autos:** License number, make, and model; color and any outstanding characteristics; bent fenders, rust spots, faded paint, etc.

**Property:** Serial numbers of stolen property and complete and concise descriptions; when the items were last seen or used.

**Persons:** Name (if known), sex, age, height, weight, dress, speech, complexion, distinguishing marks (jewelry, tattoos, scars, missing teeth, and physical condition), method of travel and direction.

## **Fire Plan**

Southwestern College takes fire safety very seriously. Students are educated on the fact that open flames such as candles and grills are not allowed on campus. Students who violate the fire safety regulations are subject to the student disciplinary process. The Residence Life staff also helps students to be alert to fire hazards and to report all potential dangers to a residence assistance, resident director or to the student life department. Students are informed before each semester of the items that are prohibited due to fire safety. Residence hall staff stress to residents the safe use of all electrical appliances, including refrigerators, curling irons, popcorn poppers, etc. These should be unplugged when not in use. Stress that circuits must not be overloaded.

The residence hall staff is responsible for assisting campus security with fire drills, educational programs, and making sure each resident is aware of rules and the procedure in the event of a fire. Check for the following fire hazards:

Wiring- under rugs, under furniture, frayed, spiced together, loose or faulty connectors, heavy appliance plugged into a thin extension cord.

Wall circuits- Too loose, filaments exposed, overloaded connections, non UA-approved power booster.

Lights- Halogen lamps are not allowed, oversized bulbs, loose switches, loose lights over desks and sinks, humming noises in ceiling fixtures.

Carelessness-overflowing trashcans, smoldering cigarettes, dead or dying houseplants, open coil appliances, flammable liquids, chemicals, blocked heating vents, blocked door vents, appliances left on a bed unattended, old and well-worn carpets.

## **Residence Hall Fire Prevention Information**

All residence halls have smoke detectors and Fire Alarm Control Panels. There are smoke detectors in each student room as well as in the common areas. These are connected to the central alarm system, which, in turn, is connected

to an alarm company which notifies the Winfield Fire Department and the Department of Safety and Security. In addition, Cole Hall (women residence hall) is equipped with a sprinkler system in each room and in common areas. The sprinkler system is tested annually. Below is a listing of the residence halls and the fire equipment in each hall. Central alarms are monitored 24 hours a day by an alarm company. The Physical Plant now monitors the alarms every day and handle or fix malfunctions. The Safety and Security Department serves as a secondary level of monitoring as they check on the alarms as well. If an alarm is set off, the alarm company immediately calls the Winfield Fire Department and the Southwestern College Safety and Security Department.

### **Building Alarms:**

Broadhurst Residence Hall- Central Fire Alarm with individual smoke detectors in each room and common areas. Fire extinguishers are placed throughout the building.

Cole Hall Residence Hall- Central Fire Alarm with individual smoke detectors and sprinklers in each room and common areas. Fire extinguishers are placed throughout the building.

Honors Apartments-Individual smoke detectors in bedrooms and living area. Fire extinguishers are in each apartment. Shriwise Apartments- Central Fire Alarm with smoke detectors in each room.

Reid Residence Hall-Central Fire Alarm with fire extinguishers throughout the building and smoke detectors in each room and common areas. Wallingford Residence Hall- Central Fire Alarm with smoke detectors in each room and common areas.

Warren Apartments- Smoke detectors and fire extinguishers in each apartment.

## **FIRE EMERGENCY POLICY**

**Purpose:** To prevent or reduce loss of life, injury to campus residents, and damage to property.

**Assumptions:** All college employees and students will make the following assumptions:

- Each time an alarm is sounded, all building occupants will assume that there is a real fire
- When an alarm is activated, assigned college employees will assist building occupants in the evacuation of the building in accordance with established procedures.
- Building occupants will not be allowed to return to the building until an “all-clear” signal is given and the fire alarm system is reset.

### **Preparation**

- Residents will be informed of their responsibility and procedures for evacuating through annual meetings held by RAs.
- Designated gathering points for residents will be determined for each hall.
- Each resident staff member will take a roster of their residents to take roll outside after the evacuation.
- Evacuation routes will be posted on the back of each resident hall room door.

### **Fire Evacuation for on-campus housing**

Residents-When the alarm sounds, residents will:

A. If a fire is discovered by a resident, the individual will...

- Sound the fire alarm by using the nearest pull station.
- If time allows, contact 911 and Campus Security (notify RD if available)
- Leave the building the nearest, safe exit.
- Close all doors and windows upon exiting to prevent the spread of fire and smoke.

B. Evacuate the building when the alarm sounds, regardless of the situation.

C. Check the evacuation plan for the room posted in each room

and exit the building.

Take the following precautions when leaving a room:

- *Feel the door.* If it is hot, do not leave the room. When leaving the room, leave the lights on and shut the door, locking it if time permits.
- If there is smoke in the hall, cover face with a towel while staying *low* and *crawling*.
- Test the stairwell door for heat, looking through the window for smoke. Use this exit if there is no smoke or fire

detected. If an exit is blocked, go to the next or nearest exit.

D. Assemble at the designated location with the other residents. Resident Assistants/Director will take roll. Residents are to stay with their hall until further notice.

E. If it is not possible to exit the building, residents will return to their rooms taking these precautions:

- Shut the door, place towels, sheets, etc., around the door to block out smoke as much as possible.
- Hang a sheet out the window to indicate to firefighters that someone is inside.
- Call 911 and campus security to inform them of your situation

**RESIDENCE HALL STAFF-** When the alarm sounds, residence hall staff (RAs) will:

- A. Begin the evacuation process immediately, regardless of the situation.
- B. As you leave the building please alert any residents that you see of the need to evacuate.
- C. As you leave the building close fire doors or smoke-containment doors as you leave.
- D. Join your wing outside. If a fire has been detected create a list of residents that cannot be accounted for.
- E. Wait for the all clear to be given by the hall director before returning to the building.

**HALL DIRECTOR-** When the fire alarm sounds, the Hall Director will:

- A. Report the alarm signal to campus security.
- B. As you exit the building, check the alarm panel to determine if there is a detected fire.
- C. Ensure that evacuation has been initiated and assist residents in evacuation as you leave the building.
- E. Await arrival of campus security or maintenance
- F. If there is an actual fire, the Hall Director will:
  - Unlock any outside doors for easy access by fire department personnel, making sure that the doors remained closed.
  - Collect information from residence hall staff concerning missing residents and provide this information to Campus

Security or the fire department.

- Report any residents left in the building to campus security or the police department.
- Report any residents that are physically challenged, sight or hearing impaired, etc.
- Serve as a resource to the fire department when information concerning the building or keys as needed.
- Assist in helping campus security maintain a safe perimeter (keeping residents away from the burning building).
- Give the signal to residents to re-enter the building and assist in this process.

### **General Fire Evacuation Procedures for employees on campus**

Upon the discovery of a fire or smoke, if the automatic alarm has not sounded, the person who observed the fire will proceed to the nearest pull station and activate the alarm system. The alarm system will initiate calls to 911 and the Security Department.

If the fire is large

1. Crawl low under the smoke to get clean and cooler air.
2. Test doors before you open by kneeling and crouching at the door.
  - a. Reach up as high as you can and touch the door and knob with the back of your hand.
  - b. If the door is hot, use another escape route.
3. Isolate FIRE by closing off the doors if possible.
  - a. Evacuate using stairwells- Do Not Use Elevators
  - b. Stay calm as possible
4. Once you are safe and immediate emergency procedures have been followed- call 911 or Campus Security at 620-229-0012. Notify either campus security or firefighters on the scene if you suspect there may be someone trapped inside the building.
5. If you find yourself unable to evacuate your area, stay in a room, shut the door and go to the window and signal for help.

### **Prohibited Items to help with fire safety**



Southwestern College prohibits the use of candles, candle warmers, smoking, electric cooking devices, halogen lights, fireworks, space heaters, and other items as directed by the local fire marshal. Smoking is allowed on campus, outside and 10 feet from the entrance- according to the Winfield City Ordinance.

### **Fire Notification**

Students and employees should call 911 in the event of a fire. However, students and employees can also contact the campus security department at 620-229-0012 for fire assistance.

### **Fire Drills**

The Safety and Security Department in conjunction with the Department of Residence Life, tries to conduct two fire drills (evacuations) from each residence hall during the academic year. The College requires complete evacuation of buildings during a fire alarm. Individuals who ignore fire alarms and required evacuations may face disciplinary action. Since false alarms may lower the evacuation response from students, the College will analyze the cause of for causes of false alarms and work to reduce their occurrence. By reducing the number of false alarms, we hope to maintain students' diligence in responding.

### **Mandatory Supervised Fire Drills**

Fire Drills completed:

Broadhurst Hall: 4/27/2022

Cole Hall: 4/27/2022

Wallingford Hall 4/27/2022

Sutton Hall 4/21/2022

Reid Hall 4/22/2022

Shriwise Hall 4/28/2022

Honors Hall

Little Builders Pre-school- 1/19/2020, 2/9/2022, 3/31/2022, 4/20/2022, 7/20/2022, 8/30/2022, 9/14/2022, 10/26/2022, 11/17/2022, 12/21/2022

### **Future Improvements & Goals**

Increasing fire drills and fire safety awareness is the goal for The Office of Student Affairs. The Safety and Security department would like to improve the amount of fire drills completed in academic and administrative buildings. Also, improved consistency in residence hall fire drills are necessary.

### **Residence Hall Fire Prevention Information**

All residence halls have smoke detectors and fire alarm control panels. There are smoke detectors in each student room as well as in the common areas. These are connected to the central alarm system, which in turn, is connected to an alarm company which notifies the Winfield Fire Department and the Southwestern College Security Department. In addition, Cole Hall is equipped with a sprinkler system in each room and in common areas. The sprinkler system is tested annually. Below is a listing of the residence halls and the fire equipment in each hall. Central alarms are monitored 24 hours a day by an alarm company. The maintenance department inspect the alarms every day and repair malfunctions. If an alarm is set off, the alarm company immediately calls the Winfield Fire Department and the Southwestern College Security Department.

Wallingford Hall: Central fire alarm with smoke detectors in each room and common areas.

Cole Hall: Central fire alarm with individual smoke detectors and sprinklers in each room and common areas. Fire extinguishers are placed throughout the building.

Broadhurst Hall: Central fire alarm with individual smoke detectors in each room and common areas. Fire extinguishers are placed throughout the building.

Reid Hall- Central fire alarm with fire extinguishers throughout the building and smoke detectors in each room and common areas.

Sutton Hall- Central fire alarm with fire extinguishers throughout the building and smoke detectors in each room and common areas.

Honors Apartments: Individual smoke detectors in bedrooms and living area. Fire extinguishers are in each apartment.

Shriwise Apartments: Central fire alarm with smoke detectors in each room.

Warren Apartments: Smoke detectors and fire extinguishers in each apartment.

## **General Fire Evacuation Procedures for employees on campus**

### **Decision Maker(s)**

The decision to evacuate will be made by the appropriate law enforcement agency in consultation with the President and/or appropriate individuals in College administration

Upon the discovery of a fire or smoke, if the automatic alarm has not sounded, the person who observed the fire will proceed to the nearest pull station and activate the alarm system. The alarm system will initiate calls to 911 and the Security Department.

If the fire is large

1. Crawl low under the smoke to get clean and cooler air.
2. Test doors before you open by kneeling and crouching at the door.
  - a. Reach up as high as you can and touch the door and knob with the back of your hand.
  - b. If the door is hot, use another escape route.
3. Isolate FIRE by closing off the doors if possible.
  - a. Evacuate using stairwells- Do Not Use Elevators
  - b. Stay calm as possible

4. Once you are safe and immediate emergency procedures have been followed- call 911 or Campus Security at 620-229-0012. Notify either campus security or firefighters on the scene if you suspect there may be someone trapped inside the building.
5. If you find yourself unable to evacuate your area, stay in a room, shut the door and go to the window and signal for help.

## Fire Log

The Security Department maintains a Fire Log. The Fire log consists of four categories. The four categories include the date the fire was reported, the nature of the fire, the date and time of the fire and the general location of the fire.

## Fire Safety Report

Hall	2020	2021	2022
Wallingford 1804 Warren Street- Winfield			
• Number of Fires	0	0	0
• Cause	0	0	0
• Injuries	0	0	0
• Deaths	0	0	0
• Value of property damage	0	0	0

## Cole 1701 Warren Street-Winfield

• Number of Fires	0	0	0
• Cause	0	0	0
• Injuries	0	0	0
• Deaths	0	0	0
• Value of property damage	0	0	0

## Broadhurst 1602 Warren Street-Winfield

• Number of Fires	0	0	0
• Cause	0	0	0
• Injuries	0	0	0
• Deaths	0	0	0
• Value of property damage	0	0	0

## Sutton 1825 Warren Street-Winfield

• Number of Fires	0	0	0
• Cause	0	0	0
• Injuries	0	0	0
• Deaths	0	0	0
• Value of property damage	0	0	0

## Reid 1901 Warren Street- Winfield

• Number of Fires	0	0	0
• Cause	0	0	0
• Injuries	0	0	0
• Deaths	0	0	0
• Value of property damage	0	0	0

## Shriwise 1719 Fowler Street-Winfield

• Number of Fires	0	0	0
• Cause	0	0	0
• Injuries	0	0	0
• Deaths	0	0	0
• Value of property damage	0	0	0

## Honors 1711 Fowler Street-Winfield

• Number of Fires	0	0	0
• Cause	0	0	0
• Injuries	0	0	0
• Deaths	0	0	0
• Value of property damage	0	0	0

## Warren Street Apartments-300 Stevens Street

• Number of Fires	0	0	0
• Cause	0	0	0
• Injuries	0	0	0
• Deaths	0	0	0
• Value of property damage	0	0	0

**Bomb Threat**

A bomb threat may come to the attention of the receiver in various ways. It is important to compile as much

information as possible. Please DO NOT attempt to notify or evacuate an entire building as this could consume valuable time that would be better used to gather important information. Please keep in mind the vast majority of bomb threats are false and are primarily intended to elicit a response from the building occupants. In the case of a written threat, it is vital as few people handle the document as possible; this is evidence that should be turned over to Campus Security. If bomb threats are transmitted over the telephone; thus, the following instructions will be provided with that assumption.

### **Immediate Action**

1. Remain calm and immediately refer to the attached bomb threat checklist. If applicable, pay attention to your telephone display and record the information shown in the display window.
2. The object is to keep the caller on the line as long as possible to attempt to gather as much information as possible. Try not to anger the caller at any time.
3. While engaging the caller, pay attention to any background noise and distinctive sounds (machinery, traffic, other voices, music, television, etc.).
4. Note any characteristics of the caller's voice (gender, age, education, accent, etc.).
5. Attempt to obtain information on the location of the device (building, floor, room, etc.).
6. Attempt to obtain information on the time of detonation and type of detonator.
7. See attachment A.
8. Immediately after the caller has ended the call, notify Campus Security at 620-229-0012.
9. If the threat was left on your voice mail, do not erase.
10. Notify the immediate supervisor within your work area.

### **Decision**

The decision to evacuate a College facility shall be made after a thorough evaluation of the information available, including but not limited to:

1. the nature of the threat
2. the specificity of the location and time of detonation
3. circumstances related to the threat (i.e. political climate, series of events leading to the threat, etc.)
4. discovery of a devices or unusual package, luggage, etc.

The responding law enforcement agency will organize the search. Other emergency units will be alerted to the threat

and asked to stand by for further instructions. Any employee who wants to leave the building will be permitted to do so. Persons leaving the building should report to a specified location for further instructions.

## **Tornado Safety Procedures**

The U.S. Weather Service keeps constant watch on weather conditions throughout the country and issues timely alerts to areas that may be involved in severe weather. The tornado watch is issued by the U.S. Weather Service to include areas where conditions are such that severe weather might develop. A WATCH should not be construed as a cause for alarm but rather as a signal to watch for further developments and information.

Tornado warnings are issued by the U.S. Weather Service and/or Emergency Preparedness. When a WARNING is issued, a funnel cloud or tornado has been sighted either visually or on radar. When a WARNING is issued, be prepared to take shelter immediately.

Emergency sirens are activated only by Emergency Preparedness. The closest siren to the Southwestern College campus is located near the intersection of Houston and Simpson streets. A SIREN means an emergency exits. When one hears the siren, they should turn on their radio or television immediately for further instructions.

## **In the Event of a Tornado – Residence Hall Staff Procedure**

A **floor diagram** showing safer areas in each residence hall has been prepared for each building. Familiarize yourself with it! In general, safe areas are in basement or lower floor areas away from both glass windows and doors. Closets, stairwells, bathrooms, and storage areas are often best but beware of glass.

In the event of a tornado warning, the students will proceed directly to the following areas of shelter or to an interior hallway on the lowest floor.

**Broadhurst:** 1st floor, west hallway of Broadhurst with fire doors closed.

**Reid** - White PE Locker Room.

**Sutton** - 1st floor hallway of Sutton with the fire doors closed. If time allows, proceed to storage room in Student Center.

**Wallingford** - 1st floor hallway of Wallingford with the fire doors closed.



**Honor** - Mossman Basement

**Shriwise** - Mossman Basement

**Warren Apartments** - White PE Locker Room.

**Cole Hall** – Cole Hall Basement

## **Procedure**

1. Campus security will notify Resident Directors/Assistants.
2. Hall Directors and other housing staff need to notify all residents on their floors of the warning and then proceed to shelter.
3. If the sirens sound, take a pillow and go to the designated area closest to you. The safest position is to sit with your head between your drawn-up knees and your pillow covering your head.
4. Take any warning seriously.

## **Active Shooter Plan**

The Security Department hosted an ALLERT Committee Meeting consisting of 7 staff members on May 12, 2022.

*ALERT Mission: To provide the best research-based active shooter response training in the nation.*

*ALERT Vision: Training and research that saves lives and protects communities.*

**The ALERT Center at Texas State University was created in 2002 as a partnership between Texas State University, the San Marcos, Texas Police Department and the Hays County, Texas Sheriff's Office to address the need for active shooter response training for first responders. In 2013, ALERT at Texas State was named the National Standard in Active Shooter Response Training by the FBI.**

## *Training Capacity*

Since 2002, ALERRT has successfully delivered training across the nation with more than \$136 million in federal and state funding. More than 303,928 state, local, and tribal first responders (over 246,129 law enforcement) have received ALERRT training to date, all at no cost to first responders or agencies.

While much of the training is delivered on-site in cities around the country, ALERRT also has a multimillion-dollar training facility in San Marcos for advanced active shooter response training.

## *Research*

In addition to in-depth after-action lessons learned through partnerships with agencies who have been involved in headline-making active shooter situations, ALERRT has established a criminal justice research department to evaluate and enhance the overall understanding of active shooter events and assist in improving law enforcement best practices.

## *Train-the-Trainer*

Utilizing the train-the-trainer model, the ALERRT curriculum has been adopted by numerous states and agencies as their standard active shooter training. These states include Mississippi, Alabama, Oklahoma, Texas, Iowa, Louisiana, Maryland, Georgia, and Virginia, to name a few. In addition, the New York City Police Department, Miami Police Department, Dallas Police Department, Houston Police Department, San Antonio Police Department, Memphis Police Department, and the Atlanta Police Department are among the major cities across the nation, who have adopted the ALERRT curriculum as their standard.

## *National Integrated Response Conference*

ALERRT hosts a national integrated response conference each fall. The ALERRT Active Shooter Integrated Response Conference is the only national conference bridging the law enforcement, Fire and EMS responses to active shooter / attack events. The 2018 conference merged the three disciplines (Police, Fire and EMS), and for the first time, included emergency room physicians to build integration and coordinated command centers, creating stronger local, regional, state and national active shooter response

preparedness. Based on recent active shooter / intentional mass injury events in the United States, the reality is that saving victims' lives does not end in an ambulance or at the doors of the emergency department. [ALERRTConference.org](https://www.alerrtconference.org).

## Hate Crimes

Southwestern College identifies the following categories of bias that motivates for a crime. For the purposes of this report, the categories of bias include actual or perceived:

- Race
- Gender
- Gender Identity
- Religion
- Sexual Orientation
- Ethnicity
- National origin
- Disability

The requirement for counting off campus trips as non-campus locations for the purpose of gathering crime statistics for the Annual Safety Report is no longer mandatory per the Jeanne Clery Act Appendix for the FSA Handbook (2016). However, in keeping with the spirit of the Clery Act, Southwestern College reserves the right to count crime statistics for non-campus locations that meet the following criteria:

1. Off campus locations that are used on a consistent basis every year for student activities.
2. The student activity is a multiple day event that is mandatory for students to attend.
3. The majority of the students attend said event.
4. The event is an integral part of student programming and represents an immersion into the institutional culture of Southwestern College.

An example of an event of this nature is the yearly Southwestern College Builder Camp at Sky Ranch, during which all freshmen are given an orientation into Builder Life by staff and upper classmen.

### Crime Statistics

Category	Venue	Years		
		20	21	22
Criminal Homicide Murder & Non-Negligent Manslaughter	On-Campus	0	0	0
	In Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On-Campus	0	0	0
	In Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Rape	On-Campus	0	0	3
	In Residence Halls	0	0	2
	Non-Campus	0	0	0
	Public Property	0	0	0
Fondling	On-Campus	0	0	0
	In Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Incest	On-Campus	0	0	0
	In Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Statutory Rape	On-Campus	0	0	0
	In Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Robbery	On-Campus	0	0	0
	In Residence Halls	0	0	0
	Non-Campus	0	0	0

	Public Property	0	0	0
Aggravated Assault	On-Campus	0	0	1
	In Residence Halls	0	0	1
	Non-Campus	0	0	0
	Public Property	0	0	0
Burglary	On-Campus	2	2	1
	In Residence Halls	2	1	1
	Non-Campus	1	0	0
	Public Property	0	0	0
Arson	On-Campus	0	0	0
	In Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On-Campus	1	0	0
	In Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Arrests for Weapons Possession	On-Campus	0	0	0
	In Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Judicial Referrals for Weapons Violations	On-Campus	0	0	0
	In Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

Arrests for Liquor Law Violations	On-Campus	1	0	0
	In Residence Halls	1	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Judicial Referrals for Liquor Law Violations	On-Campus	76	37	33
	In Residence Halls	76	37	31
Arrests for Drug Law Violations	On-Campus	21	14	15
	In Residence Halls	21	12	15
	Non-Campus	0	0	0
	Public Property	0	0	0
Judicial Referrals for Drug Law Violations	On-Campus	1	16	22
	In Residence Halls	1	16	8
Domestic Violence	On-Campus	0	0	0
	In Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Dating Violence	On-Campus	3	6	3
	In Residence Halls	3	6	3
	Non-Campus	0	0	0
	Public Property	0	0	0
Stalking	On-Campus	0	0	0
	In Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

**Hate Crimes****Hate Crimes  
On Campus  
2022**

	2022total	Race	Religion	Sex Orient	Gender	Disability	Ethnicity	Nat. Origin
Murder/Non negligent	0	0	0	0	0	0	0	0
Manslaughter								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0

Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage	0	0	0	0	0	0	0	0
Vandalism of property	0	0	0	0	0	0	0	0

**Hate Crimes  
On Campus  
2021**

	2021 total	Race	Religion	Sex Orient	Gender	Disability	Ethnicity	Nat. Origin
Murder/Non negligent	0	0	0	0	0	0	0	0
Manslaughter								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0



Incest	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage	0	0	0	0	0	0	0	0
Vandalism of property	0	0	0	0	0	0	0	0

**Hate Crimes  
On-Campus  
2020**

	2020 total	Race	Religion	Sex Orient	Gender	Disability	Ethnicity	Nat. Origin
Murder/Non negligent	0	0	0	0	0	0	0	0
Manslaughter								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0

Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage	0	0	0	0	0	0	0	0
Vandalism of property	0	0	0	0	0	0	0	0

### Hate Crimes

#### On-Campus Residence Hall 2022

	2022 total	Race	Religion	Sex Orient	Gender	Disability	Ethnicity	Nat. Origin
Murder/Non negligent	0	0	0	0	0	0	0	0
Manslaughter								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0

Incest	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage	0	0	0	0	0	0	0	0
Vandalism of property	0	0	0	0	0	0	0	0

**Hate Crimes**  
**On-Campus Residence Hall**  
**2021**

	2021 total	Race	Religion	Sex Orient	Gender	Disability	Ethnicity	Nat. Origin
Murder/Non negligent	0	0	0	0	0	0	0	0
Manslaughter								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0

Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage	0	0	0	0	0	0	0	0
Vandalism of property	0	0	0	0	0	0	0	0

### Hate Crimes

#### On-Campus Residence Hall 2020

	2020 total	Race	Religion	Sex Orient	Gender	Disability	Ethnicity	Nat. Origin
Murder/Non negligent	0	0	0	0	0	0	0	0
Manslaughter								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0

Incest	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage	0	0	0	0	0	0	0	0
Vandalism of property	0	0	0	0	0	0	0	0

**Hate Crimes  
Non-Campus  
2022**

	2022 total	Race	Religion	Sex Orient	Gender	Disability	Ethnicity	Nat. Origin
Murder/Non negligent	0	0	0	0	0	0	0	0
Manslaughter								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0



Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage	0	0	0	0	0	0	0	0
Vandalism of property	0	0	0	0	0	0	0	0

**Hate Crimes  
Non-Campus  
2021**

	2021 total	Race	Religion	Sex Orient	Gender	Disability	Ethnicity	Nat. Origin
Murder/Non negligent	0	0	0	0	0	0	0	0
Manslaughter								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0

Incest	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage	0	0	0	0	0	0	0	0
Vandalism of property	0	0	0	0	0	0	0	0

**Hate Crimes  
Non-Campus  
2020**

	2020 total	Race	Religion	Sex Orient	Gender	Disability	Ethnicity	Nat. Origin
Murder/Non negligent	0	0	0	0	0	0	0	0
Manslaughter								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0

Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage	0	0	0	0	0	0	0	0
Vandalism of property	0	0	0	0	0	0	0	0

**Hate Crimes  
Public Property  
2022**

	2022 total	Race	Religion	Sex Orient	Gender	Disability	Ethnicity	Nat. Origin
Murder/Non negligent	0	0	0	0	0	0	0	0
Manslaughter								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0

Incest	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage	0	0	0	0	0	0	0	0
Vandalism of property	0	0	0	0	0	0	0	0

**Hate Crimes  
Public Property  
2021**

	2021 total	Race	Religion	Sex Orient	Gender	Disability	Ethnicity	Nat. Origin
Murder/Non negligent	0	0	0	0	0	0	0	0
Manslaughter								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0

Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage	0	0	0	0	0	0	0	0
Vandalism of property	0	0	0	0	0	0	0	0

**Hate Crimes  
Public Property  
2020**

	2020 total	Race	Religion	Sex Orient	Gender	Disability	Ethnicity	Nat. Origin
Murder/Non negligent	0	0	0	0	0	0	0	0
Manslaughter								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0

Incest	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage	0	0	0	0	0	0	0	0
Vandalism of property	0	0	0	0	0	0	0	0



**Hate Crimes**  
**Reported by local police**

**2022**

	2022 total	Race	Religion	Sex Orient	Gender	Disability	Ethnicity	Nat. Origin
Murder/Non negligent	0	0	0	0	0	0	0	0
Manslaughter								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0

Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage	0	0	0	0	0	0	0	0
Vandalism of property	0	0	0	0	0	0	0	0

**Hate Crimes**  
**Reported by local police**  
**2021**

	2021 total	Race	Religion	Sex Orient	Gender	Disability	Ethnicity	Nat. Origin
Murder/Non negligent	0	0	0	0	0	0	0	0
Manslaughter								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0

Incest	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage	0	0	0	0	0	0	0	0
Vandalism of property	0	0	0	0	0	0	0	0

**Hate Crimes**  
**Reported by local police**

**2020**

	2020 total	Race	Religion	Sex Orient	Gender	Disability	Ethnicity	Nat. Origin
Murder/Non negligent	0	0	0	0	0	0	0	0
Manslaughter								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0

Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage	0	0	0	0	0	0	0	0
Vandalism of property	0	0	0	0	0	0	0	0

The Clery Act does not require a counselor to breach confidentiality, but it is often beneficial to the greater campus population to compile statistics regarding criminal activity in a way that does not violate client confidentiality. The report is only for crimes that occurred on campus from January 2020 to December 2020. To this end, there were no crimes reported by either counselor.