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The contents of this handbook were gathered and compiled by the Dean of Student Services and the Director of Residence and Student Life for residents' use and information. **All information in this publication is subject to change.** It is your responsibility as a resident to read and understand all information in this handbook. This handbook is provided to help you become familiar with our Residence Halls, services, programs, facilities, policies, procedures, and staff as well as to understand our philosophy and goals while living at Neosho County Community College. Each resident of NCCC's Residence Halls must realize that they have not only certain rights as a resident but also responsibilities. There are three resident buildings at the Chanute campus of Neosho County Community College. Bideau Hall houses 213 men and women in a two-to-a-room and four-to-a-suite format (same sex). NeoKan Hall houses 75 residents in a two-to-a-room format in a traditional community style layout. Lafayette House is located behind Bideau hall at the corner of 10th Street and Lafayette. The house allows for 5 residents (3 single rooms and 1 double room). Our international students are given priority for this property.

Residential Living Requirements

Unmarried students under 21 years of age who are enrolled full-time and are taking classes on the Chanute campus and not living with parent(s)/legal guardian(s) are required to live in college housing when space is available. Students under 21 years of age with dependents who live with them and/or married students are not required to live in college housing. Students living in college housing must participate in the regular meal plan offered by food service. *Students with special circumstances who wish exemption from the housing requirement may apply in writing to the Director of Residence and Student Life.* Generally, exemptions are limited to physical, mental, or medical needs and cultural concerns relating to international students. The housing requirement will not apply to exchange students required to reside with a host family by the exchange program. The Director of Residence and Student Life or designee will respond in writing within five (5) business days. If the request is denied, the request may be appealed to the Dean of Student Services who will respond within five (5) business days. This decision will be final.

Default

Residents must be current in their college housing and tuition/fee payments. A student may be asked to move out of the Residence Hall if:

- Any payment due under this contract is thirty (30) days past due (food service may also be terminated if the default is not resolved within five (5) working days after written notice of default)
- The student is no longer enrolled at NCCC, in which event NCCC may, at its option, require the student to vacate the premises. The student will not be permitted to return to college housing or enroll at NCCC until delinquent obligations under this contract are paid in full or satisfactory payment arrangements are made in writing. Any student who falls below full-time status at the college may be required to vacate housing.

2022-2023 Residence Hall Schedule

Move In Day	August 20	Residence Halls open at 9am
Thanksgiving Break	Nov. 19 – Nov 27	Residence Halls Closed
Christmas Break	Dec. 16 – Jan. 15	Residence Halls Closed
Spring Break	March 10 - March 19	Residence Halls Closed
Move Out Day	May 12	Residence Halls close at 5pm

The Residence Halls are closed during Thanksgiving, Christmas, and Spring Breaks. All residents are required to find other housing arrangements during this time. Only students living in the Residence Halls who are required to participate in college activities at these times will be granted permission to remain in the Residence Halls. **STUDENTS ARE NOT PERMITTED TO STAY IN THE HALLS TO WORK OFF CAMPUS.**

2022-2023 Lafayette House Schedule

Move In Day	Aug. 8	Please schedule with Housing Staff
Summer	May 30- July 30	Contract dates for the summer
Fall	Aug. 8-Jan. 2	Contract dates for the fall semester
Spring	Jan. 9-May 29	Contract dates for the spring semester

While the Residence Halls do close during Thanksgiving, Christmas, and Spring breaks, Lafayette House residents are NOT required to leave during this time. Great Western Dining will be closed during these dates as well. **Dates may be extended depending on availability of space and housing personnel.**

Housing Staff

In case of emergencies please call our 24-hour duty phone at 913-396-9704.

The department is made up of two full-time professional staff members, one part-time professional staff member, and seven paraprofessional staff members.

Director of Residence and Student Life - The Director resides off-campus and is a full-time professional staff member. The Director is a resource for students with questions or concerns about housing and student life activities. The Director supervises the professional Residence Hall staff and provides leadership for the Residence Halls.

Assistant Director of Residence and Student Life - The Assistant Director resides in Bideau Residence Hall and is a full-time professional staff member.

Coordinator of Residence and Student Life - The Coordinator resides in NeoKan Residence Hall and is a part-time professional staff member. The Coordinator assists the Director in student life operations.

Resident Assistants - Resident Assistants (RAs) live in the Residence Halls and are paraprofessional staff members. They are there to ensure a positive living experience for residents while encouraging student achievement both in and out of the classroom. RAs ensure the safety of all residents by following the Emergency Action Plan guidelines.

Dining Services Information

All residents must purchase the 19-meal plan as part of their room and board package. Residents of Lafayette House are not required to purchase a meal plan. All meals are served in the cafeteria located in the Student Union. A valid student ID card must be presented upon entrance to the cafeteria. Cafeteria property including glasses, cups, plates, and tableware must remain in the cafeteria. It is also Great Western Dining's policy that no food or drink may leave the cafeteria without specific permission.

- **Cafeteria Attire:** Appropriate dress is expected in the cafeteria. Shirts and shoes must be worn at all times. Great Western Dining staff regulates what is considered appropriate attire and may suggest changes in consultation with college officials.
- **Food Service Committee:** If you have any suggestions or concerns about the food service, the food committee is available to hear your concerns. The committee meets once a month throughout the school year. Contact the Director of Residence and Student Life for more information.
- **Guests:** Guests may eat in the cafeteria. Meal charges are posted at the cashier and online via the Housing page. Guests may purchase a multiple meal card or pay cash for individual meals.
- **Meal Times:** Meal times are subject to change and will be posted in the cafeteria and in both Residence Halls each semester. Two meals are served on days when the college is closed. No food service is available during Thanksgiving, Christmas, and Spring Breaks.

Monday – Friday

Breakfast	7:00am – 9:00am
Lunch	11:30am – 1:15 pm
Dinner	5:30pm – 7:30pm

Saturday and Sunday

Brunch	12:00pm – 1:00pm
Dinner	5:00pm – 6:00pm

Open Gym/Weights

The weight room and gymnasium (located in Student Union) are open for use by all students during the following hours:

- Monday-Friday – **12:00pm (noon) – 1:30pm** (*weights only, for non-athletes*)
- Sunday-Thursday - **9:30pm – 11:30pm**
- Friday-Saturday – **7:00pm – 9:00pm**

Supervision by college personnel is required during these open hours. Security may shut down these locations if college personnel is not present.

Health Services

Chanute students have access to a local health clinic, located at 1501 W. 7th Street, for treatment of short-term, routine medical issues (cold, flu, sore throat, illness, etc.). This clinic is intended for out-of-town students who do not have a regular, local physician. Students must call ahead for an appointment (620-432-5588) and identify themselves as an NCCC student. A student ID must be presented at the time of service. A \$10 co-pay will be added to the student’s account after the appointment.

Housing Contract and Application Fee

In order to reserve a spot in college housing, the Housing Application Packet must be completed online via the Housing Department’s webpage. Reservations are issued on a first come, first serve basis and determined by the date of packet and application fee completion. Housing packets are available on the college’s website starting April 1 for the following academic year.

Assignment of Housing

Room assignments are made by the Director or Assistant Director of Residence and Student Life. Students are not guaranteed assignments based on their preferences on the Housing Application Packet. The Director or Assistant Director will not make room assignments based on race, religion, nationality, or sexual orientation. The College reserves the right to assign or reassign rooms in order to attain optimum occupancy or to accommodate occupants.

- **Consolidation Policy**

It is expected that every student has a roommate unless they choose to pay the single room rate (only as space allows). A brief consolidation period will be determined for each new semester in which residents will be required to consolidate or pay the cost of a single room if the consolidation is possible. The Director or Assistant Director has the authority to reassign rooms and roommates to consolidate rooms in the best interest of the residence community and the College.

- **Room Changes**
Residents wishing to change rooms or roommates must e-mail housing@neosho.edu and wait for approval. No room or roommate changes will be made in the first two weeks of each semester. After the first two weeks of the semester, there will be a room change period of four weeks in which a \$25.00 fee will be assessed by each person moving rooms. There will be no room changes made after the room change period has ended, unless for extenuating circumstances deemed necessary by the Director or Assistant Director of Residence and Student Life. Residents must check out of their original room and check into their new room with Residence Hall staff. Making an unauthorized room change will result in a \$100 improper check-out fee.
- **Single Rooms**
In NeoKan, single rooms are available when space allows at a rate of \$8,040 (\$4,020 per semester). In the Lafayette House, a student may request the double room without a roommate assigned, and if NCCC, in its sole discretion, grants the request, the student agrees to pay \$4,020 per semester with meal plan, \$2,385 per semester without meal plan, and \$1,193 for summer without meal plan.

Move-in and Move-out

- **Move-in**
Will consist of a check-in process. Upon moving into campus housing, residents will be checked in by a Residence Hall staff member. A Room Condition Form must be completed by each resident.
- **Move-out**
Will consist of a check-out procedure. When residents check out of their room, the room should be cleaned to the satisfaction of Residence Hall staff. Failure to check out with a Residence Hall staff member will result in an improper check-out fee of \$100.
 - **Steps to checking out of your room:**
 - Notify the Director or Assistant Director of Residence and Student Life with a two-hour advanced notice of needing to be checked out of your room.
 - Clean your room completely: remove trash, sweep, and mop the floor if needed.
 - Turn the heating/AC unit to low heat, low fan in the winter and low cool, low fan in the spring/summer.
 - Remove all personal belongings.
 - A Residence Hall staff member will check you out of your room, noting any changes/damages, and retrieving your room and mailbox keys.
 - A final walk through will be done by the Residence Hall staff after the Residence Halls have closed for the academic year. Final charges for residents will be determined by the staff during this time. Failure to check out of the Residence Halls properly will result in the improper check-out fee of \$100.
 - Residents will check out of the halls a maximum of 24 hours after their last final or by 5:00pm the last day of finals, whichever comes first.

Residence Halls Amenities and Services

- **Bulletin Boards**
Bulletin boards are located in the lobby and on each wing of the Residence Halls and at the entrance of Lafayette House. Announcements and upcoming events will be posted so please check the bulletin boards frequently. All advertisements must be approved and posted by Residence Hall staff. Residents are responsible for all posted information.
- **Common Areas**
Residents are expected to treat common areas respectfully. Lobby and lounge furniture may not be removed from its original location. Furniture located in common areas is for the use of all residents. Lobby furniture discovered in a resident's room will result in a fine for all residents of the room. Residents of Lafayette House are expected to maintain a clean and healthy environment. Cleaning supplies are provided for common area use. Residents are expected to wear appropriate clothing in all common areas.

- If *damage occurs in the common area* of college housing and the person responsible for the damage cannot be identified, the residents of the entire floor (or in case of the lobby, the entire hall) will be assessed the cost of repairing the damage.
- **Food Pantry** NCCC is committed to responding to food availability concerns of our students. The Pantry, located in the CAVE and Bideau RA Office on the Chanute campus, is free to all students. The Chanute CAVE location is open from 11:30 a.m.- 1:30 p.m. or by request. The Bideau RA Office is available for Residence Hall students from 9 p.m. to midnight.
 - *Donations* can be dropped off in the Residence & Student Life Office in the Student Union. For more information, contact the Director of Residence & Student Life at 620- 432-0381.
- **Internet Service** High-speed wireless and wired internet service is provided free of charge to all residents. To report problems or to request assistance for setup/installation of the internet service, contact helpdesk@neosho.edu, this address is monitored during normal business hours. Depending on usage times, online game play may be affected by regular internet traffic. Keep in mind that there is a 24-hour gaming lounge on the 2nd floor of Bideau, specifically for online gaming and PCs are available 24/7 in the Residence Halls and CLC. All personal network devices are prohibited including, but not limited to, routers, switches, and hubs. There is one live network jack in each room. Tech will provide each room with a ONE 5-port switch and ONE 6ft network cable. These items are not to leave your room for any reason. Missing items at the end of the semester will result in replacement fees.
 - *In the Residence Halls you will have the following options to connect to a wireless network:*
 - NCCC_STUDENT
 - (Room SSID)-For Example, BID_113 or NEK_209.
 - To connect to the NCCC_STUDENT network you will input your myNeosho username and password.
 - *iPhone/iPad:* Once you have entered your myNeosho username and password, hit JOIN in the top right hand corner. You will then be presented with a certificate, hit TRUST in the top right hand corner. You should be connected!
 - *Android:* Select the NCCC_STUDENT network. For the EAP method, select PEAP. For the certificate, either don't select or select DON'T VALIDATE. Enter your myNeosho username for the IDENTITY and your myNeosho password in the password field. Then hit connect/next. You should be connected!
 - *Windows 10 PC:* Once you have entered your myNeosho username and password, then hit OK. You will then be presented with a certificate, hit CONNECT. You should be connected!
 - *MAC:* Once you have entered your myNeosho username and password, hit JOIN in the bottom right hand corner. You will then be presented with a certificate, hit CONTINUE in the bottom right hand corner. You should be connected!
 - *Other:* If the device supports the network, you should be prompted for a username and password. Enter your myNeosho credentials and accept/trust the certificate. If you have issues, the device may not support an enterprise network and should be connected to a room SSID. See CONNECTING TO YOUR ROOM SSID for more information or contact Technology Services for assistance.
 - To connect to your room SSID you must manually register your device
 - *To register a device*, you will need to have an internet connection so you can either connect to the NCCC_STUDENT network or if your device has a data plan, then you can use that. From your internet device browser go to [HTTPS://PWDCR.NEOSHO.EDU](https://PWDCR.NEOSHO.EDU). You should be prompted for your myNeosho username and password. Then hit RETRIEVE MAC LIST. Once logged in, you will see the SSID that you are modifying and a list of the current MAC addresses allowed on your room SSID. A MAC address is a hardware identification number that uniquely identifies each device on a network. They are usually found printed somewhere on the outside of the device or digitally on the device with the other device info. The format for a MAC address is XX:XX:XX:XX:XX:XX
- **Keys** Each resident is issued one key to their room. Lost keys should be reported to housing staff immediately. If a student loses their keys, a fine of up to \$50 will be assessed to the student's account for leasing out another key.
 - *Lock outs* when residents are locked out of their room, they may call a housing staff member or Security to open the door. Each student is permitted to have two courtesy lock outs per year. A \$5 fee is assessed after the second lockout. It is against the law to duplicate a key.

- *Possession of an unauthorized room key* residents are not allowed to give out their room key or ID card to any other resident or non-resident. Possessing an unauthorized room key or ID card is considered a safety and security violation which will result in disciplinary action. There is a \$5 fee to replace a lost ID card.
- **Laundry** is free on campus and those facilities are located on each wing in both Residence Halls and in the basement of Lafayette House. Residents are **not** limited to the use of the laundry facilities in their own hallway.
- **Lost and Found** All found items should be turned in to the Director, Assistant Director, Coordinator, or the RA Office in Bideau.
- **Mail Service** Mail for all college housing residents is delivered to the main campus first and then sorted and delivered by housing staff. Mail will be delivered each weeknight at 9pm to the Bideau RA Office. Any received packages will be placed in a locked cabinet and a package slip will be delivered with their regular mail. Package pick-up times and procedures will be posted. Residents with preferred names or nicknames must communicate to the residence life team in order to obtain their mail. Failure to do so may result in returned packages.
 - *Bideau Hall* Each room has an assigned mailbox. The mailbox number corresponds with the resident's room number. Mail will be delivered each weeknight to mailboxes, except with the campus is closed for holidays, breaks, etc.
 - *NeoKan Hall* residents will have their mail delivered by the Residence Hall staff to their room.
 - *Lafayette House* residents will have their mail delivered by Residence Hall staff to the House.

To ensure timely mail delivery, the following address is required for the resident to obtain mail. Other mailing formats are prohibited. DO NOT USE 800 W 14th St. because letters and packages will go to a different building:

STUDENT FIRST AND LAST NAME
801 West 10th Street
Residence Hall & Room #
Chanute, KS 66720

- **Maintenance Requests** Residents are encouraged to report all maintenance problems promptly. Residents may submit a maintenance request online via www.neosho.edu/Departments/Housing under Forms and Information. Residents' rooms and their furnishings are property of the College; therefore, appropriate personnel will be assigned to make the necessary repairs. Residents are not allowed to make their own repairs. Maintenance emergencies should be reported to the Residence Life staff immediately.
- **Parking** for residents is located in lot P4, on the east side of Bideau Hall, and overflow parking is in P3 in designated reserved resident parking painted spots. Residents are required to park in either lot. Each student will be required to register their vehicle with the Safety Officers. Parking in the Residence Halls lots (and all areas of campus) is managed by the Safety Officers. Residents who do not display the parking sticker or who violate parking regulations will have their vehicles ticketed and possibly towed at their own expense. If you are ticketed or fined for a parking violation, direct all grievances to the Safety Officers. Their office can be found in the Bideau Residence Hall lobby.
 - Lafayette House Residents are allowed to use the street on either side of the house or the driveway (not the garage) to park.
- **Recreation Areas** Tennis courts are available on campus on the west side of Bideau Residence Hall and an outside basketball hoop is located at the end of the west parking lot. There is a ping pong table in the Residence Hall lobby and outside. Additionally, there is a Pool Table in the Residence Hall lobby. The equipment for these games as well as board games and video games may be checked out by an RA. To check out equipment in the Residence Halls, you must contact the RA on Duty. Napping is prohibited in the common areas.
 - *24-hour Game Room*: located on the 2nd floor of Bideau. In the game room, residents and their guests have access to televisions equipped with gaming consoles and controllers. An Air Hockey Table, Poker Table, Giant Connect 4, and Darts. No personal items, including blankets and pillows, can be left unattended or they are at risk of being confiscated or trashed.
 - *24-hour Movie Room*: located on the 2nd floor of Bideau. The movie room has a 72-inch television with a Blu-Ray and regular DVD player, basic cable, and internet access. Seating in the room consists of couches along with a table and chairs for those who may want to relax or those who need to study. No personal items, including blankets and pillows, can be left unattended or they are at risk of being confiscated.

- **24-hour Theater:** located on the 1st floor of NeoKan. Seating in the theater room consists of couches and love seats. No personal items, including blankets and pillows, can be left unattended or they are at risk of being confiscated.
- **Recreation Equipment** Gaming consoles, board games, video games, and game equipment are available for check-out from an RA. Recreation equipment can be checked out each day, but must be returned to the RA Office by 11pm each night. Loaning college equipment to another college student is prohibited.
 - **Bike Share** Chanute's MOVE IT Bike Share Program is a free, community-wide program that allows residents to check-out bikes for 24 hour periods. Once you register for an account at the Chapman Learning Center you are then allowed to use bikes from any Chanute location. Other locations are at The Landing at Lakeview Recreation Area - located at 208 S 35th Parkway and at Chanute Recreation Commission (400 S Highland St.).
- **Room Amenities** Each room is equipped with two extra-long twin beds (39"x80"), mattresses, dressers, desks, chairs, and both wired and Wi-Fi internet service. Residents are not to install routers. Rooms in Bideau Hall are suite-style, in which residents of two rooms share a common bathroom. NeoKan residents on each floor share a common bathroom. Study lounges are located on each wing of Bideau Hall and both Residence Halls have a television, computers, and printing stations. A common lobby lounge is located on the main floor of both Residence Halls.
 - **Room Furnishings** NCCC property may not be removed from the room or building in which they are located without the written permission of the Director of Residence and Student Life. This includes, but is not limited to, beds, desk chairs, desks, mattresses, lobby and lounge furniture, and all other NCCC property. **Relocation of college property will result in a fine and disciplinary action.** Residents must not remove college furniture from their room without permission. Removal will result in the student being billed for any missing furniture during check-out.
 - **Room Decorations** Residents are encouraged to decorate their rooms to make it a home with a few restrictions. No nails, hooks, or screws may be used. Posters may be hung, but tape marks shall result in damage charges. Murals and contact paper are prohibited. Residents may only use 3M command strips, painters tape, and/or sticky tack to hang pictures on the walls.
 - Placement of **posters** on walls, ceiling, and/or doors is prohibited if attachment causes damages to paint or wood surfaces. Residents will be charged the cost of restoring surface finishes that are damaged by posters.
 - See **Fire Code** for more information on room decorations (*pg. 19*).
 - When multiple residents occupy the same room or living area and the College cannot determine responsibility for **damage or loss** in the room or living area, **costs shall be divided equally among the residents** of the room or living area. If a resident takes responsibility for the damage or loss to their room or living area, they will be charged the full damage amount.
 - **Painting** of resident's rooms is prohibited. Fines will be assessed for the repainting of the walls.
 - **Electrical Appliances** The following items are NOT approved including, but not limited to, electric blankets, electric space heaters, toasters, toaster ovens, air fryers, deep fryers, crock pots, halogen lamps, hot plates, electric skillet/griddle, or grills UNLESS provided by the college for resident's use in Lafayette House.
 - Use of electrical extension cords, multiple socket plugs, running electric cords under carpeting and/or direct splicing in the electrical outlet is prohibited. **The use of UL approved surge protection power strips is required.** The College reserves the right to control total amperage used in each room and confiscate unauthorized electrical appliances.
 - Mini fridges (up to 3.3 cubic feet), microwaves (up to 800 watts) are approved appliances.
 - **Personal Property Liability** Neosho County Community College assumes no responsibility for residents' or guests' personal belongings. Many homeowners' insurance policies cover a resident's belongings while at college. Residents are encouraged to investigate this matter to assure proper coverage for valuables. The college will make every effort to ensure the safety of residents' property, but it should be understood that the college is not in any way liable for the loss, theft, or damage of property belonging to any resident or guest. Residents are strongly encouraged to purchase personal property insurance.

- **Safety Officers** There is overnight security in the Residence Halls. Safety Officers are there to assist the Assistant Director and Coordinator of Residence and Student Life and to provide overnight supervision. The Chanute Police Department also monitors student activities at off-campus locations. All students are considered representatives of Neosho County Community College and as such they are expected to act in such a way that represents the college well. If they are found in violation of the student code of conduct either on or off campus, students may face disciplinary action.
- **Storage** of room furniture or personal possessions is not permitted in college housing. Students who leave college housing must remove all of their belongings. Failure to remove all items may result in a fine and/or disposal of items.
- **Telephone Service** is **not** provided by NCCC.
- **Cable TV** is **not** provided by NCCC in individual rooms. Residents will have access to cable TV in lobbies and lounge spaces.
- **Vending Machines** are located on the first floor of Bideau Residence Hall. If a vending machine fails to operate properly, you may submit a request for a refund by emailing housing@neosho.edu.
- **Cleaning Supplies** Vacuum cleaners, as well as cleaning supplies, are available for check-out by housing staff in the Bideau RA Office. In order to check them out, residents must present their valid student ID and students have 24 hours to return the item.

Safety and Security

The safety and security of our students is our top priority. Security cameras are located in all hallways and common areas of each Residence Hall and in various other locations on campus. When in public areas, all residents are under 24-hour video surveillance.

A minimum of one Safety Officer is on duty each night in college housing and stationed in the Bideau Security Office. The Chanute Police Department can be reached by the blue security poles between the Residence Halls, near the softball field and near the Student Union parking lot at any time. Students should contact the residence life staff member on duty at any time for security concerns. Residents should call “911” and alert Residence Hall staff in the event of an emergency after office hours. The Chanute campus is a safe campus, but the following security guidelines are suggested:

- Always lock the door to your room, even when leaving for a few minutes.
- Don't leave valuables in lounges or study rooms.
- Don't keep large amounts of money or valuables in your room.
- Do not prop open the outside doors of the Residence Hall.
- Do not open windows – they are sealed closed. You are subject to a \$50 fine for breaking the window seal.
- Report any theft to a Residence Hall staff member immediately.

Building Entry

Entering or exiting through windows is prohibited. Residents and guests are to enter and exit through the main front entrances only. The Bideau Hall entrance and all entrances to NeoKan hallways remain locked at all times. The NeoKan lobby doors lock at 5pm every weeknight and are locked during the weekend. Residence Hall students may gain access to the buildings by using their ID cards. Residents of the Lafayette House must utilize the front door for entry and exit. The back door locks automatically and does not allow for entry via ID. Therefore, we recommend only using the front door to insure the safety of residents' belongings.

Emergency Procedures

In case of an emergency notify residence life staff or call “911.”

Fire

If you find fire in any of the Residence Halls you should:

- Pull the closest fire alarm
- Call “911”
- Locate a Housing Official or Safety Officer, if possible

- Fire extinguishers are provided in each hallway
- Evacuate the building. Those residents that live at the end of the hall up to the study areas on each wing will evacuate from the building using the side fire escape doors. All other residents must quickly move to the front entrance.

Emergency Drills, Shelter, and Evacuations:

Periodically, emergency drills will be performed in each building. The Vice President of Operations and the Chanute Fire Department, in conjunction with the Chanute Police Department will plan building evacuation drills. A list of drills will be maintained each year in this plan. Exact dates will be determined and the appropriate personnel will be notified several days before the drill.

- **Fire Drills**

A fire drill is conducted twice per semester during the first week of classes and provides an opportunity for residents and staff to practice evacuating the building and to understand the importance of personal safety in the event of an emergency. Failure to evacuate the Residence Halls in under 3 minutes will result in repeat fire drills during the semester until the requirement is met for the Fire Marshall. All persons in the building must participate in the fire drill and evacuate the building. Residents who do not comply with this regulation are subject to disciplinary action. Residents shall consider any fire alarm real and evacuate the building immediately. Residents are to move to the grassy area in between Stoltz Hall and the P3 parking lot or the Otterbein Field behind Bideau.

Tornado

- **Tornado Watch:** Conditions are favorable for tornados or severe weather.
- **Tornado Warning:** A tornado has been sighted nearby and you should go at once to the designated area in your building. The city sirens will usually sound, but if you see or hear a tornado, do not wait for the warning siren. Go to your shelter area if there is time. If not, kneel on the floor and place your hands over your head to protect yourself.
 - **Shelter areas:**
 - **Bideau Hall** – first floor inner-hallways of each wing
 - **NeoKan Hall** – first floor inner-hallways of each wing
 - **Lafayette House** – lower level restroom

Residents are responsible for ensuring that their guests are aware of emergency procedures. Failure to take shelter during a tornado warning will result in disciplinary action.

Missing Student Notification Policy and Procedures

If a member of the NCCC community has reason to believe that a student who resides in college housing is missing, he or she should immediately notify the Dean of Student Services (ext. 651). The Dean of Student Services will generate a missing person report and initiate an investigation. In addition to registering a general emergency contact, students residing in college housing have the option to identify confidentially an individual to be contacted by NCCC in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, NCCC will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the NCCC Housing department by completing the Missing Student Contact Registration Form. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should NCCC determine that the student has been missing for 24 hours, NCCC will notify Chanute Police Department and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, NCCC will notify the student's parent or legal guardian immediately after Chanute Police Department has determined that the student has been missing for 24 hours.

Sexual Offense or Assault

Any member of the college community who commits sexual offense is subject to criminal prosecution and college disciplinary procedures. Under college disciplinary procedures, a variety of sanctions may be imposed including dismissal or loss of employment. By law, all college disciplinary procedures provide due-process protection for the claimant and the respondent. All employees of the College, except for the on-campus licensed professional counselor, are designated as mandated reporters and will share a report with the Title IX coordinator promptly. Any student who is sexually assaulted is encouraged to report the incident to the local police department or sheriff's office regardless of whether or not the student intends to press charges. A victim's physical and emotional well-being is of paramount concern. It is important to consider preserving physical evidence to assist in apprehending and prosecuting any attacker.

Students who are victims of a sexual offense will be assisted in continuing their studies by changing academic or living arrangements whenever requested by students and if such changes are possible. More information can be found in the Sexual Harassment Policy.

Conduct of Residents

Students who reside within college housing are under contractual obligation to abide by the rules and regulations governing college housing, as well as by the NCCC catalog and all other College rules and regulations governing the conduct of students. The Director of Residence and Student Life and/or the Dean of Student Services may institute penalties such as cancellation of contract, removal from Residence Hall system, moving within the same or to a different hall, imposing a behavior contract, restitution, or other appropriate penalties. The student may appeal the decision by following the appeals procedure found in this handbook. This handbook is meant to be a guide for residents in college housing, and these regulations are designed to protect the rights of individual privacy as well as personal and college property. **Students need to be mindful that multiple disciplinary violations will have an accumulative effect.** The administration reserves the right to make exceptions to the written discipline procedures if deemed necessary.

- **Complicity** A resident shall not, through act or omission, assist another student, individual, or group in committing or attempting to commit a violation of this Code of Conduct. A student who has knowledge of another committing or attempting to commit a violation of the Code of Conduct is required to report the incident or remove him or herself from the situation. Failure to do so when reasonable under the circumstances may be the basis for a violation of this policy. Violation of this policy will result in the same consequence(s) as the policy to which the student was complicit.
- **Amnesty** Residents sometimes hesitate to offer assistance to others for fear that they may get themselves into trouble. The College pursues a practice of amnesty for students who report and seek help for others who require aid. For example, severe intoxication or serious injuries after alcohol or drug consumption are potentially life-threatening emergencies. If a resident seeks help for someone under the influence of alcohol or drugs who needs medical attention, neither you nor that person will be charged with a Residence Life Policy violation.
 - **Parameters**
 - Action by the police or other law enforcement personnel is not covered under this policy.
 - This policy does not preclude student conduct actions regarding other violations.
 - Serious or repeated incidents will prompt a higher degree of health concern and may trigger a review under the Residence Hall Conduct process.

Residence Life Housing Policies

- **Abandoned Property** Residents are responsible for their personal property. Failure to remove items from the laundry room within 24 hours may result in a fine and/or disposal of items. If you leave items in the laundry room for more than 24 hours, it will be bagged and placed in the RA Office for another 24 hours. After 24 hours in the RA Office it will be donated or trashed. If you have items that are missing from your laundry, you must e-mail the Office of Residence and Student Life at housing@neosho.edu within 24 hours of noticing the item(s) is/are missing. Failure to notify the office may result in the inability of retrieving lost items. The College does not make any guarantees that they will be able to retrieve your items if reported.

- **Alcohol** No matter your age, alcohol is not allowed on college grounds or in college buildings, including all college owned housing and campus parking lots. For health and sanitation reasons, collections of cans or bottles in college housing is prohibited. The presence of empty alcohol containers will be considered an alcohol policy violation. Possession, consumption, being under the influence, or being in the presence of any alcoholic beverages on campus will be subject to disciplinary action.
 - Possession or use of large quantity containers and/or objects, including but not limited to, kegs, funnels, drinking games/simulation drinking games (regardless of whether or not alcohol is used), ice luges, or any other tools that would promote binge drinking are prohibited.
 - **Sanctions:**
 - Minimum: Warning, 5 hours of Community Service, \$25.00 fine
 - Maximum: Dismissal from Housing OR 15 hours of Community Service, Suspension of Guests Privileges, 3 Substance Abuse Counseling Sessions, \$100.00 fine
- **Disorderly Conduct** Behavior or actions which infringe on the rights and well-being of students or guests will not be tolerated. Violations will result in disciplinary action.
 - **Sanctions:**
 - Minimum: Warning, 10 hours of Community Service, \$50.00 fine
 - Maximum: Dismissal from Housing OR 15 hours of Community Service, \$100.00 fine
- **Drugs and/or Drug Paraphernalia** Persons possessing or using illegal drugs or paraphernalia will be referred to the appropriate law enforcement agency and may be dismissed immediately from college housing and from the college. Residents should not be under the influence of illegal drugs at any time in college housing or on college property. Violations will result in disciplinary action.
 - **Sanctions:**
 - Minimum: Probation, 10 hours of Community Service, \$100.00 fine
 - Maximum: Dismissal from Housing; OR 15 hours of Community Service, \$150 fine
- **Failure to Comply** College personnel are here to assist you and to ensure your safety and security in college housing and/or on campus. Residents are expected to follow all posted rules and regulations as well as any directions given by housing staff. Failure to comply with rules, directions, or disrespecting college personnel will result in disciplinary action.
 - **Sanctions:**
 - Minimum: Warning, 10 hours of Community Service
 - Maximum: Dismissal from Housing OR 20 hours of Community Service, \$100.00 fine
- **Guests** All guests must be accompanied by a resident at all times, including entering and leaving the building. If a guest is found to be unescorted, they will be asked to leave. Guests must never be in possession of a resident's college issued room keys or photo ID card. Residents are responsible for the conduct of their guests.
 - **Visitation Hours**
 - Sunday – Thursday 10:00am - 11:00pm
 - Friday & Saturday 10:00am - 1:00am
 - **Overnight Guests** will be allowed. "Guests" are defined as anyone not assigned to the resident's room. Roommate(s) consent is required. Guests must be at least 18 years old and present a photo ID to the RA on duty between 9pm and midnight. Overnight guests are allowed for no more than two (2) consecutive nights and no more than six (6) nights per semester. The Director of Residence and Student Life may grant exceptions to this policy. Residents will be held responsible for their guest's behavior and damages caused by their guest. All resident and non-resident students of NCCC are under the jurisdiction of NCCC college housing policies while near or in the college's buildings. Non-residents who are guilty of rule infractions will lose visiting privileges.
 - **Sanctions:**
 - Minimum: Warning, 5 hours of Community Service
 - Maximum: Dismissal from Housing OR 10 hours of Community Service, Suspension of guests privileges, \$50.00 fine
- **Hall Sports** There is no playing of sports in the hallways, rooms, or common areas of college housing. No balls should be bounced, kicked, or thrown while inside college housing. This includes but is not limited to

frisbee, football, soccer, basketball, baseball/playing catch, and nerf toys (including nerf guns). No skateboards, bicycles, Ripstiks, rollerblades, skateboards, hover boards, and scooters are not to be used or operated in college housing. Darts and dartboards are prohibited unless in the Games Room on the second floor of Bideau Residence Halls; any damage to college property will be assessed accordingly. Items may be confiscated by housing staff or Safety Officers if found in violation of this policy and you may also face additional disciplinary action.

- *Bicycles may not be stored in residents' rooms.* Racks are provided in several locations across campus.
- *Street legal motor vehicles may not be driven on college sidewalks or grounds.* Any vehicle that requires a license plate must be parked in designated Residence Hall parking spots with a valid NCCC parking sticker.
 - If the vehicle does not require a license plate, then it may be parked and locked up near the bicycle racks.
- **Sanctions:**
 - Minimum: Warning, 5 hours of Community Service
 - Maximum: Dismissal from Housing OR 15 hours of Community Service, \$50.00 fine
- **Health and Safety/Room Inspections** The College respects the privacy of each resident. However, the College reserves the right to enter and inspect student rooms for purposes of maintenance and repair, regularly scheduled room checks, whenever it appears college property may be damaged, or when it appears that college policy is being violated. Residence Hall staff will inspect all rooms at the end of each semester and prior to breaks. Residents are expected to have their room clean upon inspection. If upon entry a violation is visible (i.e.: lounge furniture, alcohol, etc.) it will be handled through the disciplinary process. Prohibited items may be confiscated to promote safety and compliance with college policy.
 - **Sanctions:**
 - Minimum: Warning, 5 hours of Community Service, \$25.00 fine
 - Maximum: Dismissal from Housing OR 15 hours of Community Service, \$100.00 fine
- **Noise** The right to study and sleep takes precedence over noise that disturbs the community. Be aware of the noise you are making and consider how it may be impacting others in the community. The use of televisions, stereos, and other audio equipment must not disturb others. If they are played too loudly, deemed by housing staff, the offender may be required to remove the item from college housing. Failure to remove a stereo, radio, television, etc. when notified by housing staff may result in removal and storage by the College until it is convenient for the owner to take it home and/or fines are paid. Residents who infringe on the rights of others to sleep and study will be referred to the Director of Residence and Student Life. The Residence Hall staff may confiscate audio equipment if residents are consistently loud.
 - **Quiet Hours**
 - Sunday – Thursday: 11:00pm – 9:00am
 - Friday & Saturday: 1am– Noon
 - **Courtesy Hours** are observed 24 hours a day by showing consideration for your neighbors and responding positively to requests to reduce or minimize noise.
 - **Finals week Quiet Hours are 24 hours.**
 - **Sanctions:**
 - Minimum: Warning, 10 hours of Community Service, \$25.00 fine
 - Maximum: Dismissal from Housing OR 20 hours of Community Service, \$100.00 fine
- **Pets** All animals (except approved assistance/service animals) are prohibited, including fish. Pets are not guests. Written documentation must be provided to the Director of Residence and Student Life to show a need for an assistance or service animal. Residents are responsible for notifying the Director of Residence and Student Life of any and all disabilities.
 - **Sanctions:**
 - Minimum: Warning, 5 hours of Community Service, Immediate removal of animal from housing, \$25.00 fine
 - Maximum: Dismissal from Housing OR 15 hours of Community Service, \$100.00 fine

- **Safety & Security** The safety and security of our students is our top priority. The subsections below are examples of violations that will result in disciplinary action.
 - **Explosives/Fireworks** Explosives/fireworks endanger the entire community and are not allowed on campus under any circumstances. Possession of explosive or any explosive device on campus may result in immediate dismissal from college housing and the college.
 - Combustible materials such as gasoline, fireworks, ammunition, and explosives are expressly prohibited in college housing
 - **Sanctions:**
 - Minimum: Probation, 10 hours of Community Service, \$100.00 fine
 - Maximum: Dismissal from Housing OR 20 hours of Community Service, \$250.00 fine
 - **Failure to Evacuate/Seek Shelter** Residents are responsible for ensuring that their guests are aware of emergency procedures. All persons, including guests, in the building must participate in any emergency procedures, including but not limited to, fire drills, fire alarms, tornado warnings, etc. During fire alarms, all persons in the building must evacuate. Failure to evacuate buildings during a fire alarm or take shelter during a tornado warning will result in disciplinary action.
 - **Sanctions:**
 - Minimum: Warning, 5 hours of Community Service, \$25.00 fine
 - Maximum: Dismissal from Housing OR 15 hours of Community Service, \$100.00 fine
 - **Fire/Security Equipment** In compliance with State regulations, fire extinguishers and fire alarm equipment are installed in all buildings. A usable fire extinguisher can be used to put out small fires. Misuse of fire or security equipment, theft, damage or making equipment inoperative for immediate use is considered a breach of State and College regulations and will result in a \$250 fine and/or damage charges, suspension from the college, dismissal from college housing, and criminal charges being brought against the guilty party or parties.
 - Pulling the fire pull stations, engaging the fire exit doors, etc. when there is not an emergency is prohibited.
 - NeoKan Hall is equipped with fire doors which may be held open only by the existing magnetic devices and must, at no time, be held open with any other blocking apparatus.
 - **Sanctions:**
 - Minimum: Probation, \$250.00 fine
 - Maximum: Dismissal from Housing OR 20 hours of Community Service, \$250.00 fine
 - **Fire Code** In accordance with state and local fire codes, combustible materials such as large sheets of paper, fish nets, curtains, or bed sheets are not allowed to be draped on the walls or from the ceiling. Curtains and bed sheets may not hang from the exit side of the bed as to avoid these items getting tucked in and stuck, causing an inability to exit the bed in an emergency. Any floor coverings other than a small throw rug must be approved by the Director or Assistant Director of Residence and Student Life before being placed inside the room. Furniture that blocks a reasonably safe exit from a residents' room is prohibited. Staff may ask residents to rearrange or remove items blocking a reasonably safe exit.
 - No items with an open flame or exposed heating elements may be used in the Residence Halls.
 - **Sanctions:**
 - Minimum: Confiscation of the fire hazard
 - Maximum: Dismissal from Housing OR \$250.00 fine
 - **Firearms** see "Weapons" policy.
 - **Physical Assault** Physical assault is defined as an intentional act by one person that creates an apprehension of harmful or offensive contact with someone else. Violence of any kind, including fighting, on campus will not be tolerated.
 - **Sanctions:**
 - Minimum: Probation, 15 hours of Community Service, \$50.00 fine

- Maximum: Dismissal from Housing OR 20 hours Community Service, anger management counseling, \$100.00 fine
 - **Propping Doors** Propping entrance/exit doors open in college housing presents a security risk for all residents and is prohibited. This includes main doors to the buildings as well as doors leading to the NeoKan hallways.
 - **Sanctions:**
 - Minimum: Warning, 10 hours of Community Service, \$25.00 fine
 - Maximum: Dismissal from Housing OR 20 hours of Community Service, \$100.00 fine
 - **Removing Evacuation Maps** The removal of evacuation maps in hallways and residential rooms is prohibited.
 - **Sanctions:**
 - Minimum: Warning, 10 hours of Community Service, \$25.00 fine
 - Maximum: Dismissal from Housing OR 20 hours of Community Service, \$100.00 fine
 - **Theft** The College is not responsible for any theft which may occur. You should contact housing staff and/or Security if you discover theft of your personal property. If a resident is caught stealing from another or any other types of theft occurring within housing, disciplinary action will be taken. Police may be notified.
 - **Sanctions:**
 - Minimum: Warning, 10 hours of Community Service, and \$25.00 fine or restitution
 - Maximum: Dismissal from Housing OR 20 hours of Community Service, \$100.00 fine
 - **Threats** to other residents, students, college personnel, or members of the campus community at large is taken as a serious offense. Threats including, but not limited to, intimidation, depicting acts of violence, hate crimes will result in disciplinary action being taken. Police may be notified.
 - **Sanctions:**
 - Minimum: Probation, 15 hours of Community Service, \$50.00 fine
 - Maximum: Dismissal from Housing OR 20 hours Community Service, anger management counseling, \$100 fine

Weapons See the Student Handbook for NCCC weapon policy and Kansas Legislature at <https://www.nar.org/wp-content/uploads/2014/05/Kansas-ModRoc-Law.pdf>. You can find the Conceal and Carry policy in the Student Handbook, under the Safety and Security section. It is important for residents to note that the policy states the college does not provide storage for Handguns and that the carrier must at all times remain within the “exclusive and uninterrupted control of the individual”. Any individual violating this Policy will be subject to appropriate disciplinary action, including but not limited to suspension/expulsion, immediate removal/trespass from the premises and/or arrest.

- **Tobacco use/Smoking** Tobacco use, including the use of e-cigarettes, is prohibited within any College vehicle or building owned, leased, or rented by the College, including all distant campuses, sites, or locations. Use of Smoke Products is prohibited in any College building or property. Although not encouraged, use of tobacco and smoke products is permitted in the individual’s vehicle. However, cigarette butts, smokeless tobacco, nicotine cartridges and/or any other type of tobacco and smoke product waste must be disposed of inside the vehicle.
 - **Sanctions:**
 - Minimum: Items will be confiscated, 10 hours of Community Service, \$50.00 fine
 - Maximum: Dismissal from Housing OR 15 hours of Community Service, \$100.00 fine
- **Trash/Littering** Residents are expected to take trash from their rooms to the trash compactor located east of NeoKan hall near P4. Bags of trash may not be left in public areas such as hallways, the elevator, lounges, laundry rooms, and/or lobbies for any period of time. Failure to comply with this policy will result in disciplinary action.
 - **Sanctions:**
 - Minimum: Warning, 5 hours of Community Service, \$25.00 fine
 - Maximum: Dismissal from Housing OR 15 hours of Community Service, \$100.00 fine

- **Vandalism** The deliberate destruction or damage of any property will not be tolerated.
 - **Sanctions:**
 - Minimum: Warning, 10 hours of Community Service, and Restitution or \$25.00 fine
 - Maximum: Dismissal from Housing OR 20 hours of Community Service, and Restitution or \$100.00 fine

Procedures Regarding Conduct Resolution in College Housing

Education, Investigation, and Charges

Housing staff may investigate an alleged violation of the Residence Life Housing Policies in and around the Residence Halls. The review may include interviewing relevant students, witnesses, review of documents and security camera footage, or other steps that will assist the Director of Residence and Student Life to determine if charges are warranted. If appropriate, housing staff may file charges against the student(s).

Housing staff may allege violations at any time. If a student has withdrawn or withdraws from the College after the filing of charges, a registration hold may be placed on the student's academic record and the Director of Residence and Student Life may proceed to resolve any alleged Residence Life Housing Policy violations with an absentia finding.

Notice of Charge/Meeting Notification

Upon the filing of charges, the named student(s) will receive a Notice of Charge and Meeting Notification in which they are directed to attend a conduct meeting with a staff member. This notice will be sent to their registered student NCCC e-mail account. The Notice will contain a statement of the charges, summary of the facts upon which the charges are based, including the date and type of incident. If a student does not meet at the specific date/time, it will result in a forfeit of due process.

Conduct Meeting

The student(s) will meet with the Director of Residence and Student Life to discuss the nature of the conduct alleged in the Notice of Charge, the student's responsibility for the allegations, and the options to resolve the matter. The student(s) will also be advised of the range of possible sanctions.

Conduct Meeting Outcomes

At the end of the Conduct Meeting, the resident(s) may be found not responsible for the alleged violation(s), the Director of Residence and Student Life may issue a warning letter, or the student(s) may be found responsible and assigned sanctions. Residents who fail to attend their Conduct Meeting; their case is heard in absentia and findings will be made without input from the charged resident. Residents may request an appeal within two business days of the date of the decision letter. Failure to file a request for an appeal in a timely manner constitutes a waiver of any right to an appeal.

a. **Not Responsible**

The conduct meeting may result in a finding that the student is not responsible for the alleged violations. The Director of Residence and Student Life may assign an educational assignment at their discretion.

b. **Responsible**

The conduct meeting may result in a finding that the student is responsible for some or all of the alleged violations and the Director of Residence and Student Life will assign appropriate sanctions.

i. **Status Sanctions**

A status sanction is relative to your status as a resident on campus. If you are found responsible for a violation of a Residence Life Housing policy, you will be issued a status sanction and an educational sanction. Status sanctions are: warning, probation, deferred housing removal, or dismissal from housing.

- **Warning** – if you are issued a warning, it means that you have been found responsible for a policy violation and any future policy violations may result in an advanced status sanction. Warnings will be on your conduct file for up to 2 semesters.
 - **Probation** – if you are issued probation, it means that you have been found responsible for violating a policy that is more severe and requires a higher level sanctioned response **OR** you have been found responsible for a second policy violation either while under a status sanction of a warning or not. Any future policy violations may result in an advanced status sanction. Probation will be on your conduct file for two semesters.
 - **Deferred Housing Dismissal** – if you are issued deferred housing dismissal, it means that you have been found responsible for violating a policy that is more severe and requires a higher level sanctioned response **OR** you have been found responsible for a third policy violation either while under a status sanction of probation or not. Any future policy violations may result in dismissal from housing. You may be relocated to a new room and/or building as a result of this status sanction. Deferred Housing Dismissal may be on your conduct file for up to four semesters.
 - **Dismissal from Housing** – if you are issued dismissal from housing, it means you have been found responsible for violating a policy that is the most severe and requires a higher level sanctioned response **OR** you have been found responsible for a third+ policy violation.
- ii. **Educational Sanctions**
An educational sanction is to assist residents who are found responsible for a violation of a Residence Life Housing policy to learn from their actions. Educational sanctions may include one or more, but not limited to: community service, restitution, a fine, restriction from a Residence Hall, suspension of guest privileges, no contact orders, relocation in college housing, etc.
- iii. **Level of Sanctions**
Minimum: If you are found responsible for a violation, your sanction will be no less than what is listed as the minimum under each policy.
Maximum: If you are found responsible for a violation, your sanction will be no more than what is listed as the maximum under each policy.
- c. **Appeals**
In order to appeal a conduct decision by the Director of Residence and Student Life, a charged resident must submit an e-mailed appeal letter to the Dean of Student Services within two business days of the date of the decision letter. Failure to file a request for an appeal in a timely manner constitutes a waiver of any right to an appeal.
- i. **Appeal letters**
Should specifically allege and factually support one or more of the following grounds for appeal:
- There was a procedural error that substantially affected the outcome of the hearing; and/or
 - The sanction is excessively severe; and/or
 - There is new or newly discovered information that may affect the outcome of the hearing that was not reasonably available to the appealing party prior to the hearing which would have materially affected the decision. Non-attendance at a hearing by a charged student or witness does not constitute new evidence.

Final Note

This handbook is meant to be a guide for residents in college housing and on college property. These regulations are designed to protect the rights of individual privacy and to protect both personal and college property. **The administration reserves the right to make exceptions to the written discipline procedures if deemed**

necessary. Students may grieve policies they feel unfair by utilizing the Student Grievance Procedure outlined in the Student Handbook. **The list of housing penalties is not meant to be all inclusive. Action may be taken even though an infraction is not written in the policies.**

Appendix A – Emergency Action Plan (EAP)

The emergency response manual has been designed to provide contingency procedures for Neosho County Community College administrators to follow in the event of campus emergencies. While the manual does not cover every conceivable situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies. College policies and procedures herein are expected to be followed by all administrators whose responsibilities and authority cover the operational procedures found in the manual. Any exception to these emergency management procedures must be approved by the appropriate administrators directing and/or coordinating the emergency operations. All proposals for changes to the procedures described must be submitted in writing to the Safety and Security Committee for review. All changes recommended by the committee will be submitted in writing to the President and Executive Committee for evaluation and adoption.

Chanute Campus Employee/Student Storm Shelters During Normal Business Hours* Building/Facility	Facility Coordinator	Tornado/Severe Weather Shelter/ NOAA Radio Locations
Bideau Hall	Assistant Director/Coordinator	Restrooms/Interior Hallways. If time permits, in interior first floor hallways. Weather radio located in Bideau Security office and RA office.
Boiler Room	Director of Facilities/Assistant Director of Facilities	In gym in hallway tunnels under bleachers and mezzanine. Use door by men's basketball entrance. Weather radio located in Director's office.
Cafeteria/food service	Food Service Manager/Dean of Outreach and Workforce Development	Restrooms/Interior Hallways. If time permits, in gym in hallway tunnels under bleachers and mezzanine. Use walking entrance doors. Weather radio located in Bookstore, Dean's office, and Food Service Manager's office.
CLC/CAVE	STARS Director/Developmental Lab Coordinator	CAVE. Shelter in place. Weather Radio located in STARS Director's office.
CLC/Library	Coordinator of Library Services/ Director of Academic Advising and Counseling	Restrooms/CAVE if time permits. Weather Radio located in Coordinator of Library Services office and at the Switchboard.
Gym	Coach on duty/AD	Hallway tunnels under bleachers and mezzanine. Weather Radio located in the Bookstore.
Hudson Field (baseball field)	Head Baseball Coach/Asst. Baseball Coach	In gym hallway tunnels under the bleachers and mezzanine. Weather radio in press box.
Machine Shed	Maintenance HVAC/Maintenance Carpentry	In gym in hallway tunnels under bleachers and mezzanine. Weather radio located in Maintenance office.
Maintenance	Assistant Director of Facilities/Lead Custodian	In gym in hallway tunnels under bleachers and mezzanine Use entrance to Athletic Training room. Weather radio located in Maintenance office.

Multipurpose Building	Coach on duty/AD	In gym in hallway tunnels under bleachers and mezzanine. Use door by Athletic Training room. Weather radio located in office.
NeoKan Hall	Coordinator/Assistant Director	Restrooms/Interior Hallways. If time permits, in interior first floor hallways. Weather radio located in Res Life Coordinator apartment.
New Softball Field	Head Softball Coach/Asst. Softball Coach	If time permits, CAVE; otherwise use locker room. Weather radio located in press box.
Rowland Hall	Dean-CIO/Director of Technology Services	Restrooms/Interior Hallways. Move to gym area if time permits. Weather radio located in the Dean's office.
Sanders Hall	CFO/Dean of Student Services	Art room/Music Room/Restrooms/Interior Hallways. Weather radio located in President and VP's offices and at Registration desk.
Snyder Chapel	Dean of Student Services /CFO	Restrooms/CAVE if time permits. Weather radio located in Reading Room.
Stoltz Hall	VP for Student Learning/AA for Div. Chairs/Faculty/Assessment	Faculty Offices/Lecture Hall/Restrooms/Interior Hallways. Weather radio located in AA to faculty office.
Student Union	Bookstore Coordinator/Director of Residence and Student Life	Restrooms/Interior Hallways. If time permits, in gym in hallway tunnels under bleachers and mezzanine. Use walking entrance doors. Weather radio located in the Director's office and Bookstore.
Wellness Center	Coach on duty/AD	In gym in hallway tunnels under bleachers and mezzanine. Use door by Athletic Training room. Weather radio near TVs.
Lafayette 1007	Director of Residence and Student Life/Dean of Student Services	Restroom/shower in lower level. If time permits, in Bideau Hall first floor hallways. Weather radio in kitchen.
Ross Lane	Talent Search Project Director/Upward Bound Project Director/Coach on duty	Designated restrooms. Weather radio in entry office

Note: The College reserves the right to change Facility Coordinators as recommended by the Safety and Security Committee.

Appendix B – Residence Hall Damage Charges

The following is a list of items and the approximate cost for repair and replacement and may be changed due to severity of the damage.

Doors

Room Door Replacement: \$800.00	Door Lock: \$350.00	Door #Plates: \$20.00
Refinish Room Door Interior: \$75.00	Striker Plate: \$20.00	Key: \$50.00
Refinish Room Door Exterior: \$75.00	Peephole: \$20.00	Evacuation Maps: \$25.00

Furniture

Desk Damage: up to \$250.00	Chest of Drawers Missing: \$350.00
Mattress Cover: \$50.00	Bedframe: \$250.00
Desk Drawer Repair: \$25.00	Missing/Damaged Drawers: \$50.00
Desk Chair Broken: \$105.00	Mattress: \$125.00
Trash can missing: \$20.00	

Bathroom

Toilet Seat: \$50.00	Sink Light and Cover: \$50.00	Door: \$250.00
Sink Cabinet: up to \$300.00	Mirror Damage: up to \$100.00	Towel Rack: \$25.00
Sink Damage: \$200.00	Shower Damage: up to \$700.00	

Walls/Floor/Ceiling

Repainting of Walls: \$100.00	Towel Rack: \$25.00
Holes in Wall: \$100.00	Painting Ceiling: \$100.00
Repairing Ceiling Tiles: \$10.00	Plug Outlet/Cover: \$10.00
Light Switches/Cover: \$10.00	HVAC Outlet: \$40.00
Closet Rod: \$20.00	Ceiling Light and Cover: \$50.00
Tile Replacement: \$10.00/sq. ft.	Heat Detector Damage: \$100.00
Cove Base: \$10.00	Smoke Detector Damage: \$250.00
Phone Jack Damage: \$35.00	Ceiling Fan (Lafayette House): \$200.00

Windows

Window Pane: \$100.00	Window Sill: \$50.00
Window seal: \$50.00	Window Screen: \$50.00
Window Blinds \$65.00	

Kitchen (Lafayette House)

Supplies: Replacement cost	Stove/Oven: \$1,000.00
Sink: \$250.00	Fridge (missing/damaged shelf): \$75.00
Counters: \$1,000.00	
Cabinets: \$500.00 (each)	

Other

Moving Common Area furniture: \$50.00	Switch Box: \$50.00
General Cleaning: \$100.00	Ethernet Cable: \$10.00
Wi-Fi Access Point-\$100	Leaving personal furniture after move-out: \$100