

2017

Reporting Data
from 2014-2016

Cottey College Annual Security and Fire Safety Report

Prepared by the Office of Safety, Clery, and

Title IX Compliance

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Table of Contents

| | |
|---|-----------|
| <u>SAFETY AND SECURITY</u> | 1 |
| PROCEDURE FOR PREPARING AND DISTRIBUTING THE ANNUAL REPORT | 1 |
| REPORTING CRIMES AND EMERGENCIES | 2 |
| CAMPUS AND COMMUNITY RESOURCES FOR REPORTING EMERGENCIES AND CRIMES | 2 |
| SEX OFFENDER REGISTRY | 3 |
| <u>SEXUAL ASSAULT AND SEXUAL VIOLENCE INFORMATION</u> | 3 |
| SEXUAL HARASSMENT AND TITLE IX | 3 |
| ADJUDICATION OF VIOLATIONS | 4 |
| NOTIFICATION TO VICTIMS OF CRIMES OF VIOLENCE | 4 |
| DISCIPLINARY PROCEEDINGS IN CASES OF ALLEGED: DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, & STALKING | 5 |
| STUDENTS ACCUSED | 5 |
| COLLEGE PERSONNEL ACCUSED | 6 |
| CONFIDENTIALITY | 8 |
| IF YOU ARE A VICTIM | 8 |
| STEPS TO FOLLOW IF YOU ARE A VICTIM | 9 |
| PROCEDURES THE COLLEGE WILL FOLLOW UPON REPORT | 10 |
| ASSISTANCE TO VICTIMS: RIGHTS AND OPTIONS | 11 |
| RESOURCES AVAILABLE TO VICTIMS ON CAMPUS AND LOCAL | 11 |
| PROTECTIVE MEASURES AVAILABLE TO VICTIMS | 14 |
| REDUCING THE RISK OF SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING | 15 |
| SAFETY PLANNING WHEN SOMEONE IS HURTING YOU | 16 |
| SAFETY PLANNING WHEN SOMEONE IS STALKING YOU | 17 |
| SAFETY PLANNING WHEN LEAVING THE PERSON HURTING YOU | 17 |
| WARNING SIGNS OF AN ABUSIVE PERSON | 18 |
| BYSTANDER INTERVENTION INFORMATION | 20 |
| EDUCATIONAL PROGRAMS AND DESCRIPTIONS | 20 |
| <u>COMPARISON OF MISSOURI AND FEDERAL SEXUAL ASSAULT DEFINITIONS</u> | 24 |
| DEFINITION OF CONSENT FOR MISSOURI | 24 |
| UCR DEFINITIONS AND CORRESPONDING STATUTES | 24 |
| FEDERAL LAW VIOLENCE AGAINST WOMEN ACT (VAWA) ADDITIONS | 26 |
| DEFINITIONS IN STATUTES CONCERNING ORDERS OF PROTECTION | 27 |
| MISSOURI STATUTE ON CRIMES THAT COVER DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING INCLUDING HARASSMENT | 28 |
| OTHER CRIMES RELATED TO STALKING | 30 |
| MISSOURI SEXUAL ASSAULT OFFENSES TABLE | 31 |
| OTHER MISSOURI VAWA RELATED OFFENSES TABLE | 32 |
| PENALTIES AND FINES | 32 |
| <u>CAMPUS SECURITY AND EMERGENCY PROCEDURES AND PROGRAMS</u> | 33 |
| SAFETY POLICIES | 33 |
| TORNADO—SEVERE STORM—PREPAREDNESS/RESPONSE | 33 |
| FIRE | 34 |
| EARTHQUAKE PREPAREDNESS/RESPONSE | 34 |
| HAZARDOUS MATERIAL SPILL | 34 |

| | |
|--|-----------|
| UTILITY EMERGENCY | 35 |
| MEDICAL AND PSYCHOLOGICAL EMERGENCIES | 35 |
| BOMB THREATS | 36 |
| SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING PREVENTION | 37 |
| HOSTILE INTRUDER | 37 |
| AVOIDING AND REPORTING CRIME | 38 |
| EMERGENCY BUILDING EVACUTATION AND SHELTER IN PLACE PLAN | 39 |
| CAMPUS EMERGENCY NOTIFICATION PROCEDURES | 41 |
| CLERY TIMELY WARNING NOTICES: CAMPUS CRIME/SAFETY ALERTS | 44 |
| MISSING STUDENT POLICY | 46 |
| CAMPUS EMERGENCY RESPONSE PROCEDURES | 48 |
| TESTING AND PRACTICING EMERGENCY RESPONSE AND | 48 |
| CAMPUS SECURITY AUTHORITY, MONITORING, AND REPORTING OF CRIMINAL ACTIVITY | 49 |
| VOLUNTARY CONFIDENTIAL REPORTING | 50 |
| RESPONSE TO A REPORT | 51 |
| SECURITY OF CAMPUS FACILITIES | 51 |
| CRIME STATISTICS AND THE DAILY CRIME LOG | 52 |
| SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS | 53 |
| | |
| <u>SAFETY AND SECURITY POLICIES FROM THE STUDENT HANDBOOK</u> | 55 |
| ALCOHOL | 55 |
| ANTI-VIOLOENCE POLICY | 55 |
| COLLEGE PROPERTY | 56 |
| COMPLYING WITH DIRECTIVES OF COLLEGE OFFICIALS | 56 |
| CONDUCT AND DRESS ON CAMPUS | 56 |
| DRUGS | 56 |
| DRUG-FREE SCHOOLS AND COMMUNITIES ACTO AMENDMENTS OF 1989 | 56 |
| FIREARMS, WEAPONS, EXPLOSIVES, FIRECRACKERS, ETC. | 57 |
| HAZING | 57 |
| PERSONAL PROPERTY | 58 |
| PROFESSIONAL CONDUCT AND NO HARASSMENT | 58 |
| SEXUAL HARASSMENT AND TITLE IX | 59 |
| HOW TO REPORT INSTANCES OF HARASSMENT OR RETALIATION | 59 |
| TITLE IX GRIEVANCE PROCEDURE – PURPOSE | 60 |
| HOW TO REPORT AND TO WHO | 61 |
| GENDER COMPLAINTS AND HOW TO PROCEDURE | 61 |
| INFORMAL PROCEDURES | 62 |
| FORMAL PROCEDURES | 62 |
| ALLEGATIONS BY STUDENT | 62 |
| ALLEGATIONS BY EMPLOYEE | 63 |
| HEARING BOARD | 64 |
| REPORTING THE ABUSE OF A MINOR ON CAMPUS | 64 |
| SMOKE AND TOBACCO-FREE CAMPUS | 64 |
| THEFT | 65 |
| TRESPASSING | 65 |
| VANDALISM | 65 |
| VOLUNTARY AND INVOLUNTARY METHODS OF ENDING STUDENT ENROLLMENT | 65 |
| WINDOW SCREENS | 65 |

| | |
|---|-----------|
| <u>SECURITY POLICIES FROM EMPLOYEE MANUALS AND HANDBOOKS</u> | 66 |
| ANTI-VIOLENCE POLICY | 66 |
| DISCIPLINARY PROCEDURES | 66 |
| EMPLOYEE COMPLAINTS | 66 |
| | |
| <u>STUDENT RESPONSIBILITIES: COTTEY COLLEGE STUDENT HANDBOOK</u> | 66 |
| INTRODUCTION | 66 |
| STUDENT RESPONSIBILITIES | 67 |
| COTTEY COLLEGE HONOR CODE | 67 |
| PROHIBITED BEHAVIOR/MINOR VIOLATIONS | 68 |
| MINOR VIOLATION PROCEDURE | 68 |
| PROHIBITED BEHAVIOR/MAJOR VIOLATIONS | 69 |
| MAJOR VIOLATION GRIEVANCE PROCEDURE | 70 |
| GENERAL | 70 |
| MEDIATION | 70 |
| GRIEVANCE PROCEDURE | 71 |
| DISCIPLINARY HEARING | 72 |
| SANCTIONS | 73 |
| PRESIDENT MAY EXERCISE AUTHORITY | 74 |
| | |
| <u>COTTEY COLLEGE DRUG AND ALCOHOL PREVENTION PROGRAM</u> | 75 |
| STANDARDS OF CONDUCT | 75 |
| USE OF COTTEY COLLEGE FACILITIES | 76 |
| DESCRIPTION OF LOCAL, STATE AND FEDERAL LEGAL SANCTIONS | 76 |
| MUNICIPAL SANCTIONS | 77 |
| STATE SANCTIONS | 78 |
| FEDERAL SANCTIONS | 86 |
| DESCRIPTION OF SERVICES: | 87 |
| ALCOHOL AND DRUG ABUSE TREATMENT PROGRAM | 87 |
| EMPLOYEE ASSISTANCE PROGRAM | 87 |
| DESCRIPTION OF HEALTH RISKS | 87 |
| EMERGENCY TELEPHONE NUMBERS | 91 |
| AREA TWELVE-STEP PROGRAMS | 91 |
| AREA MENTAL HEALTH PROVIDERS | 92 |
| | |
| <u>CRIMINAL OFFENSE STATISTICS</u> | 93 |
| DEFINITION OF CLERY GEOGRAPHIC AREAS | 93 |
| COTTEY COLLEGE CLERY CRIME STATISTICS REPORT | 94 |
| COTTEY COLLEGE CLERY HATE CRIME STATISTICS BY PREJUDICE | 95 |
| RACE | 95 |
| GENDER | 95 |
| GENDER IDENTITY | 96 |
| RELIGION | 96 |
| SEXUAL ORIENTATION | 97 |
| ETHNICITY | 97 |
| NATIONAL ORIGIN | 98 |
| DISABILITY | 98 |
| | |
| <u>COTTEY COLLEGE 2015 ANNUAL FIRE SAFETY REPORT</u> | 99 |
| STUDENT ON-CAMPUS HOUSING FIRE SAFETY SYSTEMS | 99 |
| FIRE SAFETY POLICIES AND PROCEDURES | 100 |
| CAMPUS AND COMMUNITY RESOURCES FOR REPORTING EMERGENCIES | 100 |
| FOR INCLUDING FIRE IN STATISTICS REPORT TO | 100 |
| PROCEDURES IF A FIRE OR SMOKE IS DISCOVERED ON CAMPUS | 101 |

| | |
|--|-----|
| FIRE EXTINGUISHER INSTRUCTIONS | 101 |
| EVACUATION PROCEDURE IN CASE OF FIRE | 101 |
| IF YOU ARE TRAPPED IN A ROOM | 102 |
| CAMPUS POLICIES RELATED TO FIRE SAFETY | 102 |
| PROHIBITED BEHAVIOR/MAJOR VIOLATIONS | 102 |
| CANDLES, INCENSE, OIL LAMPS AND EFFUSION LAMPS | 102 |
| COMPLYING WITH ORDERS OR DIRECTIVE OF COLLEGE OR CITY OFFICIALS | 102 |
| RESIDENCE HALL AGREEMENT (EXCERPT) | 102 |
| FIREARMS, WEAPONS, EXPLOSIVES, FIRECRACKERS, ETC. | 103 |
| PERSONAL PROPERTY | 103 |
| PORTABLE ELECTRICAL APPLIANCES | 103 |
| SMOKE AND TOBACCO-FREE CAMPUS | 103 |
| OPEN FLAMES | 104 |
| STUDENT ROOM DECORATIONS | 104 |
| FIRE SAFETY EDUCATION AND TRAINING | 104 |
| COTTEY COLLEGE RESIDENTIAL HOUSING FIRE LOG | 105 |
| PLANS FOR FUTURE IMPROVEMENTS | 105 |
| REPORTED FIRES IN ON-CAMPUS STUDENT HOUSING 2014-16 | 105 |

The Cottey College
2017 Combined Annual Security and Fire Safety Report
Reporting Data from Calendar Years 2014-2016
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SAFETY AND SECURITY

Cottey College is committed to ensuring a safer environment for students, employees, and guests. This publication, prepared in accordance with the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA), including the Campus Sexual Violence Elimination Act (SaVE Act)** is designed to inform students and employees, and prospective students and employees and other interested parties about the policies, procedures, practices, and programs that Cottey College uses to keep students and employees safe and our facilities secure. This report also contains statistics for crimes occurring on the Cottey College campus and Clery geography for the past three calendar years. It also contains information about fire safety policies and procedures, fire statistics for the past three calendar years, reports, and documentation meeting the fire safety reporting requirements of the **Higher Education Opportunity Act (Public Law 110-315) (HEOA)**, enacted August 14, 2008. Paper copies of this publication are available for individuals to pick up at the Office of Student Life, Cottey College, 1000 W. Austin Blvd., Nevada, MO 64772. To have a copy mailed to you, send a written request to the Office of Student Life by campus mail, or by email to mphillips@cottey.edu. You may also make the request by phone at 417-667-8181, ext. 2126.

PROCEDURE FOR PREPARING AND DISTRIBUTING THE ANNUAL REPORT

The Office of Student Life in collaboration with director of Safety, Clery, and Title IX Compliance has been designated by the College to gather the information and statistics related to the act. The director of Safety, Clery, and Title IX Compliance gathers reports from Campus Security, Housing, Campus Activities, Athletics and anonymous confidential reports from Counseling and Health Services, other Campus Security Authorities, and local law enforcement sources then prepares and distributes the annual report. In addition to reports made to Campus Security and other Campus Security Authorities, annual reports of Clery crimes occurring on the Cottey campus and Clery geography are requested from the Nevada Police Department, Vernon County Sheriff's Department (which includes the local drug task force), and the Missouri State Highway Patrol. The report includes crime statistics from the previous three calendar years gathered from the above sources as provided. The annual report is distributed to all students and employees by an email notice that includes a statement of the report's availability, including a link to its exact electronic address. The email also includes a description of the report's contents, as well as an advisement that a paper copy will be provided upon request through the Office of Student Life. The Office of Enrollment Management will send all prospective students a notice of the availability of the annual report, its contents, and the opportunity to request a copy, in the letter that accompanies the Cottey College admission application, and through email. Prospective employees are provided information about the availability of the report along with benefits information through the Office of Human Resources. The report is available on the Cottey College website under Consumer Information, Emergency Information, and Employment from the homepage. The report will be published and made available by October 1 each year. The director of Safety,

Clery, and Title IX Compliance will ensure that the annual report statistics are submitted to the Department of Education each year by the October deadline.

REPORTING CRIMES AND EMERGENCIES

Criminal actions and emergencies requiring ambulance, fire, and police assistance should be reported immediately by dialing 911 or 9-911 from any campus extension, then contact Campus Security.

POLICE, AMBULANCE, AND FIRE

Emergency assistance.....911

(Or 9-911 from a campus extension)

CAMPUS SECURITY

Ext. 2222 or (417) 448-4139

CAMPUS AND COMMUNITY RESOURCES FOR REPORTING EMERGENCIES AND CRIMES

Safety is everyone's responsibility. If any situation causes you to feel unsafe or become concerned for the safety of others, take appropriate steps to provide for your safety and the safety of others, and tell someone. Contact Campus Security. Campus Security is located in the Physical Plant at Cottey College, behind P.E.O. Hall. If you believe you have information related to a crime, you are also encouraged to contact the Nevada Police Department in addition to notifying Campus Security.

Four emergency call stations are located on campus: one near Hinkhouse Center and the Robertson Hall parking lot, one between the Chapel and Reeves Hall, one south of the Library near the Rubie Burton Academic Center, and one on the north side of campus, near the entrance to the Judy and Glenn Rogers Fine Arts Building. The speaker on the pole acts as a telephone and calls go directly to the 911 dispatcher, and should be used only in the case of an emergency. The dispatcher will respond and ask the nature of the emergency. Stay and report details only if it is safe for you to do so. A blue light also begins flashing and can only be turned off by Campus Security personnel. **A phone that will access only campus extensions is on the back of the emergency call station that is located between the Chapel and Reeves Hall.**

Students and employees may report nonemergency situations by contacting Campus Security at extension **2222 or 417-448-4139**. When calling **2222**, follow the instructions below:

- **Wait** for the call to be processed electronically and to be answered.
- **Identify yourself, your location, and the situation.** This is a radio transmission, and there will be short pauses.
- **Speak slowly and clearly.** Wait for acknowledgement from security that they understood you.
- **Call again,** if you have a poor connection, or in case of no answer.

Potential criminal activity, suspicious activity, and nonemergency situations on College property should be reported in a timely manner to Campus Security, located in the Physical Plant, in person or by telephone to campus ext. 2222, or by calling (417)-448-4139. Potential criminal activity may also be reported directly to the Nevada Police Department, 120 S. Ash St., by calling 911, or for non-emergencies by calling (417) 448-2710.

SEX OFFENDER REGISTRY

Under provisions of the **Campus Sex Crimes Prevention Act, (CSCPA)** of 2000, an amendment to the **Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act**, any person who is required to register under a state offender registration program must notify the state when he or she enrolls at an institution of higher education or is employed at such an institution, and must notify the state of any change in enrollment or employment at an institution of higher education. Under the **Violent Crime Control and Law Enforcement Act of 1994**, sex offender registration information is to be transmitted from each state to the law enforcement entities where the registered sex offender resides. In Missouri, the sex offender registry is maintained at the county level. The Missouri State Highway Patrol Sex Offender Registry can be found at <http://www.mshp.dps.mo.gov/CJ38/Search>.

SEXUAL ASSAULT AND SEXUAL VIOLENCE INFORMATION

The College provides culturally relevant, inclusive primary education and prevention programs to all new students and employees designed to promote awareness of personal safety, including prevention of sexual assault, domestic violence, dating violence and stalking. The College also provides ongoing safety education and prevention programs/campaigns for students and employees that includes the prevention of sexual assault, domestic violence, dating violence, and stalking. The Office of Student Life, Housing, Counseling and Health Services, Campus Activities and various student organizations provide student information, programs, and campaigns, and the Office of Human Resources provides information, programs, and campaigns for employees on campus safety, including information on sexual assault, domestic violence, dating violence and stalking.

Sexual Harassment and Title IX

All members of the college community must live and work within the guidelines of a comprehensive sexual harassment policy which is found in the Student Handbook and in the Cottey College Manual for Administrative Staff Employees and the Cottey College Manual for Hourly Wage Employees, and is contained therein. The College expressly prohibits sexual assault, domestic violence, dating violence, and stalking. Students and employees who violate this policy may be subject to protective measures and disciplinary sanctions ranging from a written warning up to and including dismissal/termination.

Any student or employee who believes that she or he may be the victim of sexual harassment (including sexual assault, domestic violence, dating violence, and stalking) may bring the matter to the attention of the director of Campus Security, Clery, and Title IX Compliance, who is the Title IX Coordinator. You may also contact the director of Human Resources and Title IX Deputy Coordinator (for Employees) or the vice president for Student Life and Title IX Deputy Coordinator (for students). You may also report to the vice president for Academic Affairs who will then report the matter to the Title IX Coordinator. The College will conduct a prompt, fair, and impartial internal investigation and resolution. The investigation and hearing will be conducted by officials who receive annual training on; issues related to domestic violence, dating violence, sexual assault, and stalking; how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability; and who do not have a conflict of interest or bias for or against the accuser or the accused. A detailed description of the entire Title IX grievance procedure process is contained herein under the Title IX Grievance section.

For the purposes of this policy, the term “proceeding” is defined as, the investigation, adjudication, or imposition of sanctions by the College with respect to a violation by an employee or student involving sexual misconduct through alleged sexual assault, domestic violence, dating violence, and stalking. The term “result” is defined as, the determination of the accused party being found “responsible” or “not responsible” reached by a college official/hearing officer, or hearing board in cases of alleged sexual misconduct by an employee or student; any subsequent decisions based on the appeal process; and disciplinary sanctions that may be assigned if the accused is found to be “responsible”.

Adjudication of Violations

The college's disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution's policy and that is transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within 60 days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. College officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Furthermore, each policy provides that: In charges of sexual assault, domestic violence, dating violence or stalking as a violation of the sexual harassment policy, the accuser and the accused will; have the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice, including legal counsel. The College will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding. However, the role of the advisor is limited to: An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing; be given timely notices of meetings at which one or the other or both may be present; simultaneously informed in writing of any initial, interim and final decision of the outcome of the disciplinary proceeding alleging sexual assault, domestic violence, dating violence, or stalking, and the procedure for appeal. Where an appeal is permitted under the applicable policy, the accuser and the accused will be notified simultaneously in writing, of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the accuser and the accused will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved.

The proceeding will be completed in a reasonably prompt time frame. The accuser, the accused, and the appropriate officials will be given timely and equal access to information that will be used during informal and formal disciplinary meetings and hearings. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused. The College uses the preponderance of evidence standard in internal disciplinary hearings related to sexual harassment, sexual violence and stalking. Both the accused and the victim have the right to appeal the results of the institutional disciplinary proceeding.

Notification to Victims of Crimes of Violence

The College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Whether or not criminal charges are filed, the college¹ or a person may file a complaint under the following policies, depending upon the status of the accused (student or employee):

¹ Title IX states that if an institution knows or reasonably should know of sexual harassment, to include sexual violence, the institution has a duty to investigate. Consequently, whether a complainant chooses to cooperate or not should not be the deciding factor for whether or not disciplinary charges are brought against an accused party.

Types of Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking

STUDENTS ACCUSED OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING FALL WITHIN THE PROHIBITED BEHAVIOR/MAJOR VIOLATIONS SECTION OF THE STUDENT HANDBOOK

1. *How to File a Disciplinary Complaint Under this Policy*

Any member of the Cottey community, including faculty, staff, and students may file a grievance against a student who has or is allegedly violating a rule. Grievance procedures are initiated when a member of the Cottey College community brings an alleged violation to the attention of the vice president for student life or her designee.

A. A grievance form may be obtained from the SGA vice president, a hall director, R.A., the vice president for Student Life, or her designee. Individuals filing a grievance may not discuss the case prior to the hearing with any member of the disciplinary board. The pre-hearing consultant is available for consultation.

B. The grievance form must be signed by the person filing the grievance, must state who allegedly violated the rule, and must describe the alleged violation.

C. The grievance form must be turned in to the vice president for Student Life or her designee. Grievances must be filed no later than ten school days after the alleged violation occurred or is discovered.

2. *How the College Determines Whether This Policy will be Used*

The College will thoroughly and promptly investigate all claims of Domestic Violence, Dating Violence, Sexual Assault and Stalking. If an investigation, by the Vice President of Student Life or their designee, confirms that a violation has occurred, the College will take prompt, corrective action as is appropriate. Complaints are kept as confidential as possible and procedures supervised by Student Life staff.

3. *Steps in the Disciplinary Process*

A. Initial grievance submitted and reviewed (0 to 5 days)

B. Determination as to options available to accused (0 to 10 days)

i. Disciplinary Conference

ii. Disciplinary administrative hearing (within 10 days of filing grievance, absent consent of both parties involved for modification)

iii. Informal Procedures (Mediation)

iv. Judicial Board Hearing

C. Hearing and findings (0 to 60 days)

4. *Decision-Making Process*

A hearing before the board is the formal adjudication of a complaint of discrimination, harassment, or sexual harassment (including, but not limited to, sexual assault, domestic violence, dating violence, or stalking) made by a student, employee, or other against a student. The board will seek to encourage an open exchange of information within the rules of

If an investigation determines that it is more likely than not that the institution's sexual misconduct policy was violated, then the "College" may assume the role of the complainant.

confidentiality articulated in these procedures. While the board's procedures are designed to ensure due process for the parties involved, the board is not bound by the rules of criminal or civil procedure that govern judicial proceedings in court. A finding of responsibility must be supported by a "preponderance of the evidence." A "preponderance of the evidence" means that it is more likely than not that the accused student is responsible for committing the act or acts complained of.

5. *Standard of Evidence*

The standard of evidence used will be the preponderance of the evidence as required under Title IX.

6. *Possible Sanctions*

- A. Verbal or written warning,
- B. Creative sanctions (including participation in relevant educational programs, writing a research paper, or participation in a mental health evaluation with subsequent counseling if recommended),
- C. Loss of confidentiality in disciplinary sanctions,
- D. Loss of privilege,
- E. Financial penalties,
- F. Disciplinary probation,
- G. Disciplinary dismissal

7. *Range of Protective Measures Available to a Victim Alleging Misconduct*

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking. If reasonably available, a victim may be offered:

- A. Transfer to a different section of a class
- B. Withdraw and take a class at another time
- C. Moving to a different room or residence hall
- D. Change of work hours
- E. Change parking location
- F. Safety escort
- G. Issuance of a No Contact Order
- H. Trespassing warning
- I. Separate waiting area during hearing
- J. Victim can also apply for an order of protection with the Vernon County Court at no cost

REPORTS INVOLVING PERSONNEL (EMPLOYEES, STAFF, AND FACULTY OF COTTEY COLLEGE) ACCUSED OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING WILL BE REFERRED TO THE DIRECTOR OF HUMAN RESOURCES.

1. *How to File a Disciplinary Complaint Under this Policy*

The College cannot resolve matters that are not brought to its attention. Any person, regardless of position, who has a complaint of or who witnesses domestic violence, dating violence, sexual assault, or stalking of any campus community member by anyone, including supervisors, managers, employees, students, faculty members, or even non-employees, has a responsibility to immediately bring the matter to the College's attention. If the complaint or observation involves someone of authority the reporting party/complaint is urged to go to the director of Human Services, the director of Safety, Clery, & Title IX

Compliance, the vice president of Student Life, or the vice president for Administration and Finance. The report can be made in person, by email, phone, written, or any method that allows for follow up contacts. The referenced policies can be located in the Cottey personnel manuals.

2. *How the College Determines Whether This Policy will be Used*

Once the incident is alleged and initial review of the information available will be conducted by the director of human services or their designee. Upon completion of this review the decision will be made as to which policy was violated and the proper course of action to be taken. The violation may be based on section 4.5 of the personnel manual, Professional Conduct and No Harassment Policy, section 2.15 (Anti-Violence Policy), section 4.7 (Fraternization Policy between Students and Employees) or a combination of sections. If the victim is a juvenile section 4.6 (Policy on Reporting the Abuse of a Minor) will apply. Based on the severity of the incident, the President of Cottey College, Director of Human Resources, Vice President of Student Life, or Director of Safety, Clery, and Title IX Compliance may expedite the process and/or refer the incident to the Nevada Police Department. The appropriate disciplinary response will be determined on a case-by-case basis at the sole discretion of the College.

3. *Steps in the Disciplinary Process*

- A. Initial report of inappropriate activity by an employee of Cottey College
- B. Review of the report and gathering of the related information (0 to 5 working days)
- C. Conduct a hearing (0 to 10 working days)
- D. Determination as to violation of policy and sanctions (0 to 15 working days)

Finally, if you feel that the College has not met its obligations under the policy, you should contact the vice president for administration and finance (417-667-8181 ext. 2123) to make a formal written appeal (must be made within 5 working days following determination).

4. *Decision-Making Process*

The College will thoroughly and promptly investigate all claims of Domestic Violence, Dating Violence, Sexual Assault and Stalking. If an investigation confirms that a violation has occurred, the College will take prompt, corrective action, as is appropriate. An administrative hearing will be conducted and the hearing officer(s) have full discretion as to what evidence to consider (Hearing Testimony, Reports, Statements, Photos, Etc.) and what weight to place on said evidence in reaching their decision. Complainant's information will be kept confidential as possible as permitted by Missouri Law.

5. *Standard of Evidence*

The standard of evidence used will be the preponderance of the evidence as required under Title IX.

6. *Possible Sanctions*

The following are possible sanctions for employee violators of section 2.15, 4.5, 4.6, and 4.7 of the personnel handbooks:

- A. Verbal or written warnings
- B. No contact orders
- C. Mandated participation in the employee assistance program
- D. Required counseling
- E. Suspension with and without pay
- F. Termination
- G. Trespass warnings can be issued at any time, if deemed appropriate, and in the best interest of the college and the victim.

7. ***Range of Protective Measures Available to a Victim Alleging Misconduct***

- A. College no contact order
- B. Separate waiting area
- C. Safety escorts
- D. Victim can also apply for an order of protection with the Vernon County Court at no cost

It is strictly against College policy to retaliate against anyone who reports or assists in making a complaint. Retaliation is contrary to Cottey College policy statement and may result in discipline up to and including termination. Anyone who feels that retaliatory action has been taken because of his or her report or assistance in making a complaint should immediately bring the matter to the College's attention.

Compliance with the provisions outlined above does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

The College's authority over visitors to the campus who commit sex offenses on campus is limited to reporting them to local law enforcement officials and issuing a "No Trespass" directive from campus property. Individuals banned from campus may be arrested for trespassing if they refuse to leave. Campus authorities will also assist victims in obtaining a protection order, if requested.

Confidentiality

Victims may request that directory information on file with the College be withheld by request to the registrar in the Office of Academic Records. Regardless of whether a victim has opted-out of allowing the College to share "directory information," personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures.

The College does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

Further, the College will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the College to provide the accommodations or protective measures.

IF YOU ARE VICTIM OF RAPE, ACQUAINTANCE RAPE, SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING

Students or employees who become victims of sexual assault, domestic violence, dating violence or stalking, whether on or off campus, are encouraged to report the crime to local law enforcement authorities.

After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible at the Nevada Regional Medical Center. In Missouri, evidence may be collected if you choose to make a report to law enforcement. There is no charge for the forensic medical exam. Nevada Police will make contact with you to offer assistance and if you decline will respect your decision and depart. To make a report the police will take your information (name and

general information) and will proceed with an investigation. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring and may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims does not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College adjudicators/investigators or police.

Campus officials are available to assist students or employees in this process. The professional counselors and the director of Spiritual Life who work in Student Life are encouraged to inform the persons they are counseling of the option to report crimes on a voluntary confidential basis, through their offices, to the vice president for student life, if and when they deem it appropriate, so that the incident can be included in the annual report, and so that a “timely warning” can be made if appropriate. The vice president for Student Life will also notify Campus Security and the Nevada Police Department of any confidential or anonymous report.

Campus officials will facilitate changes in academic, living, transportation, and working situations, or protective measures if requested by the victim, regardless if the victim chooses to report the crime to Campus Security or local law enforcement.

STEPS TO FOLLOW: YOUR RIGHTS AND OPTIONS AS A VICTIM OF SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

- **Get to a safe place as soon as you can.**
- **Contact someone you trust**, a close friend or Resident Assistant (RA), counselor or other member of the student life staff, or in the case of employees, a friend, family member, colleague, supervisor, or the director of Human Resources to be with you and support you.
- **Campus staff is available to assist you every step of the way as detailed below, from seeking medical treatment, reporting to local authorities (if you choose to), providing counseling support, and ongoing support in all areas.**
- **Get medical attention** as soon as possible to obtain care for your physical needs and to collect important evidence in the event you may later wish to take legal action.
- **Try to preserve all physical evidence.** Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag.
- **Preserving evidence will be important** for proof of sexual assault, domestic violence, dating violence or stalking, and for obtaining a protection order. Keep all emails, texts or other evidence that will be helpful. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Campus Security or local law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the College at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.
- **Contact the local police** by calling 911. (9-911 from a campus extension) or (417) 448-2710.
- You may also contact Campus Security at 2222, or (417) 448-4139.

- **Campus staff will assist you in notifying local authorities.** Your hall director, the director of Housing, the vice president for Student Life, a counselor, the director of Spiritual Life, or the director of Human Resources is available to help you.
- **You also have the right not to report** to campus authorities or the local police.

Procedures the College Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking is Reported

The College has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The College will make such accommodations, if the victim requests them and if they are reasonable available, regardless of whether the victim chooses to report the crime to the Campus Security or local law enforcement. Students and employees should contact the director of Safety, Clery, and Title IX Compliance at mburger@cottey.edu or call 417-667-6333 ext. 2292.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, below are the procedures that the College will follow:

| Incident Being Reported | Procedure Institution Will Follow |
|--------------------------------|---|
| Sexual Assault | <ol style="list-style-type: none"> 1. Depending on when reported (immediate vs delayed report), the College will provide complainant with access to medical care 2. College will assess immediate safety needs of complainant 3. College will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department 4. College will provide complainant with referrals to on and off campus mental health providers 5. College will assess need to implement interim or long-term protective measures, if appropriate. 6. College will provide the victim with a written explanation of the victim’s rights and options 7. College will provide a “No trespass” directive to accused party if deemed appropriate 8. College will provide written instructions on how to apply for Protective Order 9. College will provide a copy of the policy applicable to Sexual Assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution 10. College will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is 11. College will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation |

| | |
|--------------------------|---|
| Stalking | <ol style="list-style-type: none"> 1. College will assess immediate safety needs of complainant 2. College will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department 3. College will provide written instructions on how to apply for Protective Order 4. College will provide written information to complainant on how to preserve evidence 5. College will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. College will provide the victim with a written explanation of the victim’s rights and options 7. College will provide a “No trespass” directive to accused party if deemed appropriate |
| Dating Violence | <ol style="list-style-type: none"> 1. College will assess immediate safety needs of complainant 2. College will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department 3. College will provide written instructions on how to apply for Protective Order 4. College will provide written information to complainant on how to preserve evidence 5. College will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. College will provide the victim with a written explanation of the victim’s rights and options 7. College will provide a “No trespass” directive to accused party if deemed appropriate |
| Domestic Violence | <ol style="list-style-type: none"> 1. College will assess immediate safety needs of complainant 2. College will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 3. College will provide written instructions on how to apply for Protective Order 4. College will provide written information to complainant on how to preserve evidence 5. College will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. College will provide the victim with a written explanation of the victim’s rights and options 7. College will provide a “No trespass” directive to accused party if deemed appropriate |

Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the college will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;

- a statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
- a statement regarding the institution’s provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action
- **Campus staff will provide you a written explanation of your rights and options**, regardless of where the offense occurred.
- **You will also be provided with written notification** of existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both on campus and in the community.

These resources include the following:

| ON CAMPUS | Type of Services Available | Service Provider | Contact Information |
|---------------------------------|-----------------------------------|---|--|
| Counseling | | | |
| Health | General services and referrals | Health Services | rmallinson@cottey.edu 417-667-8181 ext. 2157 |
| Mental Health | Counseling and referral | Counseling Office | rmallinsont@cottey.edu 417-667-8181 ext. 2157 |
| Victim Advocacy | Counseling and referral | Counseling Office | rmallinson@cottey.edu 417-667-8181 ext. 2157 |
| Legal Assistance | Referral to local providers | Office of Student Life | mphillips@cottey.edu 417-667-8181 ext. 2126 |
| Visa and Immigration Assistance | General services and support | International Education Coordinator | Jdenefrio@cottey.edu 417-667-8181 ext. 2132 |
| Student Financial Aid | General assistance | Office of Financial Aid | spennington@cottey.edu 417-667-8181 ext. 2190 |
| Other | Spiritual counseling | Office of Spiritual Life and Campus Diversity | esigauke@cottey.edu 417-667-8181 ext. 2180 |

| OFF CAMPUS | Type of Services Available | Service Provider | Contact Information |
|-------------------|-----------------------------------|--|--|
| Counseling | Counseling and referral | Allied Mental Health Consultants Alternatives in Mental Health..... Butler-Davidson Counseling Moss House (domestic violence)..... Nevada Mental Health (24-hour) Pathways..... Bridgewater, Hissink, Bofetta..... | 417-684-2644 417-667-8008 417-667-9608 417-667-7171 417-667-8352 417-667-2262 417-283-5151 |
| Health | | Nevada Regional Medical Center Vernon County Health Dept. | 417-667-3355 417-667-7418 |
| Mental Health | | Allied Mental Health Consultants Alternatives in Mental Health..... Butler-Davidson Counseling Moss House (domestic violence)..... Nevada Mental Health (24-hour) | 417-684-2644 417-667-8008 417-876-5675 417-667-7171 417-667-8352 |

| | | | |
|---------------------------------|----------------------------|---|------------------------------|
| Mental Health (cont'd) | | Pathways..... Bridgewater, Hissink, Bofetta..... | 417-667-2262 417-283-5151 |
| Additional Services: | | | |
| Victim Advocacy | Crime victim assistance | Vernon County Prosecutor's Office..... | 417-667-4862 |
| Legal Assistance | General legal aid services | Legal Aid of Western Missouri..... | 816-474-6750 |
| Visa and Immigration Assistance | General legal aid services | Legal Aid of Western Missouri..... | 816-474-6750 |
| Student Financial Aid | Federal Student Aid | Department of Education | 800-433-3243 |
| Other | | | |

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

- www.rainn.org – Rape, Abuse and Incest National Network
- <http://www.justice.gov/ovw/sexual-assault> - Department of Justice
- <http://www2.ed.gov/about/offices/list/ocr/index.html> Department of Education, Office of Civil Rights

- **You will also be provided with written notification** about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures, whether or not you choose to report to law enforcement. The College will make such accommodations or provide such protective measures if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

At the victim's request, and to the extent of the victim's cooperation and consent, college offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working or transportation situations regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

To request changes to academic, living, transportation and/or working situations or protective measures, a student victim should contact the vice president for Student Life at mphillips@cottey.edu or call 417-667-8181, ext. 2126; an employee victim should contact the director of Human Resources at bmcreynolds@cottey.edu, or call 417-667-8181, ext. 2103. If the victim wishes to receive assistance in requesting these accommodations, a student victim should contact the vice president for Student Life at mphillips@cottey.edu or call 417-667-8181, ext, 2126; an employee victim should contact the director of Human Resources at bmcreynolds@cottey.edu, or call 417-667-8181, ext. 2103.

The College will provide students and employees with a range of protective measures, both interim or long-term, such as but not limited to; housing changes, class schedule changes, issuance of a “No Contact” directive, issuance of a “No Trespass” directive on campus property, providing an on-campus escort, changing a work location or reporting structure, providing an escort to and from parking.

Rights of Victims and the Institution's Responsibilities for Orders of Protection, “No Contact” Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution

Cotley College complies with Missouri law in recognizing orders of protection issued by: SEE CHART BELOW. Any person who obtains an order of protection from any state should provide a copy to the director of Safety, Clery, and Title IX Compliance. A complainant may then meet with the director and the vice president of Student Life to develop a Safety Action Plan, which is a plan for campus security and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, providing a temporary cellphone, changing classroom location or allowing a student to complete assignments from home, etc.) The College cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s).

| Type Of Order | Rights of Victims | Institution’s Responsibilities |
|--|---|--|
| Orders of protection: Issued by any US court: | To have the order adhered to as written. To have a police report made upon violation. | To contact the Nevada Police Department, upon violation, and make a report. |
| Issued by a foreign court: Order must be registered with Vernon County Courts | Same as above | Same as above |
| No contact orders: must be reviewed by the director of safety to verify the local application | As determined upon review | To review the order and refer the student to the appropriate court or authority. |
| No contact orders: issued by the College | Protection as prescribed by the order. May request an order of protection from the local courts | Violations by a member of the College community will result in disciplinary action. All others will be trespassed. |
| Similar lawful orders issued by a criminal, civil, or tribal court Orders by the institution (PNG) | Same as above | As outlined in the order. After review by the Vernon County P.A. |

The victim is required to apply and receive protection through these orders by applying directly for these services with the Vernon County Courts or courts in their jurisdiction.

The College may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. If the College receives a report that such an institutional no contact order has been violated, the College will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the no contact order.

- **You have other rights detailed in the College’s Title IX policy contained herein.**
- **Talk with a counselor** who will maintain confidentiality, help explain your options, give you information, and provide emotional support. If you were victimized weeks or years ago,

assistance is still available to you. Talking with someone now may help you cope better with sexual violence from the past, whether it was rape, child sexual abuse, incest, or sexual harassment.

The [Counseling Office](#) is located on the second floor of Hinkhouse Center. Appointments can be scheduled by calling **ext. 2157**. In case of an after-hours emergency, **contact a PEP member, RA, or hall director. They can help you get emergency medical attention and counseling services.**

P.E.O. Hall Director..... ext. 3050, cell (417) 448-9787

Reeves Hall Director..... ext. 4050, cell (417) 448-4168

Robertson Hall Director.....ext. 5050, cell (417) 684-5555

REDUCING THE RISK OF SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

VAWA defines “risk reduction” as the “options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.”

The following are tips to promote your safety. However, always remember that victims are in no way responsible for their abuse or assault—only the perpetrator is responsible. (Taken from Rape, Abuse, & Incest National Network, www.rainn.org and the Simmons College Annual Security and Fire Safety Report, 2015).

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don't know where you are going, act like you do.
4. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
5. Make sure your cell phone is with you and charged and that you have cab money.
6. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
7. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
8. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and **leave together**.
9. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
10. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
11. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
12. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.

13. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
14. If you need to get out of an uncomfortable or scary situation, here are some things that you can try:
 - Remember that being in this situation is not your fault. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
 - Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort, without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well and going to throw up, having somewhere else that you need to be, etc.
15. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
16. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

If you have to find a way out of a situation where someone is pressuring you, or if something happens that you didn't consent to, it is not your fault. [Take care of yourself](#), and know you're not alone.

Learn more about staying safe and protecting your friends:

- [Steps You Can Take to Prevent Sexual Assault](#)
- [What Consent Looks like](#)
- [Alcohol Safety](#)

To speak with someone who is trained to help, call the National Sexual Assault Hotline at 800-656-HOPE (4673) or chat online at online.rainn.org.

Safety Planning When Someone is Hurting You:

For many people who have been impacted by sexual assault, current and long-term safety can be an ongoing concern. Safety planning is about brainstorming ways to stay safe that may also help reduce the risk of future harm. It can include planning for a future crisis, considering your options, and making decisions about your next steps. Finding ways to stay and feel safer can be an important step towards healing, and these plans and actions should not increase the risk of being hurt.

- **Lean on a support network.** Having someone you can reach out to for support can be an important part of staying safe and recovering. Find someone you trust who could respond to a crisis if you needed their help.
- **Become familiar with safe places.** Learn more about safe places near you such as a local domestic violence shelter or a family member's house. Learn the routes and commit them to memory. Find out more about [sexual assault service providers](#) in your area that can offer support.

- **Stay safe at home.** If the person hurting you is in your home, you can take steps to feel safer. Try hanging bells or a noise maker on your door to scare the person hurting you away, or sleep in public spaces like the living room. If possible, keep the doors inside your house locked or put something heavy in front of them. If you're protecting yourself from someone who does not live with you, keep all the doors locked when you're not using them, and install an outside lighting system with motion detectors. Change the locks if possible.
- **Keep computer safety in mind.** If you think someone might be monitoring your computer use, consider regularly clearing your cache, history, and cookies. You could also use a different computer at a friend's house or a public library.
- **Create a code word.** It might be a code between you and your children that means "get out," or with your support network that means "I need help."
- **Prepare an excuse.** Create several plausible reasons for leaving the house at different times or for existing situation that might become dangerous. Have these on hand in case you need to get away quickly.

Safety Planning When Someone is Stalking You:

- **Tell someone you trust.** Stalking shouldn't be kept a secret. Tell your parents, loved ones, a trusted adult, or the local police to determine if a report can be made.
- **Be prepared to reach out.** If possible, keep your cell phone charged and have emergency contact numbers programmed ahead of time. You may want to save these contacts under a different name. Memorize a few numbers in case you don't have cell phone access in the future.
- **Change your routine.** Be aware of your daily routine and begin to alter it overtime. Switch up the way you commute more often, taking different routes or different modes of transportation. Visit the [Stalking Resource Center](#) for more ways to stay safe.

Safety Planning When Leaving the Person Hurting You:

- **Make an escape bag.** Pack a bag that includes all important papers and documents, such as your birth certificate, license, passport, social security card, bills, prescription drugs, and medical records. Include cash, keys, and credit cards. Hide the bag well. If it's discovered, call it a "hurricane bag" or "fire bag." If you are escaping with children, include their identifying information as well.
- **Prepare your support network.** Keep your support network in the loop. Let them know how to respond if the perpetrator contacts them.
- **Plan a destination.** If you're not going to stay with someone you know, locate the nearest domestic violence shelter or homeless shelter.
- **Plan a route.** Then plan a backup route. If you are driving, have a tank of gas filled at all times. If you rely on public transportation, know the routes departure times. Many public transportation systems have mobile apps that update their schedules and arrival times.
- **Important Safety Note:** If the dangerous situation involves a partner, go to the police or a shelter first.

If you are in a domestic violence situation and need help, call the National Domestic Violence Hotline at 800-799-SAFE(7233). You can also [visit their website](#) to learn more about safety planning. Safety Information Taken from the Rape, Abuse & Incest National Network (RAINN) <https://rainn.org/get-information/sexual-assault-prevention/safety-plan>

WARNING SIGNS OF AN ABUSIVE PERSON

This is a list of behaviors that are seen in people who abuse their partners. An abuser may exhibit only a few of these behaviors, but they may be quite exaggerated.

- **Past abuse**

An abuser may say, "I hit someone in the past, but she made me do it." An abusive person who minimizes what happened with a previous partner is likely to be violent with their current partner. Abusive behavior does not just go away; long-term counseling and a sincere desire to change are necessary.

- **Threats of violence or abuse**

Threats can involve anything that is meant to control the victim. For example, "I'll tell your parents about your drug use if you don't do what I want." Healthy relationships do not involve threats, but an abusive person will try to excuse this behavior by saying that "everybody talks like that."

- **Breaking objects**

An abuser may break things, beat on tables or walls or throw objects around or near the victim. This behavior terrorizes the victim and can send the message that physical abuse is the next step.

- **Use of force during an argument**

An abuser may use force during arguments, including holding the victim down, physically restraining the victim from leaving the room, and pushing and shoving. For example, an abuser may hold a victim against the wall and say, "You're going to listen to me."

- **Jealousy**

An abuser will say that jealousy is a sign of love. In reality, jealousy has nothing to do with love. It is a sign of insecurity and possessiveness. An abuser may question the victim about whom they talk to or be jealous of time spent with other people. As the jealousy progresses, the abuser will call the victim frequently, stop by unexpectedly or monitor the victim's activities.

- **Controlling behavior**

An abuser will claim that controlling behavior is out of concern for the victim's welfare. They will be angry if the victim is late and will frequently interrogate the victim. As this behavior gets worse, the abuser will control the victim's appearance and activities.

- **Quick involvement**

An abuser will often pressure someone to make a commitment after a very short amount of time. The abuser comes on quickly, claiming "love at first sight," and will tell the victim flattering things such as "You're the only person I could ever love."

- **Unrealistic expectations**

The abuser is dependent on the victim for everything and expects perfection. The victim is expected to take care of everything for the abuser, particularly all emotional support. The abuser will say things like, "You're the only person I need in my life."

- **Isolation**

The abuser will attempt to diminish and destroy the victim's support system. The abuser will accuse people who are close to the victim of "causing trouble."

- **Blames others for problems**

Abusers will rarely admit to the part they play in causing a problem. He/she will blame the victim for almost anything that goes wrong.

- **Blames others for their feelings**

An abuser will tell the victim, "I hurt you because you made me mad," or "You're hurting me when you don't do what I ask." Blaming the victim is a way of manipulating them and avoiding any responsibility.

- **Hypersensitivity**

An abuser can be easily insulted. The slightest setbacks are seen as personal attacks. An abuser will rage about the everyday difficulties of life as if they are injustices -- such as getting a traffic ticket or not doing well on an exam.

- **Cruelty to animals or children**

An abuser may brutally punish animals or be insensitive to their pain or suffering. Pets can be used to control the victim or to emotionally abuse them.

- **Rigid sex roles**

Male abusers often expect women to serve and obey them. They view women as inferior to men and believe that a woman is not a whole person without a relationship with a man.

- **Jekyll-and-Hyde personality**

Explosiveness and mood swings are typical of abusers, and these behaviors are related to other traits such as hypersensitivity. This is not always a sign of mental health problems but may be a way of controlling the victim by being unpredictable.

Adapted from Wilson, K.J. (1997). [When Violence Begins at Home: A Comprehensive Guide to Understanding and Ending Domestic Abuse](#). Alameda, CA: Hunter House Publishers).

Help Reduce Your Risk and Avoid Potential Attacks

No victim is ever to blame for being assaulted or abused. Unfortunately, a person who is the victim of sexual or dating violence is more likely to be re-victimized. Below are some tips to help reduce your risk, and how to avoid potential attacks.

If you are being abused or suspect that someone you know is being abused, speak up or intervene.

1. Contact the Counseling Office and request to meet with a counselor for support.
2. Look for “red flags” in relationships so you can learn to avoid those characteristics in future partners.
3. Consider getting a protective order.
4. Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported.
5. Trust your instincts—if something doesn’t feel right in a relationship, speak up or end it.

BYSTANDER INTERVENTION

VAWA defines bystander intervention as “safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.”

Be an intervener! Stop these incidents before they occur, and talk to your friends about it so that they will intervene as well!

1. Notices the Incident

Bystanders first must notice the incident taking place. Obviously, if they don't take note of the situation there is no reason to help.

2. Interpret incident as an emergency

Bystanders also need to evaluate the situation and determine whether it is an emergency—or at least one in which someone needs assistance.

3. Assume Responsibility

Another decision bystanders make is whether they should assume responsibility for giving help. One repeated finding in research studies on helping is that a bystander is less likely to help if there are other bystanders present. When other bystanders are present responsibility for helping is diffused. If a lone bystander is present he or she is more likely to assume responsibility.

4. Attempts to Help

- Whether this is to help the person leave the situation, confront a behavior, diffuse a situation, or call for other support/security.
- The best way bystanders can assist in creating an empowering climate free of interpersonal violence is to diffuse the problem behaviors before they escalate.
- Educate yourself about interpersonal violence AND share this info with friends.
- Confront friends who make excuses for other people's abusive behavior Speak up against racist, sexist, and homophobic jokes or remarks.

Tips for Intervening in a situation potentially involving sexual assault, relationship violence, or stalking:

- Approach everyone in a non-judgmental way
- Do not be antagonistic
- Avoid using violence
- Be honest and direct whenever possible
- Recruit help if necessary
- Create a distraction to allow for an escape
- Keep yourself safe
- If things get out of hand or become too serious, contact the police

EDUCATIONAL PROGRAMS AND DESCRIPTIONS

Cottey College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- A. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and

- B. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Primary prevention programs means programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions. Ongoing prevention and awareness campaigns are educational programs that have the same objective as primary prevention programs (stated above) and continue throughout the course of the year, presenting prevention information and messages frequently and consistently to further impact the attitudes and behaviors of members of the campus community.

Awareness programs means community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

- Identify domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Define what behavior constitutes domestic violence, dating violence, sexual assault, and stalking in federal and state laws in Missouri;
- Define what behavior and actions constitute consent to sexual activity in the State of Missouri;
- Provide safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;
- Provide information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.
- Provide an overview of information contained in the Annual Security Report in compliance with the Clery Act.

Specifically, the College offered the following **primary prevention and awareness programs** for all **incoming students** in YEAR: 2016

| Name of Program | Date Held | Location Held | Which Prohibited Behavior* Covered? |
|---------------------------|------------|--------------------|-------------------------------------|
| Escort Program | Throughout | Upon Request | DoV, DaV, SA, S |
| New Orientation | 8-20-16 | Hinkhouse | DoV, DaV, SA, S |
| Personal Protection | 8-21-16 | Hinkhouse | DoV, DaV, SA, S |
| Peer Theatre | 8-21-16 | Robertson Hall | DaV, SA, S |
| Safety Procedures | 8-23-16 | Residence Halls | SA, S |
| START | 11-15-16 | Online Training | DoV, DaV, SA,S |
| SaVE Act | 11-15-16 | Online Training | DoV, DaV, SA,S |
| Sexual Violence | Throughout | Materials provided | DoV, DaV, SA,S |
| <i>Student Health 101</i> | Monthly | Materials provided | DoV, DaV, SA,S |
| Student Wellness | Throughout | Materials/Training | DoV, DaV, SA,S |

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking, START means Student Title IX, Alcohol, and Respect Training

The College offered the following **primary prevention and awareness programs** for all **new employees** in YEAR: 2016

| Name of Program | Date Held | Location Held | Which Prohibited Behavior* Covered? |
|---------------------------|------------------|----------------------|--|
| Escort Program | Throughout | Upon Request | DoV, DaV, SA,S |
| Sexual Violence | Throughout | Materials provided | DoV, DaV, SA,S |
| Bystander Intervention | 9-8-16 | R.B.A.C. 109 | DoV, DaV, SA,S |
| <i>Student Health 101</i> | Monthly | Materials provided | DoV, DaV, SA,S |
| Student Wellness | Throughout | Materials/Training | DoV, DaV, SA,S |
| Harassment Training | October 2016 | Computer Based | SA, S |

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

The College offered the following **ongoing awareness and prevention programs** for **students** in YEAR: 2016

| Name of Program | Date Held | Location Held | Which Prohibited Behavior* Covered? |
|---------------------------|------------------|----------------------|--|
| Peer Theatre | 8-21-16 | Robertson Hall | DaV, SA, S |
| Bystander Intervention | 8-30-16 | RBAC 109 | DoV, DaV, SA, S |
| Escort Program | Throughout | Upon Request | DoV, DaV, SA,S |
| Safety Procedures | 8-23-16 | Residence Halls | SA, S |
| START | 11-15-16 | Online Training | DoV, DaV, SA,S |
| SaVE Act | 11-15-16 | Online Training | DoV, DaV, SA,S |
| Sexual Violence | Throughout | Materials provided | DoV, DaV, SA,S |
| <i>Student Health 101</i> | Monthly | Materials provided | DoV, DaV, SA,S |
| Student Wellness | Throughout | Materials/Training | DoV, DaV, SA,S |

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking, START means Student Title IX, Alcohol, and Respect Training

The College offered the following **ongoing awareness and prevention programs** for **employees** in YEAR: 2016

| Name of Program | Date Held | Location Held | Which Prohibited Behavior* Covered? |
|---------------------------|------------------|----------------------|--|
| Sexual Violence | Throughout | Materials provided | DoV, DaV, SA,S |
| R.A. & H.D. Duties | 8-10-16 | C.W.L. | DoV, DaV, SA, S |
| Bystander Intervention | 9-8-16 | RBAC 109 | DoV, DaV, SA, S |
| Escort Program | Throughout | Upon Request | DoV, DaV, SA,S |
| <i>Student Health 101</i> | Monthly | Materials provided | DoV, DaV, SA,S |
| Student Wellness | Throughout | Materials/Training | DoV, DaV, SA,S |
| Harassment Training | October 2016 | Computer Based | SA, S |

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault, S means Stalking, R.A. means Resident Assistants, and H.D. means Housing Directors

Primary Prevention and Awareness Programs

The following is a description of educational programs and campaigns focused on the prevention of sexual assault, domestic violence, dating violence, and stalking that are offered on an annual and in some cases, a semester basis:

1. Escort Program – Campus Security provides an escort service, particularly during the hours of darkness, for those walking on campus. Call Campus Security at ext. 2222, or at (417) 448-4139.
2. New Student Orientation - a personal protection presentation with hands-on practice is provided to all new students that includes a focus on increasing awareness and prevention of sexual assault, domestic violence, dating violence, and stalking. A peer theater presentation includes scenarios to increase awareness and prevention of sexual violence, substance abuse, eating disorders and other serious issues that college students face. Students are introduced to campus resources and personnel who can provide assistance. Returning students are also included in this annual presentation.
3. Residence Hall Presentations by the Director of Safety, Clery, and Title IX Compliance - The director makes a crime prevention and safety presentation, and answers any question students have in each residence hall early in each semester.
4. Residence Hall Meetings – Hall staff conduct residence hall meetings at the beginning of the year and throughout the year. Students are oriented to the Campus Emergency Procedures, the fire and tornado alarm system and the keycard system, visitation sign in procedures, and taking personal responsibility for your safety and the safety of your peers.
5. Sexual Violence and Intimate Partner Violence Awareness, Education, and Prevention – information is provided at New Student Orientation, and throughout the year through the Office of Student Life, the Student Wellness Program and by various student groups and organizations focusing on awareness of sexual assault, domestic violence, dating violence, and stalking. Prevention material is distributed through the Student Life Center. Prevention campaigns are conducted throughout the year through the use of bookmarks, posters and through information shared in the *Cotley Connection*, the weekly electronic newsletter distributed to students and employees.
6. Bystander Intervention Program—Resident Assistants and Peer Listeners receive training at the beginning of the year in bystander intervention techniques. Bystander intervention tips are included in periodic issues of the *Cotley Connection*, and include safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, sexual assault, or stalking against a person other than such individual.
7. Peer Listeners and Resident Assistants are each responsible for providing a program in their respective residence halls that promotes student wellness and healthy community living.
8. Students and employees receive monthly e-magazine, *Student Health 101* that focuses on health and safety awareness and education that includes information on the prevention of and response to sexual assault, dating violence, domestic violence, and stalking. It also contains information about bystander intervention.
9. Campaigns and presentations to promote substance abuse prevention are conducted through BACCHUS (Boosting Alcohol Consciousness Concerning the Health of College Students), the Counseling Office, and the Student Wellness Program.
10. The Student Wellness Program promotes educational sessions and campaigns including the use of social media and covers a variety of topics that promote safety and student wellness.

11. Information about sexual harassment and sexual assault is contained in the Student Handbook that is available online and is distributed annually to all students and employees by email. The Title IX coordinator and Title IX Deputy is available to meet with students or employees who have questions about the policy or who wish to make an informal or formal complaint.
12. Computer-based training regarding harassment is required of all employees.
13. The Campus Emergency Response Flip Chart is posted in each suite and all across campus. Suites are encouraged to review all emergency procedures.
14. Security cameras are located at the entrances to all campus buildings and in the parking lots.

COMPARISON OF MISSOURI AND FEDERAL SEXUAL ASSAULT DEFINITIONS

Federal definitions of sexual assault, domestic violence, dating violence, and stalking can be found in [VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013](#) (VAWA). However, individuals must also abide by the state statutes that reflect the federal definitions.

Missouri sexual offenses statutes can be found in RSMo.566.

VAWA stipulates that an Institution of Higher Education must provide the local statutory definition of **Consent** for its jurisdiction in its Sexual Assault, Domestic Violence, Dating Violence, and Stalking Policy.

Consent (RSMo. 556.061): consent or lack of consent may be expressed or implied. Assent does not constitute consent if:

- (a) It is given by a person who lacks the mental capacity to authorize the conduct charged to constitute the offense and such mental incapacity is manifest or known to the actor; or
- (b) It is given by a person who by reason of youth, mental disease or defect, intoxication, a drug-induced state, or any other reason is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense; or
- (c) It is induced by force, duress or deception

****Note on consent and age (reason of youth) in regards to rape in Missouri***

If you are **20 years old or under**, the minimum age of consent is 14. If you are **21 or older**, the minimum age of consent is 17.

Sex Offenses (FBI UCR) – An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, A sex offense is “Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.”

Rape (FBI UCR) – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. See [FBI Uniform Crime Reports](#).

Sexual Assault is a term to describe any sexual act without consent. Missouri Law divides these acts up into separate offenses, ranging from Forcible Rape to 3rd Degree Sexual Misconduct.

Corresponding Missouri Statutes

Rape in the first degree - <http://revisor.mo.gov/main/PageSelect.aspx?section=566.030>

Rape in the second degree - <http://revisor.mo.gov/main/PageSelect.aspx?section=566.031>

Sodomy - Having **deviate sexual intercourse** with another person.

Deviant Sexual Intercourse - any act involving the genitals of one person and the hand, mouth, tongue, or anus of another person or a sexual act involving the penetration, however slight, of the penis, female genitalia, or the anus by a finger, instrument or object done for the purpose of arousing or gratifying the sexual desire of any person or for the purpose of terrorizing the victim

Sexual Assault With An Object -The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity (Please note that a finger or hand is also considered an object).

Corresponding Missouri Statutes

<http://revisor.mo.gov/main/PageSelect.aspx?section=566.060>

<http://revisor.mo.gov/main/PageSelect.aspx?section=566.061>

<http://revisor.mo.gov/main/PageSelect.aspx?section=566.062>

<http://revisor.mo.gov/main/PageSelect.aspx?section=566.064>

34 CFR 668 Appendix A has been updated to correspond with the 2013 UCR expanded definition of Rape (which includes the crimes of sodomy and sexual assault with an object).

- A. **Fondling (FBI UCR)** - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of 18 his/her age or because of his/her temporary or permanent mental or physical incapacity.

Corresponding Missouri Statutes

<http://www.moga.mo.gov/mostatutes/stathtml/56600001002.html>

<http://www.moga.mo.gov/mostatutes/stathtml/56600001012.html>

- B. **Incest (FBI UCR)** - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Corresponding Missouri Statutes

<http://revisor.mo.gov/main/PageSelect.aspx?section=568.020>

- C. **Statutory Rape (FBI NIBRS)** – Non-forcible sexual intercourse with a person who is under the statutory age of consent (See page 40 of [“The National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program 2013 Handbook \(NIBRS\)”](#)).

Corresponding Missouri Statutes

<http://revisor.mo.gov/main/PageSelect.aspx?section=566.032>

(Sexual Intercourse with a person who is under the age of 14 in Missouri.)

<http://revisor.mo.gov/main/PageSelect.aspx?section=566.034>

(Twenty-one years of age or older, that has sexual intercourse with another person who is less than seventeen years of age in Missouri.)

Federal Law: Violence Against Women Act (VAWA) Crime Categories Additions

Domestic Violence:

1. *A felony or misdemeanor crime of violence committed--*

(i) By a current or former spouse or intimate partner of the victim;

(ii) By a person with whom the victim shares a child in common;

(iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;

(iv) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or

(v) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence: *Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.*

1. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

2. For the purpose of this definition-

(i) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

(ii) Dating violence does not include acts covered under the definition of domestic violence.

Stalking:

1. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

(i) Fear for the person's safety or the safety of others; or

(ii) Suffer substantial emotional distress.

2. For the purpose of this definition –

(i) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

(ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

(iii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

DEFINITIONS APPLICABLE IN STATUTES CONCERNING ORDERS OF PROTECTION

<http://revisor.mo.gov/main/PageSelect.aspx?section=455.010>

Domestic Violence ([455.010\(5\) RSMo.](#)) is *abuse or stalking* committed by a **family or household member**.

“Family” or “Household Member” ([455.010\(7\) RSMo.](#)) *spouses, former spouses, any person related by blood or marriage, persons who are presently residing together or have resided together in the past, any person who is or has been in a continuing social relationship of a romantic or intimate nature with the victim, and anyone who has a child in common regardless of whether they have been married or have resided together at any time;*”

Abuse ([455.010\(1\) RSMo.](#)) *includes but is not limited to the occurrence of any of the following acts, attempts or threats against a person who may be protected pursuant to this chapter, except abuse shall not include abuse inflicted on a child by accidental means by an adult household member or discipline of a child, including spanking, in a reasonable manner:*

- a. **"Assault"**, *purposely or knowingly placing or attempting to place another in fear of physical harm;*
- b. **"Battery"**, *purposely or knowingly causing physical harm to another with or without a deadly weapon;*
- c. **"Coercion"**, *compelling another by force or threat of force to engage in conduct from which the latter has a right to abstain or to abstain from conduct in which the person has a right to engage;*
- d. **"Harassment"**, *engaging in a purposeful or knowing course of conduct involving more than one incident that alarms or causes distress to an adult or child and serves no legitimate purpose. The course of conduct must be such as would cause a reasonable adult or child to suffer substantial emotional distress and must actually cause substantial emotional distress to the petitioner or child.*
 - i. *Such conduct might include, but is not limited to:*
 - ii. *Following another about in a public place or places;*
 - iii. *Peering in the window or lingering outside the residence of another; but does not include constitutionally protected activity;*
- e. **"Sexual assault"**, *causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, or duress; or without that person's consent*
- f. **"Unlawful imprisonment"**, *holding, confining, detaining or abducting another person against that person's will;*

Stalking ([455.010\(14\)\(RSMo.\)](#)) *is when any person purposely engages in an unwanted course of conduct that causes alarm to another person, or a person who resides together in the same household with the person seeking the order of protection when it is reasonable in that person's situation to have been alarmed by the conduct. As used in this subdivision:*

- a. *"Alarm" means to cause fear of danger of physical harm; and*
- b. *"Course of conduct" means a pattern of conduct composed of repeated acts over a period of time, however short, that serves no legitimate purpose. Such conduct may include, but is not limited to, following the other person or unwanted communication or unwanted contact.*

**MISSOURI STATUTE ON CRIMES THAT COVER DOMESTIC VIOLENCE,
DATING VIOLENCE AND STALKING**

Domestic Assault

<http://revisor.mo.gov/main/PageSelect.aspx?section=565.072>

*A person commits the offense of **domestic assault in the first degree** if he or she attempts to kill or knowingly causes or attempts to cause serious physical injury to a domestic victim, as the term "domestic victim" is defined under section 565.002.*

<http://revisor.mo.gov/main/PageSelect.aspx?section=565.073>

*A person commits the offense of **domestic assault in the second degree** if the act involves a domestic victim, as the term "domestic victim" is defined under section 565.002, and he or she:*

- (1) Knowingly causes physical injury to such domestic victim by any means, including but not limited to, use of a deadly weapon or dangerous instrument, or by choking or strangulation; or*
- (2) Recklessly causes serious physical injury to such domestic victim; or*
- (3) Recklessly causes physical injury to such domestic victim by means of any deadly weapon.*

<http://revisor.mo.gov/main/PageSelect.aspx?section=565.074>

*A person commits the crime of **domestic assault in the third degree** if the act involves a family or household member, including any child who is a member of the family or household, as defined in section 455.010 and:*

- 1. The person attempts to cause or recklessly causes physical injury to such family or household member; or*
- 2. With criminal negligence the person causes physical injury to such family or household member by means of a deadly weapon or dangerous instrument; or*
- 3. The person purposely places such family or household member in apprehension of immediate physical injury by any means; or*
- 4. The person recklessly engages in conduct which creates a grave risk of death or serious physical injury to such family or household member; or*
- 5. The person knowingly causes physical contact with such family or household member knowing the other person will regard the contact as offensive; or*
- 6. The person knowingly attempts to cause or causes the isolation of such family or household member by unreasonably and substantially restricting or limiting such family or household member's access to other persons, telecommunication devices or transportation for the purpose of isolation.*

Domestic victim (RSMo 565.002), a household or family member as the term "family" or "household member" is defined in section 455.010, including any child who is a member of the household or family;

Family or household member (RSMo455.101), spouses, former spouses, any person related by blood or marriage, persons who are presently residing together or have resided together in the past, any person who is or has been in a continuing social relationship of a romantic or intimate nature with the victim, and anyone who has a child in common regardless of whether they have been married or have resided together at any time;

Dating Violence

Currently Missouri law includes dating violence in the definition for domestic assault based on the definition of “Family” or “Household Member” in [455.010\(7\) RSMo](#). “spouses, former spouses, any person related by blood or marriage, persons who are presently residing together or have resided together in the past, any person who is or has been in a continuing social relationship of a romantic or intimate nature with the victim, and anyone who has a child in common regardless of whether they have been married or have resided together at any time;”

Harassment

<http://revisor.mo.gov/main/PageSelect.aspx?section=565.090>

565.090. A person commits the offense of **harassment in the first degree** if he or she, without good cause, engages in any act with the purpose to cause emotional distress to another person, and such act does cause such person to suffer emotional distress.

2. The offense of harassment in the first degree is a class E felony.

3. This section shall not apply to activities of federal, state, county, or municipal law enforcement officers conducting investigations of violation of federal, state, county, or municipal law.

<http://revisor.mo.gov/main/PageSelect.aspx?section=565.091>

A person commits the offense of **harassment in the second degree** if he or she, without good cause, engages in any act with the purpose to cause emotional distress to another person.

Stalking

<http://revisor.mo.gov/main/PageSelect.aspx?section=565.225>

As used in this section and section 565.227, the term “disturbs” shall mean to engage in a course of conduct directed at a specific person that serves no legitimate purpose and that would cause a reasonable person under the circumstances to be frightened, intimidated, or emotionally distressed.

A person commits the offense of **stalking in the first degree** if he or she purposely, through his or her course of conduct, disturbs or follows with the intent of disturbing another person and:

(1) Makes a threat communicated with the intent to cause the person who is the target of the threat to reasonably fear for his or her safety, the safety of his or her family or household member, or the safety of domestic animals or livestock as defined in section 276.606 kept at such person’s residence or on such person’s property. The threat shall be against the life of, or a threat to cause physical injury to, or the kidnapping of the person, the person’s family or household members, or the person’s domestic animals or livestock as defined in section 276.606 kept at such person’s residence or on such person’s property; or

(2) At least one of the acts constituting the course of conduct is in violation of an order of protection and the person has received actual notice of such order; or

(3) At least one of the actions constituting the course of conduct is in violation of a condition of probation, parole, pretrial release, or release on bond pending appeal; or

(4) At any time during the course of conduct, the other person is seventeen years of age or younger and the person disturbing the other person is twenty-one years of age or older; or

(5) He or she has previously been found guilty of domestic assault, violation of an order of protection, or any other crime where the other person was the victim; or

(6) At any time during the course of conduct, the other person is a participant of the address confidentiality program under sections 589.660 to 589.681, and the person disturbing the other person knowingly accesses or attempts to access the address of the other person.

<http://revisor.mo.gov/main/PageSelect.aspx?section=565.227>

A person commits the offense of **stalking in the second degree** if he or she purposely, through his or her course of conduct, disturbs, or follows with the intent to disturb another person.

Other Crimes Related to Stalking

<http://www.moga.mo.gov/mostatutes/stathtml/56500002522.html>

*A person commits the crime of **invasion of privacy in the first degree** if such person:*

- 1. Knowingly photographs or films another person, without the person's knowledge and consent, while the person being photographed or filmed is in a state of full or partial nudity and is in a place where one would have a reasonable expectation of privacy, and the person subsequently distributes the photograph or film to another or transmits the image contained in the photograph or film in a manner that allows access to that image via a computer; or*
- 2. Knowingly disseminates or permits the dissemination by any means, to another person, of a videotape, photograph, or film obtained in violation of subdivision (1) of this subsection or in violation of section 565.253.*

Invasion of privacy in the first degree is a class D felony.

<http://www.moga.mo.gov/mostatutes/stathtml/56500002532.html>

*A person commits the crime of **invasion of privacy in the second degree** if:*

- 1. Such person knowingly views, photographs or films another person, without that person's knowledge and consent, while the person being viewed, photographed or filmed is in a state of full or partial nudity and is in a place where one would have a reasonable expectation of privacy; or*
- 2. Such person knowingly uses a concealed camcorder or photographic camera of any type to secretly videotape, photograph, or record by electronic means another person under or through the clothing worn by that other person for the purpose of viewing the body of or the undergarments worn by that other person without that person's consent.*

Invasion of privacy in the second degree pursuant to subdivision (1) of subsection 1 of this section is a class A misdemeanor; unless more than one person is viewed, photographed or filmed in full or partial nudity in violation of sections 565.250 to 565.257 during the same course of conduct, in which case invasion of privacy is a class D felony; and unless committed by a person who has previously pled guilty to or been found guilty of invasion of privacy, in which case invasion of privacy is a class D felony. Invasion of privacy in the second degree pursuant to subdivision (2) of subsection 1 of this section is a class A misdemeanor; unless more than one person is secretly videotaped, photographed or recorded in violation of sections 565.250 to 565.257 during the same course of conduct, in which case invasion of privacy is a class D felony; and unless committed by a person who has previously pled guilty to or been found guilty of invasion of privacy, in which case invasion of privacy is a class C felony. Prior pleas or findings of guilt shall be pled and proven in the same manner required by the provisions of section 558.021.

Missouri Sexual Assault Offenses Table

| CHARGE | ACT | OTHER ELEMENTS | PRISON TERM | STATUTE |
|---|---|---|--|----------------|
| Rape 1st Degree | Sexual intercourse | Incapable/lack capacity for consent, or by the use of forcible compulsion | 5 years – life without parole (30 years) | 566.030 |
| Rape 2nd Degree | Sexual intercourse | Without Consent | Up to 7 years, D/Felony | 566.031 |
| Statutory Rape 1st Degree | Sexual intercourse | Intercourse with someone under 14 | 5 years – life (30 years) | 566.032 |
| Statutory Rape 2nd Degree | Sexual intercourse | 21 + having intercourse with someone under 17 | Up to 7 years, D/Felony | 566.034 |
| Sodomy 1st Degree | Deviate sexual intercourse | Incapable/lack capacity/incapacitated for consent, or by use of forcible compulsion | 5 years - life without parole for (natural life) | 566.060 |
| Sodomy 2nd Degree (Deviate Sexual Assault) | Deviate sexual intercourse | Without consent | Up to 7 years, C/Felony | 566.061 |
| Stat. Sodomy 1st Degree | Deviate sexual intercourse | With someone under 14 | 5 years – life | 566.062 |
| Stat. Sodomy 2nd Degree | Deviate sexual intercourse | 21 + having with someone under 17 | Up to 7 years, D/Felony | 566.064 |
| Sexual Misconduct, 1st degree* (non-clery crime) | Genital exposure, sexual contact in the presence of others, sex in public | Knows that this is likely to cause affront or alarm | 6 months – 1 year, A/B misdemeanor | 566.093 |
| Sexual Misconduct, 2nd degree* (non-clery crime) | Solicits or requests another person to engage in sexual conduct | Knows that this was likely to cause affront or alarm | 15 days, C/misdemeanor | 566.095 |
| Sexual Abuse 1st degree* | Sexual contact | Incapable/lack capacity for consent, or by the use of forcible compulsion | 3 – 15 years, (B/C)/Felony | 566.100 |
| Sexual Abuse 2nd degree* | Sexual contact | Without consent | 1 – 4 years, A/misdemeanor–E/Felony | 566.101 |
| Child Molestation 2nd degree | Sexual contact | With someone under the age of 12 or 4 years > child under 17 | 5 to 15 years, B/Felony | 566.068 |
| Incest | Marry or purports to marry, sexual inter. or deviate sexual intercourse | Relative (Siblings, ancestors, & adopted children..etc..) | Up to 4 years, E/Felony | 568.020 |

Other Missouri VAWA Related Offenses Table

| CHARGE | ACT | OTHER ELEMENTS | PRISON TERM | |
|---|--|--|---------------------------------------|----------------|
| Domestic Assault 1st Degree | Attempts to kill, or knowingly causes or attempts to cause serious physical injury | To a domestic victim | 5 years – life (30 years), A/B Felony | 565.072 |
| Domestic Assault 2nd Degree | Knowingly causes injury by any means to a domestic victim | Recklessly causes serious physical injury or physical injury | Up to 7 years, D/Felony | 565.073 |
| Domestic Assault 3rd Degree | Attempts to cause physical injury to a domestic victim | Knowingly causes physical pain or illness | 1 – 4 years, E/Felony | 565.074 |
| Harassment 1st Degree | Any act without good cause with the purpose to cause emotional distress | And act causes emotional distress | Up to 4 years E/Felony | 565.090 |
| Harassment 2nd Degree | Without good cause engages in an act with the purpose to cause emotional distress | | Up to 1 year, A/misdemeanor | 565.091 |
| Stalking 1st Degree | Purposely disturbs or follows with the intent to disturb and communicates a threat | With the intent to cause fear for safety of persons, animals, family, or household members | 1 – 4 years, E/Felony | 565.225 |
| Stalking 2nd Degree | Purposely by conduct disturbs or follows another person | With intent to disturb another person | Up to 1 year A/misdemeanor | 565.227 |
| Invasion of Privacy | Knowingly photographs, films, creates an image of another person (full/partial/nudity) | Without Consent and where a person has a reasonable expectation of privacy | Up to 1 year, A/misdemeanor | 565.252 |

Penalties (558.011 RSMo) and Fines (558.002 RSMo)

| Felony Class | Penalties (Years of imprisonment) http://revisor.mo.gov/main/OneSection.aspx?section=558.011 http://revisor.mo.gov/main/PageSelect.aspx?section=558.002 | Fines (558.002 RSMo.) |
|-------------------|---|-----------------------|
| A | 10 – 30, or life | |
| B | 5 - 15 | |
| C | Up to 10 | Up to \$10,000 |
| D | Up to 7 | Up to \$10,000 |
| E | Up to 4 | Up to \$10,000 |
| Misdemeanor Class | Penalties (Term of imprisonment) Imprisonment & Fines Same Links as Above | Fines |
| A | 1 year | \$2,000 |
| B | Up to 6 months | \$1,000 |
| C | Up to 15 days | \$750 |
| D | NONE | \$500 |
| Infraction | NONE | \$400 |

CAMPUS SECURITY AND EMERGENCY PROCEDURES

These procedures are intended to help staff, faculty, and students respond to emergency situations which may occur on the Cottey College campus. Such emergencies can occur at any time and without warning, but their effects can be minimized if proper emergency procedures are established and followed.

The College is committed to the safety and security of all members of the Cottey College community. In times of emergency, the College will provide appropriate campus-wide response to assure safety and minimize losses.

ARE YOU PREPARED?

Emergency preparedness is also an individual responsibility. This handbook will serve as quick reference for efficient action during emergencies and should be kept in an easily accessible location at all times. All staff, faculty, and students should take time now to read and become familiar with the contents of the guide before an emergency occurs.

SAFETY POLICIES

The following safety policies are enforced at Cottey College:

- Flammable liquids (such as gasoline) shall not be stored in residence halls or inside any buildings except laboratories and maintenance shops designed for this purpose.
- No open flames (candles, lanterns, incense, etc.) are permitted in residence halls or inside any buildings except in laboratories and maintenance shops designed for this purpose, except as authorized by the President or her designee.
- Smoking is not permitted in any building on the campus.
- Vehicles shall be parked in designated areas only. Fire lanes and parking spaces for those who are physically challenged are clearly identified.
- No firearms shall be used, carried, or stored on campus.
- No fireworks shall be used or stored on campus, except as authorized by the President or her designee.

TORNADO—SEVERE STORM—PREPAREDNESS/RESPONSE

TORNADO WATCH—Conditions are favorable for tornado or severe weather.

- Monitor building weather radio and take action as needed.

TORNADO WARNING—Tornado may be imminent.

- Take shelter immediately, and move to the basement. If there is no basement, move to an interior hallway, stairwell, or other area which is directly supported and free from windows and glass.
- Monitor building weather radio and take action as needed.

SIGNALS:

- ◆ Local weather warning horns will sound.
- ◆ The National Weather Service monitor/warning system on campus will give warnings and updates.
- ◆ Do not leave shelter until the all clear has been given by authorized personnel.
- ◆ Residence halls have staff with access to a two-way radio to contact Security personnel for updates on storm progress.

THESE SAME INSTRUCTIONS SHOULD BE FOLLOWED WITH ALL STORMS.

FIRE

If a fire or smoke is discovered anywhere on or about the campus:

- Leave the area where the fire is located, isolating it as well as possible by closing doors and windows around it. Do not attempt to retrieve valuables and do not use elevators.
- Pull the nearest fire alarm. Find a safe location and call 9-911 on a campus extension or 911 on a cell phone—then call Campus Security at extension 2222 or 417-448-4139.
- Never attempt to fight a fire larger than wastebasket size. Even a small fire can generate enough smoke to cause serious injury. Never attempt to fight a fire by yourself. Call for help. Always stay between the fire and the exit.

FIRE EXTINGUISHER INSTRUCTIONS

P* PULL safety pin from the handle

A* AIM at the base of the fire

S* SQUEEZE the trigger handle

S* SWEEP from side to side

- If you are aware that someone is trapped in a burning structure, inform the firefighters immediately. Do not re-enter the building alone. If you are trapped, stay low to the ground as you try to exit. Do not open any doors that feel hot. Use wet towels or clothes to protect yourself from flames and smoke.
- If your clothes catch fire, STOP, DROP, AND ROLL!!!
- All alarms should be taken seriously. If you hear an alarm, evacuate the building.

EARTHQUAKE PREPAREDNESS/RESPONSE

When a shaking or trembling of the earth is first recognized, assess the situation and then:

If you are inside a building:

- ◆ Take cover under a desk, table, or heavy furniture, if possible assuming the position for a tornado drill.
- ◆ Take cover in interior doorways or narrow halls.
- ◆ Stay away from windows and beware of falling objects.
- ◆ Move from under light fixtures or other suspended objects.
- ◆ Keep clear of large open areas i.e., gymnasiums, auditoriums.
- ◆ Do not use elevators.
- ◆ If the building is severely damaged, evacuate the building after trembling ceases.
- ◆ Do not ignite a match or lighter in case there is a gas leak.

If you are outside:

- ◆ Move away from buildings if possible.
- ◆ Avoid electrical poles.
- ◆ Avoid overhead wires and fallen wires.
- ◆ DO NOT ENTER A BUILDING until it has been determined safe.

HAZARDOUS MATERIAL SPILL

Any spill involving hazardous materials or offensive odors from ventilation systems shall be reported to Campus Security/Physical Plant immediately at extension 2222 or 417-448-4139.

It is important to:

- Do not attempt to clean up a spill unless you have been trained and equipped to do so. It will be assessed by trained personnel who will ensure that proper cleanup techniques are employed.
- Be prepared to evacuate the building, if necessary. Always stay upwind of the spill (wind blowing from behind you). All laboratory personnel should be prepared to assist in assessment of spills within their area.

- In the event of a chemical spill in the Nevada area, evacuation of the campus may be necessary. Be prepared to cooperate with College and/or emergency response personnel.
- Restrain chemical containers and gas cylinders to prevent spills during an earthquake.

UTILITY EMERGENCY

If a utility problem is discovered, such as a gas leak or elevator failure, call the Physical Plant at extension 2222 or 417-448-4139.

GAS LEAK

- Only personnel specifically trained in emergency shut-off procedures should attempt to shut off the building gas.
- As a precaution, avoid lighting matches or turning on or off lights. Extinguish any open flames.
- Stay clear of the problem. Go outside and wait for Physical Plant person or gas company employee, and direct him/her to the problem location.
- Physical Plant personnel will recommend response procedures to those occupying the building once they have confirmed the leak. Building occupants should evacuate immediately if asked to do so by a Physical Plant, gas company, or other College or safety personnel. Windows should be open to allow ventilation.

ELEVATOR FAILURE

- If you are in an elevator that stops between floors, or the doors will not open, use the elevator phone or alarm button to call for help. Physical Plant/Security personnel will respond.
- If the elevator stops during an earthquake, the phone may not work. Emergency plans have been developed for such an event, and Physical Plant Department personnel will be automatically dispatched to check all elevators.
- Never attempt to pry open the doors or overhead hatch of a stopped elevator. Such actions by unskilled personnel may result in injury/death. Specially trained elevator mechanics will take care of the problem.

MEDICAL/PSYCHOLOGICAL EMERGENCIES

In case of a medical emergency, call 9-911 on a campus extension or 911 on a cell phone, then:

- Stay with the victim. If the victim is conscious, ask what the problem is. If the victim is unconscious, check for breathing and bleeding. Administer first aid and CPR.
- Keep the victim still, comfortable, and warm.
- Protect the victim from any disturbances.
- Search for any emergency identification (i.e. ID bracelet).
- Wait for emergency help to arrive. Never leave the victim alone, if at all possible, without putting yourself in danger.
- As soon as the situation permits, contact your supervisor. For students, contact the Health Services Office at extension 2157, or Office of Student Life at extension 2126 during normal office hours. Contact the hall director on duty after hours and on weekends.

If a psychological emergency occurs (suicide attempt, disorientation, confusion, panic):

- Call 9-911 on a campus extension or 911 on a cell phone.
- As soon as the situation permits, contact your supervisor. For students, contact the Counseling Office at extension 2157, or the Office of Student Life at extension 2126 during normal office hours. Contact the hall director on duty after hours and on weekends.
- Stay with the victim unless your safety is threatened. Wait for emergency response personnel to arrive.

- If there is not an immediate concern for the safety of the person or others, please contact the Counseling Office at 2157, or if after hours, the hall director on duty, a peer listener, or R.A. for assistance. Stay with the person until help arrives.
- Always report any behavior or information you have that causes you concern for your safety or the safety of others.

BOMB THREAT PROCEDURES

If you receive a bomb threat:

- Remain calm and stay on the line. Take as much information as possible from the caller. Use the checklist on the following page.
- When the caller hangs up, call 9-911 on a campus extension or 911 on a cell phone. Give the officer your name, location, telephone number, and the information you obtained from the caller.
- Do not hang up until told to do so.
- Inform your supervisor or hall director as soon as possible. If possible, get his or her attention while still on the line.
- Inform Campus Security/Physical Plant at ext. 2222 or 417-448-4139.
- Report any suspicious object to Campus Security or other emergency personnel. Do not touch or move it.
- Follow all instructions given by emergency personnel. Do not re-enter any evacuated area until authorized to do so.
- Submit the completed form to Police/Campus Security as soon as possible. ● Remember, first impressions are very important.

BOMB THREAT CHECKLIST

Exact wording of caller: _____

Ask the caller the following questions:

- When will the bomb explode? _____
- Where is the bomb now? _____
- What does the bomb look like? _____
- What kind of bomb is it? _____
- What will detonate the bomb? _____
- Did you place the bomb? Why? _____
- What is your name? _____
- Date: _____ Time: _____ Sex of caller: M/F Age: _____

Describe the caller's voice (circle any that apply):

| | | | | |
|----------|----------|----------|---------|----------------|
| calm | lisp | deep | soft | angry |
| crying | slow | loud | excited | normal |
| raspy | distinct | nasal | stutter | cracking |
| laughing | slurred | accented | ragged | deep breathing |

other: _____

Was the voice familiar to you? Y/N Like whom? _____

Describe the threat language (circle any that apply):

| | | | | |
|-------------|------|--------------|---------|--------------|
| well-spoken | foul | incoherent | serious | message read |
| irrational | | other: _____ | | |

Describe any background noise (circle any that apply):

| | | | | |
|--------|---------------|--------------|-------|--------|
| street | long-distance | clear | music | office |
| local | factory | motor | house | static |
| voices | animals | other: _____ | | |

SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING PREVENTION

Anyone can be a victim of sexual assault, dating violence, domestic violence, and stalking. Be aware of the different possibilities, and be prepared to take whatever actions necessary.

When walking or driving:

- Keep all your senses available. Do not use “Walkman/iPod” type earphones while jogging after dark.
- If you feel endangered, yell. Scream “HELP!” or “POLICE!” and run away.
- Use physical violence to defend yourself if threatened. If you feel threatened, the law says that you may have already been assaulted.
- Walk with confidence.
- Display outrage if threatened, not fear.

When on a date:

- Know yourself and your own capabilities. Set limits early and communicate those limits.
- Try to find an easy way out of potentially risky situations---lie or create a distraction and leave.
- Tell someone if you need help and get support and assistance from others.
- Stand up for yourself.
- Avoid use of alcohol/drugs.

When in your room:

- Lock your doors and windows at night.
- Do not talk with obscene callers. HANG UP!!!

Escort Service:

If you must walk the campus after dark, you do not need to do so alone. Ask someone to join you. Walk in pairs or groups for safety. If you feel threatened, call Campus Security at extension 2222 or 417-448-4139 to have them escort you to your on-campus destination. If on campus and you are threatened, use the emergency poles with the blue light on top; hit the button for local police response. This will also light the flashing blue light to attract attention. This may help deter a would-be attacker.

If you are ever a victim of sexual assault, report the incident immediately to the police by calling 9-911 from a campus extension or 911 from a cell phone. Contact the Counseling Office at extension 2157, the hall director on duty, a peer listener, an R.A., or someone you trust.

HOSTILE INTRUDER

If an intruder in a campus building is actively causing deadly harm or the threat of imminent deadly harm to people, you must immediately run away from the threat if you can, or hide, or plan a way to fight. If you can safely do so, call 9-911 on a campus extension or 911 on a cell. Give as many details as possible about location, number of assailants, means of aggression, and other pertinent information.

- Identify possible exits and flee the building if you are able to do so.
- If it does not appear that escape is an option at the time, persons should lock themselves in classrooms, residence hall rooms, and offices as a means of protection.
- Stay low, away from windows, and barricade their door(s) if possible and use furniture or desks as cover.
- If possible, cover any windows or openings that have a direct line of sight into the hallway.
- If you have determined that hiding is your best course of actions, do not attempt to leave the building until told to do so by police authorities. The only exception to this is, given the specific circumstances, a person is certain beyond any doubt, that they are in more danger in staying in the building than in attempting to escape.

- If you believe you are in danger of being confronted by the intruder, prepare to fight with any available objects. If in a group, work with others to make a plan to fight if confronted.

If a hostile intruder is actively causing deadly harm or the threat of imminent deadly harm to people on the campus grounds, we recommend the following course of action:

- Run away from the threat if you can, as fast as you can.
- Do not run in a straight line. Use buildings, trees, shrubs, and cars as cover.
- If you can get away from the immediate area of danger, summon help and warn others.
- If escape does not appear to be an option and you decide to hide, take into consideration the area in which you are hiding. Will I be found? Is this really a good spot to remain hidden? Is there an escape route?
- If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you. Otherwise, make a plan to fight using any available objects and planning with others if you are not alone.
- If hiding or playing dead, do not give away your position or stand up until the police authorities clear the building.

AVOIDING AND REPORTING CRIME

If you see or suspect any illegal activity occurring on or about the Cottey College campus:

- Contact local emergency services by calling 9-911 on a campus extension or 911 on a cell phone.
- Contact Campus Security immediately at extension 2222 or 417-448-4139, and give your name and location, and the location and nature of the incident.
- If you are in a safe location, stay there.
- Do not attempt to interfere with the situation except for self-protection.
- Try to note a description of any suspects involved. Important characteristics to note are: ♦ Height and weight
 - ♦ Names used
 - ♦ Method and direction of travel
 - ♦ Sex, race, and age
- Also, try to note a description of any vehicles involved. Important information to note are:
 - ♦ Color, make and model
 - ♦ License number

Be aware of the following suspicious signs. Follow the above procedures if any of these are observed.

- A scream or a call for help.
- A whistle or horn blowing.
- A broken window.
- An unfamiliar person doing any of the following:
 - ♦ Entering a neighbor's room or office.
 - ♦ Loitering on or about the campus.
 - ♦ Trying to break into a car.
 - ♦ Repeatedly driving on or about campus.

Some tips that can be used to prevent campus crime are:

- Locking your door whenever you leave your room or office.
- Locking your windows whenever you leave your room, especially if you are on the ground floor or next to a roof surface.
- Averting temptation. Place your valuables out of sight.
- Not leaving valuables unattended anywhere on campus.

- Requesting identification of service people working in your area. If still uncertain, call the Physical Plant Department at extension 2222 or 417-448-4139.
- Keeping a record of serial numbers, models, brand names, and description of all your valuables. Also keep a record of all your charge account numbers in a safe place.
- Locking bicycles with high quality locks.
- Letting suitemates know where you will be going, when you plan to return, and how to reach you.
- Keeping keys safe at all times. Report any missing keys/keycards to the Health Services Office at extension 2157 or Campus Security at extension 2222 or 417-448-4139.
- Reporting all thefts, no matter how small, to Campus Security, extension 2222 or 417-448-4139. For residence hall thefts, contact your hall director. You may also report thefts to the Nevada Police Department at 448-2710.

Emergency Building Evacuation and Shelter in Place Plan

Main Hall

- **Storm/Tornado:** Take stairs or elevator to lower level; stay clear of windows
- **Fire:** Leave building immediately; fire stairwells serve as an area of rescue
- **Violent Incident/Intruder:** Identify possible exits and flee the building if you are able to do so. Otherwise, remain in office area or classroom and lock door; stay clear of windows and doorways. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation:** Center for the Arts

Judy and Glenn Rogers Fine Arts Building

- **Storm/Tornado:** Take stairs to lower level, north hallway, new section; stay clear of windows (If time permits, go to Main Hall lower level)
- **Fire:** Leave building immediately
- **Violent Incident/Intruder:** Identify possible exits and flee the building if you are able to do so. Otherwise, remain in office area or classroom and lock door; stay clear of windows and doorways. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation:** Center for the Arts

P.E.O. Hall

- **Storm/Tornado:** Take stairs to lower level; stay clear of windows
- **Fire:** Leave building immediately
- **Violent Incident/Intruder:** Identify possible exits and flee the building if you are able to do so. Otherwise, remain in room and lock door; stay clear of windows and doorways. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation:** Center for the Arts

Physical Plant

- **Storm/Tornado:** Take stairs to lower level; stay clear of windows
- **Fire:** Leave building immediately
- **Violent Incident/Intruder:** Identify possible exits and flee the building if you are able to do so. Otherwise, remain in office area or classroom and lock door; stay clear of windows and doorways. Prepare to fight if confronted
- **Area of Assembly after Building Evacuation:** Center for the Arts

Center for the Arts

- **Storm/Tornado:** Go to Green Room, dressing rooms, or auditorium hallways; stay clear of windows (If time permits, go to basement of P.E.O. Hall)
- **Fire:** Leave building immediately
- **Violent Incident/Intruder:** Identify possible exits and flee the building if you are able to do so. Otherwise, remain in office area or classroom and lock door; stay clear of windows and doorways. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation:** Judy and Glenn Rogers Fine Arts Building, 1st floor

Rubie Burton Academic Center (RBAC)

- **Storm/Tornado:** Take stairs or elevator to lower level; stay clear of windows
- **Fire:** Leave building immediately
- **Violent Incident/Intruder:** Identify possible exits and flee the building if you are able to do so. Otherwise, remain in office area or classroom and lock door; stay clear of windows and doorways. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation:** Hinkhouse Gym

Library

- **Storm/Tornado:** Take stairs or elevator to lower level; stay clear of windows
- **Fire:** Leave building immediately
- **Violent Incident/Intruder:** Identify possible exits and flee the building if you are able to do so. Otherwise, remain in office area or classroom and lock door; stay clear of windows and doorways. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation:** Hinkhouse Gym

Hinkhouse

- **Storm/Tornado:** Take stairs or elevator to lower level; stay clear of windows
- **Fire:** Leave building immediately
- **Violent Incident/Intruder:** Identify possible exits and flee the building if you are able to do so. Otherwise, remain in office area or classroom and lock door; stay clear of windows and doorways. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation:** Raney Dining Room in Robertson Hall

Reeves Hall

- **Storm/Tornado:** Take stairs to lower level; stay clear of windows
- **Fire:** Leave building immediately
- **Violent Incident/Intruder:** Identify possible exits and flee the building if you are able to do so. Otherwise, remain in room and lock door; stay clear of windows and doorways. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation:** Hinkhouse Gym

Chapel

- **Storm/Tornado:** Take stairs to lower level; stay clear of windows (If time permits, go to Reeves Hall lower level)
- **Fire:** Leave building immediately
- **Violent Incident/Intruder:** Identify possible exits and flee the building if you are able to do so. Otherwise, remain in office area or classroom and lock door; stay clear of windows and doorways. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation:** Hinkhouse Gym

Robertson Hall

- **Storm/Tornado:** Take stairs or elevator to lower level; stay clear of windows
- **Fire:** Leave building immediately
- **Violent Incident/Intruder:** Identify possible exits and flee the building if you are able to do so. Otherwise, remain in office area or classroom and lock door; stay clear of windows and doorways. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation:** Hinkhouse Gym

Center for Women's Leadership

- **Storm/Tornado:** Take stairs to lower level; stay clear of windows (If time permits, go to Hinkhouse lower level)
- **Fire:** Leave building immediately
- **Violent Incident/Intruder:** Identify possible exits and flee the building if you are able to do so. Otherwise, remain in office area or classroom and lock door; stay clear of windows and doorways. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation:** Hinkhouse Gym

B.I.L. Lodge

- **Storm/Tornado:** Go to bathrooms; stay clear of windows (If time permits, go to Hinkhouse lower level)
- **Fire:** Leave building immediately
- **Violent Incident/Intruder:** Identify possible exits and flee the building if you are able to do so. Otherwise, go into bathroom and lock door; stay clear of windows and doorways. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation:** Gate entrance

Cottey House

- **Storm/Tornado:** Take stairs to basement; stay clear of windows
- **Fire:** Leave building immediately
- **Violent Incident/Intruder:** Identify possible exits and flee the building if you are able to do so. Otherwise, remain in room and lock door; stay clear of windows and doorways. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation:** P.E.O. Hall

CAMPUS EMERGENCY NOTIFICATION PROCEDURES

The College will immediately notify the campus community, upon the confirmation of a significant emergency, or dangerous situation, involving an immediate threat to the health and safety of students or employees occurring on campus. Cottey's emergency alert system will be activated to immediately notify the community in cases such as a fire, an outbreak of meningitis or other serious illness, approaching tornado or other extreme weather conditions, earthquake, gas leak, terrorist incident, armed intruder, bomb threat, civil unrest or rioting, explosion, or nearby chemical or hazardous waste spill or any incident involving police or fire response requiring notice to shelter in place or evacuate quickly. An emergency notice will be sent as soon as sufficient detail to provide constructive information to protect and inform community members is available. Cottey's emergency alert system can include using some or all of the following forms of communication, depending on the situation: voice, email or text messaging distributed through the Cottey Emergency Notification System; the College e-mail system; bulletins posted on select building entrances and exits; and/or electronic postings on the Message Board. In cases of fire or other events deemed appropriate, the fire alarm system will be used to immediately alert the campus community of the immediate threat. Face to face communication will be used in the event of a system failure. The College also may dispatch Physical Plant/Campus Security personnel to inform the appropriate segment(s) of the community of a campus emergency, depending on the nature of the

emergency. In cases of a tornado or other severe weather, the weather alert system may be activated by the Vernon County Sheriff's Office, Dispatch.

Cottey College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim, or to contain respond to, or otherwise mitigate the emergency. The confirmation that there is a significant emergency is based on reliable information, as determined by the director of physical plant, director of safety, the vice president for Student Life, or their designee(s), in conjunction with Cottey administrators, local first responders, and/or the National Weather Service (time permitting).

The above named responsible campus authority/authorities will also determine the most effective method(s) to use to communicate the emergency, taking into account the nature of the event. They will also make a determination of what segment of the campus community should receive the emergency notification. Because Cottey is such a small campus, in most instances, emergency notifications will be sent campus wide. If it is determined that only a segment of the campus community will be notified, the responsible campus authority/authorities will continue to assess the situation and notify additional segments of the campus community if a situation warrants such actions.

If it is determined that the Cottey Emergency Notification System will be used, the message will be transmitted to students and employees who are enrolled in the system. The delivery of system messages is tested each year, and the system is also tested whenever system upgrades are made. Students and parents are encouraged to enroll prior to their arrival on campus, as published in the New Student Orientation Newsletter, through email notifications, and at New Student Orientation check-in. Employees are entered into the system by the director of human resources. To enroll or update your emergency contact information go to www.cottey.edu/emergency.

In the event of a significant campus event, the President, vice president for administration and finance, the director of public information, and other designated personnel will serve as the campus spokesperson(s), and will be briefed as soon as possible. A determination will be made about disseminating the emergency information to the larger community that could include parents, friends of the College, and the Nevada community, and the media. The Office of Public Information will assist in the communication of a campus emergency both at the time of the emergency, and following a significant event. In the event of a campus emergency, the Office of Public Information will use the Cottey emergency website at www.cottey.edu/emergency/ and/or social media for official campus statements and updates.

The departments and positions listed in the chart below will typically be responsible for developing the content and distributing the notifications as described.

| System to use | Primary Message Creator | Backup Message Creator | Authority for approving & sending messages | Primary Message Sender/ Distributor | Backup Message Sender/ Distributor |
|----------------------|--------------------------------|--|---|--|--|
| PRIMARY | | | | | |
| Campus Email | VP SL | Director PP, Director CS, AVP SL, VP | VP SL, Director PP, Director CS, | VP SL | Director PP, Director CS, AVP SL, VP |

| | | | | | |
|--|-------|--|--|-------|--|
| | | A&F Director AC, Director PI | AVP SL, VP A&F Director AC, Director PI | | A&F Director AC, Director PI |
| Cotley Emergency Notification System (Voice, Email and/or Text Message) | VP SL | Director PP, Director CS, AVP SL, VP A&F Director AC, Director PI | VP SL, Director PP, Director CS, AVP SL, VP A&F Director AC, Director PI | VP SL | Director PP, Director CS, AVP SL, VP A&F Director AC, Director PI |
| SECONDARY | | | | | |
| Bulletins Posted at Select Buildings Entrance/Exits | VP SL | Director PP, Director CS, AVP SL, VP A&F Director AC, Director PI | VP SL, Director PP, Director CS, AVP SL, VP A&F Director AC, Director PI | VP SL | Director PP, Director CS, AVP SL, VP A&F Director AC, Director PI |
| Electronic Postings on the Message Board | VP SL | Director PP, Director CS, AVP SL, VP A&F Director AC, Director PI | VP SL, Director PP, Director CS, AVP SL, VP A&F Director AC, Director PI | VP SL | Director PP, Director CS, AVP SL, VP A&F Director AC, Director PI |

VP SL = Vice President for Student Life

Director CS = Director of Safety, Clery, and Title IX Compliance

Director PP = Director of Physical Plant

AVP SL = Assistant Vice President for Student Life and Director of Housing

VP A&F = Vice President for Administration & Finance

Director AC = Director of Administrative Computing

Director PI = Director of Public Information

In reference to any of these positions, in the absence of the referenced individual, their designee will have the authority.

The content of the message will vary depending on the situation. At a minimum, the messages will describe the emergency, provide basic instructions to the community and will direct them to where they can receive additional information.

Follow-up information will be distributed using some or all of the identified communication systems (except fire alarm).

CLERY TIMELY WARNING NOTICES: CAMPUS CRIME/SAFETY ALERTS

In the event of an incident, within the Cottey College Clery Geography (On Campus, Public Property and Non-campus property), that in the professional judgment of the director of safety, the director of the physical plant or their designee, and/or the vice president for student life or her designee, considers a serious or continuing threat to members of the campus community, a campus wide “timely warning” will be issued through the College email system to students, faculty, and staff. Vice president of student life, in conjunction with the director of safety, the Office of Public Information and/or the business office, will collaborate to issue a “timely warning”. Timely Warning Notices are typically written and by the vice president of student life, or their designee.

| System to use | Primary Message Creator | Backup Message Creator | Authority for approving & sending messages | Primary Message Sender/ Distributor | Backup Message Sender/ Distributor |
|--|--------------------------------|--|--|--|--|
| PRIMARY | | | | | |
| Campus Email | VP SL | Director PP, Director CS, AVP SL, VP A&F Director AC, Director PI | VP SL, Director PP, Director CS, AVP SL, VP A&F Director AC, Director PI | VP SL | Director PP, Director CS, AVP SL, VP A&F Director AC, Director PI |
| Cottey Timely Warning Notification System (Voice, Email and/or Text Message) | VP SL | Director PP, Director CS, AVP SL, VP A&F Director AC, Director PI | VP SL, Director PP, Director CS, AVP SL, VP A&F Director AC, Director PI | VP SL | Director PP, Director CS, AVP SL, VP A&F Director AC, Director PI |
| SECONDARY | | | | | |
| Bulletins Posted at Select Buildings Entrance/Exits | VP SL | Director PP, Director CS, AVP SL, VP A&F Director AC, Director PI | VP SL, Director PP, Director CS, AVP SL, VP A&F Director AC, Director PI | VP SL | Director PP, Director CS, AVP SL, VP A&F Director AC, Director PI |

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| Electronic Postings on the Message Board | VP SL | Director PP, Director CS, AVP SL, VP A&F Director AC, Director PI | VP SL, Director PP, Director CS, AVP SL, VP A&F Director AC, Director PI | VP SL | Director PP, Director CS, AVP SL, VP A&F Director AC, Director PI |
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 Director AC = Director of Administrative Computing
 Director PI = Director of Public Information

In reference to any of these positions, in the absence of the referenced individual, their designee will have the authority.

Members of the community who know of a crime or other serious incident should report that incident as soon as possible to Campus Security by calling 2222 from any campus extension, or by calling (417) 448-4139. It is important to report any crimes and serious incidents so that a “timely warning” can be issued, if warranted. The Nevada Police Department may also notify campus security officials about incidents that may require a “timely warning”. Student life personnel can be a resource to you and may be contacted at ext. 2126, or call the vice president for student life at (417) 448-7466.

“Timely warnings” may also be posted within each residence hall. Timely Warnings are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:

- Murder/Non-Negligent Manslaughter
- Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger College community)
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by-case basis)
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount information known by the vice president of student life or the director of safety, Clery, and Title IX Compliance, or their designee). In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice.

- Major incidents of Arson
- Other Clery crimes as determined necessary by the director of safety, or his or her designee in his or her absence.

“Timely warnings” may also be posted for other crime classifications and/or locations as deemed necessary when circumstances warrant. These campus wide notices contain available pertinent facts about the incident, withhold the names of victims as confidential, and contain relevant tips that will aid in the prevention of similar occurrences. A “timely warning” is generally distributed as soon as possible after a Campus Security Authority receives a report or information about a crime. “Timely warnings” may also be posted in electronic form as a bulletin for the campus community on the Web Board. The Web Board can be accessed immediately on the Cottey Intranet, by all students, faculty, and staff at http://rock.cottey.edu/admin_comp/webpages/. Timely Warning Notices will be distributed as soon as pertinent information is available, in a manner that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar occurrences.

MISSING STUDENT POLICY

Cottey College is a safe, education-oriented and community-minded campus that maintains an academic and social environment conducive to intellectual and personal development of students and promotes the safety and welfare of all members of the campus community. Cottey College is concerned for the safety and well-being of its students and employees. Cottey College will cooperate with authorities in the enforcement of all applicable laws.

Students who live on campus are urged to let their roommate and suitemates know of their whereabouts if they leave the campus. **Students who live on campus who are believed to be missing for 24 hours should be reported to the vice president for student life at ext. 2121 or (417) 448-7466; the director of housing at ext. 2104 or at (417) 684-0182; or the P.E.O. Hall Director at ext. 3050 or (417)448-9787; the Reeves Hall Director at ext. 4050 or (417) 448-4168; or the Robertson Hall Director at ext. 5050 or (417)684-5555; or to Campus Security at ext. 2222 or (417) 448-4139 as soon as possible. Any reports of a missing person to anyone other than Campus Security must be referred immediately to Campus Security.**

In accordance with **Section 485 of the Higher Education Act (HEA)**, every institution of higher education that provides on-campus housing must provide a missing student notification policy for those students residing in on-campus housing. Every student who resides in on-campus housing shall have the option to identify a confidential individual to be contacted by the College in the event that the student is determined missing in accordance with the procedures outlined below. Students are advised that only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

At the beginning of each academic year, the Office of Student Life will inform students residing in on-campus housing that Cottey will notify either a parent or legal guardian, or an individual selected by the student, not later than 24 hours after the time the student is determined to be missing. This information will include the following:

- Students 18 years of age and older have the option of identifying an individual to be contacted by Cottey College not later than 24 hours after the time the student has been determined to be missing.
- Students can register this confidential contact information through the Office of Student Life at the beginning of each semester. The Office of Student Life, located in the Student Life Center, on the second floor of Hinkhouse, is open weekdays 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m. The student wishing to register a confidential contact is solely responsible for the accuracy of the information, as well as any update of information regarding the confidential contact.

- If the student is under 18 years of age, and not an emancipated individual, Cottey College is required to notify a custodial parent or guardian and any other designated contact person designated by the student not later than 24 hours after the time that the student is determined to be missing.
- Cottey College will notify the appropriate law enforcement agency not later than 24 hours after the time that the student is determined to be missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.
- If Campus Security or law enforcement personnel have been notified and make a determination that a student, who is the subject of a missing person report, has been missing for more than 24 hours and has not returned to campus, Cottey College will initiate the emergency contact procedures in accordance with the student's designation.

Cottey College will practice the following notification procedure for a missing student who resides in on-campus housing:

- Once Cottey College receives a missing student report via the Office of Student Life, Campus Security, Housing Office, or other source, the following will be notified: Campus Security; the Housing Office; the Office of Student Life.
- Any official missing person report relating to this student shall be referred immediately to Campus Security.
- If Campus Security and Student Life, after investigating the official report, determine the student has been missing for more than 24 hours, Cottey College will contact the individual identified by the student, the custodial parent or guardian if the student is under 18 and not emancipated, and
- Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, informing the local law enforcement agency that has jurisdiction in the area that the student is missing within 24 hours.

Upon notification from any entity that any student living on campus may be missing, Cottey College may use any of the following resources to assist in locating the student. These resources may be used in any order and combination.

- Through the Housing Office, the hall director and resident assistants may be asked to assist in physically locating the student by keying into the student's assigned room, or other student room she is believed to be in, and by talking with known associates.
- Campus Security or Student Life officials may key into the student's assigned room, or other student room she is believed to be in, as well as search other on-campus buildings and locations.
- Campus Security or Student Life officials may issue an ID picture to assist in identifying the missing student.
- Student Life officials may try to contact known friends, family, or faculty members for last sighting or additional contact information.
- Any faculty or staff may be contacted to seek information on last sighting or other contact information.
- Campus Security may examine card access logs to determine last use of the card and track the card for future uses.
- Campus Security may access vehicle registration information for vehicle location and distribution to authorities.
- Administrative or Academic Computing may be asked to look up email logs for last login and use of Cottey College email system. They may also access the student's personal computer for information about her possible whereabouts or recent contacts.

- Campus Security and Student Life officials may utilize other means to locate the missing student not otherwise specified herein.
- If there is any indication of foul play, the local police department will immediately be contacted for assistance.

If campus security officials determine that a student for whom a missing person report has been filed has been missing for 24 hours, then within the next 24 hours, they must:

- Notify the individual identified by the student to be contacted in this circumstance.
- If the student is under 18 years of age, notify a custodial parent or guardian, and notify law enforcement.

This policy has been established to protect the integrity of the educational experience, encourage positive behavior, and enhance the community commitment of Cottey College students, faculty, and staff.

CAMPUS EMERGENCY RESPONSE PROCEDURES

Cottey College maintains an Emergency Response Plan that outlines responsibilities of campus units during emergencies. This plan outlines incident priorities, campus organization and specific responsibilities of particular units or positions.

College units are responsible for developing emergency response and continuity of operations plans for their areas and staff. Campus emergency management provides resources and guidance for the development of these plans.

TESTING AND PRACTICING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. Cottey conducts announced and unannounced drills and exercises each year and tests of the emergency notification systems on campus as well conducting follow-through activities designed for assessment and evaluation of emergency plans, systems, and capabilities. Emergency evacuation practice for all residence halls and student housing is tested annually early in both the fall and spring semesters, as a fire drill. Hall residents are oriented to the yellow and white Campus Emergency Procedures at an all hall meeting. The flip chart is posted in each suite and in all areas of campus, and is online at <http://www.cottey.edu/emergency>, and is contained herein. Building evacuations may be ordered by personnel depending upon the nature of the emergency, or signaled by the fire safety system in the building affected. Occupants exit via the nearest emergency exit, closing doors behind them as exiting, and are instructed not to use elevators. Following evacuation of the building, occupants are instructed to go to a designated area of assembly. The designated areas of assembly for each campus building are listed above, and can be found in the Campus Emergency Procedures flipchart, and online at <http://www.cottey.edu/emergency>. The Emergency Notification System (requires enrollment), emails, and web information coordinated through the Office of Public Information, as well as direct communication through Student Life, residence hall staff, and physical plant/Campus Security are utilized to communicate emergency response and evacuation plans to students and staff.

During the calendar year 2016, the campus practiced residence hall fire evacuations in each of the three residence halls and in the Cottey House within the first six weeks of both the fall and spring semesters. The fire drills in the residence halls and the Cottey House were scheduled and unannounced and contained a drill to test the fire alert system, student and staff response to evacuate the buildings, to report to the designated areas of assembly, and to be accounted for. The drill also tested the coordination of the response of Student Life, residence hall staff, Campus Security, and the physical plant. Follow through activities were conducted with all residents following the drill explaining the drill and the importance of

fire safety. A follow up email was also sent soliciting comments regarding the drill and the outcome. Participant feedback was used to assess the emergency fire and evacuation plan, and to gather recommendations for improvements. The drills were successful in achieving the goal of a safe and orderly evacuation and reassembly of residents in the designated areas of assembly, taking into account the diverse needs of all residents. The drill also demonstrated the ability of staff to conduct a coordinated response, in which each person involved understood her/his role and responsibility in evacuating residents from the residence halls.

Residence hall staff, food service staff, housekeeping, Campus Security and the Physical Plant participate in an annual fire safety training and response exercise conducted by the Nevada Fire Department. Participants are given hands on practice in the safe use of fire extinguishers as a first response to small fires.

A campus wide tornado/severe storm warning system is installed in all major campus buildings, and is centralized with the Nevada/Vernon County notification system. The system broadcasts an alarm followed by a narrative description of the significant weather event, including instructions to immediately take shelter underground, or in an interior hallway, when necessary.

During the calendar year 2016, the campus practiced two tornado drills involving all three residence halls and the Cottey House; one in the first six weeks of the fall semester, and one following spring break. Both tornado drills were scheduled and unannounced, and contained a drill to test the student and staff response to shelter in the basement in a safe and efficient manner, and to be accounted for and remain in the shelter area until the all clear notice was given. The drill also tested the coordination of the response of Student Life and residence hall staff. Participant feedback and staff debriefing was used to assess and evaluate the tornado evacuation/shelter plan, and to gather suggestions for improvement. The drill was successful in achieving the goal of a safe and orderly evacuation and reassembly of residents to the basements of each residence hall, taking into account the diverse needs of all residents. The drill also demonstrated the ability of staff to conduct a coordinated response, in which each person involved understood her role and responsibility in evacuating residents to the basement in case of a tornado/or severe storm.

Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced.

The Cottey College publicizes a summary of the emergency response and evacuation procedures via email at least once each year in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act.

CAMPUS SECURITY AUTHORITY, MONITORING, AND REPORTING OF CRIMINAL ACTIVITY

Providing a safer and more secure campus is of the utmost importance to the College. The Physical Plant maintains the campus and is responsible for providing 24-hour-a-day campus security. The director of campus security and Clery and Title IX compliance is responsible for campus safety and security, and supervises Campus Security personnel. Cottey's Campus Security personnel do not have special training, are not armed, and do not have authority to make arrests. They have authority to ask persons for identification and to determine whether individuals have lawful business at Cottey College. Campus Security personnel have the authority to issue parking tickets, which are billed to the appropriate student, faculty, and staff through the Business Office. They are available to assist students and employees in nonemergency situations. Campus Security patrols the campus grounds and buildings, checks doors, and generally deters crime. Campus Security has the authority to enforce College policies, and violations of

the law that are also violations of College policies. Campus Security has the jurisdiction to operate on Cottey College owned or controlled property.

The College has a strong open-door relationship with area law enforcement and public safety officials. Campus Security and other college officials work closely with the Nevada Police Department and Fire Department, and other local, state, and federal law enforcement agencies to ensure a safe and secure campus. Campus officials responsible for safety and security meet and/or communicate both formally and informally with law enforcement and public safety officials. Information on criminal activity both on and off the campus is shared to the fullest extent possible under existing laws governing privacy of records and reports. Criminal incidents are referred to the Nevada Police Department who have jurisdiction on the campus. The College will cooperate with the Nevada Police Department and other local, state, or federal law enforcement agencies that are responsible for the investigation and final disposition of incidents of criminal activity occurring on college property. The Nevada Fire Department responds to all on-campus fire alarms that are reported by calling 911.

Cottey College does not have a written formal memorandum of understanding with the Nevada Police Department or any other local, state, or federal law enforcement agency for the investigation of alleged criminal offenses. When a situation requires it, Campus Security will notify the Nevada Police Department. Those situations include all Clery Act offenses, including murder and non-negligent homicide, negligent manslaughter, rape, fondling, incest, statutory rape, sexual assault, domestic violence, dating violence, stalking, robbery, aggravated assault, burglary, motor vehicle theft, arson, and hate crimes, including all the previously identified crimes that were motivated by bias, and also including larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property that are motivated by bias. Other reports may include incidents of drug law violations, and liquor law violations, private property motor vehicle accidents, crimes that appear to constitute a pattern, suspicious circumstances which may be a safety concern to the community or to the responding security personnel, and or persons who may fall within actions where the college might wish to invoke the state criminal trespass law. Campus Security will also assist community members in contacting law enforcement officers whenever a victim wishes to do so, and recommend to victims reporting crimes only to campus security that they also report the crime to the Nevada Police Department.

For the purposes of the Clery Act, non-campus buildings or property is defined as any building or property owned or controlled by a student organization that is officially recognized by the institution, or any building or property owned or controlled by an institution that is used in direct support of, or in relation to the institutions educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. Therefore, there is no monitoring and recording through local police agencies of criminal activity by students at non-campus locations of student organizations officially recognized by the institution, including student organizations with non-campus housing facilities as no such locations exist.

All crime victims and witnesses are strongly encouraged to immediately report the crime to Campus Security and to the Nevada Police Department. Prompt reporting will help to assure timely warning notices on-campus and timely disclosure of crime statistics. Members of the Cottey College community are encouraged to accurately and promptly report crime and emergencies to the Campus Safety and Nevada Police Department, including when the victim of a crime elects to, or is unable to, make such a report.

Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may still want to consider making a confidential report. With your

permission, the director of campus safety, Clery and Title IX Compliance, can file a report on the details of the incident without revealing your identity (except to the Title IX Coordinator in the event of a reported sex offense or sexual harassment). The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to enhance the future safety of yourself and others. With such information, Cottey College can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

The professional counselors and the director of spiritual life who work in the Student Life Center are encouraged to inform the persons they are counseling of the option to report crimes on a voluntary confidential basis, through their offices, to the vice president for student life, if and when they deem it appropriate. The vice president for student life will also notify Campus Security of any confidential anonymous report for inclusion in the annual report.

Hall directors, resident assistants, and hall receptionists can assist you in contacting local authorities or College personnel in nonemergency situations. Campus officials such as Campus Security, residence hall staff, the coordinator of campus activities, coaching staff, the director of housing/assistant vice president for student life, and the vice president for student life are obligated by law to inform local law enforcement when a crime is reported to them. The names of victims may be withheld if they wish to remain anonymous.

Response to a Report

Security is available at their respective telephone numbers 24 hours a day to answer your calls. In response to a call, Campus Security will take the required action, either dispatching a Security Officer, contacting the Nevada Police Department, or asking the victim to report to Campus Security to file an incident report. All reported crimes will be investigated by the College and may become a matter of public record. All Campus Security incident reports are forwarded to the vice president of student life for review as to potential action, as appropriate. Campus Security will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the student life office. If assistance is required from the Nevada Police Department or the Nevada Fire Department, Campus Security will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Campus Security, will offer the victim a wide variety of services.

SECURITY OF CAMPUS FACILITIES

Cottey is a safe place to work and study. This is due, in part, to its rural Midwest location and small size. Even so, personal safety is important on campus, and we continually strive to make improvements to the facilities and grounds that help make the possibility of crime less likely. It is important to recognize that in today's highly mobile society, no place is absolutely safe. Students, employees, and visitors should always practice the same kinds of personal safety precautions and judgment as they would at home or anywhere else. It is vital that every member of the College community take responsibility to promote their personal safety and the safety of others.

Providing a secure campus is of the utmost importance to the College. The Physical Plant maintains the campus and is responsible for providing 24-hour-a-day Campus Security. Campus Security personnel do not have special training, are not armed, and do not have authority to make arrests. They are available to assist students and employees in nonemergency situations. Security patrols the campus grounds and buildings, checks doors, and generally deters crime. They contact local authorities to respond to emergencies on campus.

Campus safety is also promoted through the regular maintenance of buildings and grounds, including an emphasis on campus lighting and the trimming of bushes. **Three emergency call stations are located on the south side of the campus:** one near Hinkhouse Center and the parking lot, one east of the Chapel near Reeves Hall, and one south of the Library near the Rubie Burton Academic Center. **One emergency call station is located on the north side of campus,** near the entrance to the Judy and Glenn Rogers Fine Arts Building. Calls go directly to the 911 dispatcher and should be used only in the case of an emergency. The dispatcher will respond and ask the nature of the emergency. If it is safe to do so, stay and provide details of the emergency. A blue light also begins flashing and can only be turned off by Campus Security personnel. **A phone that will access only campus extensions is on the back of the emergency call station that is located between the Chapel and Reeves Hall.**

Campus residence halls are accessible only by keycard 24/7. Students can gain access to all three residence halls 24 hours a day with their keycards. Security cameras are strategically located across campus and create recordings. Security cameras at the main entrances of each residence hall are monitored by the student receptionist, when on duty.

The majority of campus facilities are accessible to members of the campus community and visitors during regular business hours Monday through Friday. Buildings are secured after hours through a keycard system. Most campus facilities are accessible by keycard until 1 a.m. Hinkhouse Center is accessible by keycard to students, their accompanied guests, employees, and their dependents until 1 a.m. **In order to maintain security, lost keycards should be reported immediately to the Student Life Center at ext. 2157 or to Campus Security at ext. 2222 or 417-448-4139.**

Campus Security Officers conduct routine patrols of campus buildings to evaluate and monitor security related matters.

In addition to Campus Security, hall directors and resident assistants are on duty after hours on a rotating basis. Each residence hall is staffed by a receptionist generally from 11 a.m. to 11 p.m. Halls open at 9 a.m. Saturday and Sunday, and also remain open until 10:30 p.m. nightly.

CRIME STATISTICS AND THE DAILY CRIME LOG

A daily crime log is available for review by any person through Campus Security located in the Physical Plant, 1000 W. Austin, from 8 a.m. to 5 p.m. on weekdays, excluding holidays. The information in the crime log covers all crimes or alleged crimes that occurred on campus and that have been reported directly to Campus Security, as well as crimes that are initially reported to another Campus Security Authority or to a local law enforcement agency who subsequently reports them to Campus Security. The crime log contains crimes that have been reported over the last 60 days, including the date the crime was reported, the date and time the crime occurred, the nature of the crime, the general location of the crime, and the disposition of the complaint, if known. All entries are made within two business days of the reporting. If new information about an entry into a log becomes available to Campus Security, the new information shall be recorded in the log not later than two business days after it becomes available to Campus Security. The only exceptions to these rules are: if the disclosure is prohibited by law, or if the disclosure would jeopardize the confidentiality of the victim. Campus Security may temporarily withhold information if there is clear and convincing evidence that the release of information would: jeopardize an ongoing investigation; jeopardize the safety of an individual; cause a suspect to flee or evade detection; or result in the destruction of evidence. It fulfills the public crime log requirement of the Clery Act.

SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS

It is the philosophy of Cottey College that we would much rather prevent crimes from occurring than to react to them after the fact. A primary vehicle for accomplishing this goal is providing education about personal and community safety to students and employees. The College places an emphasis on eliminating or minimizing criminal opportunities whenever possible and encouraging students and employees to be responsible for their own security and that of others. The following is a listing of both primary prevention and education programs for new students and employees and ongoing prevention and awareness programs and efforts for students and employees at Cottey College:

1. Escort Program – Campus Security provides an escort service, particularly during the hours of darkness, for those walking on campus. Call Campus Security at ext. 2222, or at (417) 448-4139.
2. New Student Orientation - a personal protection presentation with hands-on practice is provided to all new students that includes a focus on increasing awareness and prevention of sexual assault, domestic violence, dating violence, and stalking. A peer theater presentation includes scenarios to increase awareness and prevention of sexual violence, substance abuse, eating disorders and other serious issues that college students face. Students are introduced to campus resources and personnel who can provide assistance. Returning students are also included in this annual presentation.
3. Fire and tornado drills are conducted during the first six weeks of each semester to orient students building evacuation procedures and sheltering in basements or lowest levels of buildings.
4. Residence Hall Presentations by the Community Oriented Policing Services (C.O.P.S.)—the C.O.P.S. officer from the Nevada Police Department makes a crime prevention and safety presentation, and answers any question students have in each residence hall early in each semester.
5. Residence Hall Meetings – Hall staff conduct residence hall meetings at the beginning of the year and throughout the year. Students are oriented to the Campus Emergency Procedures, the fire and tornado alarm system and the keycard system, and the visitation sign in procedures.
6. Run, Hide, Fight—Sessions for employees and students conducted in partnership with the Nevada Police Department to focus on prevention and response to a hostile intruder.
7. Sexual Violence and Intimate Partner Violence Awareness, Education, and Prevention – information is provided at New Student Orientation, and throughout the year through the Office of Student Life, Counseling, the Student Wellness Program and by various student groups and organizations focusing on awareness of rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking. Prevention material is distributed through the Student Life Center. Prevention campaigns are conducted throughout the year through the use of bookmarks, posters and through information shared in the *Cottey Connection*, the weekly electronic newsletter distributed to students and employees.
8. Bystander Intervention Program—resident assistants and peer listeners receive training at the beginning of the year in bystander intervention techniques. Bystander intervention tips are included in periodic issues of the *Cottey Connection*, and include safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, sexual assault, or stalking against a person other than such individual.
9. Peer Listeners and Resident Assistants are each responsible for providing a program in their respective residence halls that promotes student wellness and healthy community living.
10. Students and employees receive monthly e-magazine, *Student Health 101* that focuses on health and safety awareness and education that includes information on the prevention of and response to sexual assault, dating violence, domestic violence, and stalking. It also contains information about bystander intervention.

11. Campaigns and presentations to promote substance abuse prevention are conducted through BACCHUS (Boosting Alcohol Consciousness Concerning the Health of College Students), the Counseling Office, and the Student Wellness Program.
12. The Student Wellness Program promotes educational sessions and campaigns including the use of social media and covers a variety of topics that promote safety and student wellness.
13. Security cameras are located at the entrances to all campus buildings and in the parking lots.
14. Information about sexual harassment and sexual assault is contained in the Student Handbook that is available online and is distributed annually to all students and employees by email. Title IX coordinators for students and employees are available to meet with students or employees who have questions about the policy or who wish to make an informal or formal complaint.
15. The Campus Emergency Response Flip Chart is posted in each suite and all across campus. Suites are encouraged to review all emergency procedures.

Campus policies and procedures concerning safety and security are printed in the Student Handbook, including safety tips and emergency resources. Policies relevant to safety and security are also contained herein. The Cottey College Campus Emergency Procedures flip chart is your guide to emergency response and evacuation procedures. It is posted in suites and buildings across campus, and is contained here-in. It can also be found at www.cottey.edu/emergency.

Cottey students and employees are urged to practice personal safety habits both on and off campus that may reduce their risk of becoming a victim. Avoid walking in areas that are poorly lit, and never walk alone at night. The College encourages students (especially suitemates) to look out for each other and to involve campus authorities when the safety of a student is of concern.

Larceny occurs on every campus and is one of the most preventable crimes. Students are encouraged to lock their doors when outside of the suite. Personal engravers are available in each residence hall. A personal inventory sheet is also available to list items of value, including a description and serial numbers, which are then kept by the hall director.

All students are urged to use campus lots for parking as a means of preventing vandalism and theft. Students are required to display a free parking permit. Cars should be locked and not contain valuables.

Students should report any thefts or acts of vandalism. Theft and incident reports are available from hall staff. Students should also report more serious acts to the Nevada Police Department.

During the 2015-2016 academic year, the College offered approximately 14 crime prevention and security awareness programs. Topics such as personal safety, residence hall security, drug and alcohol abuse awareness and sexual assault prevention are some examples of programs offered during the prior academic year.

All crime prevention and security awareness programs encourage students and employees to be responsible for their own security and the security of others. Participants in these programs are asked to be alert, security-conscious and involved and advised to call Campus Security to report suspicious behavior. For additional questions regarding crime prevention, contact the director of safety, Clery, and Title IX Compliance directly at 417-667-6333 ext. 2292.

SAFETY AND SECURITY FROM THE COTTEY COLLEGE STUDENT HANDBOOK

The Nevada Police Department has primary responsibility for the enforcement of State underage drinking laws, illegal possession, sale, and use of alcohol. They also have the primary responsibility for the enforcement of State and Federal illegal drug laws including manufacture, possession, sale and use. The sale, manufacture, possession, and use of illegal drugs and alcohol on Cottey College property is strictly prohibited.

ALCOHOL

Alcoholic beverages of any kind are prohibited on College property (including cars and B.I.L. Hill) and in conjunction with College activities (with the exception of the international trip consistent with the laws of the country being visited). Students found in violation of this policy through the consumption, possession, or distribution of alcohol are subject to campus disciplinary action. The College administration may also involve local law enforcement or emergency agencies in situations involving alcohol whenever deemed appropriate. Examples of these types of situations include students or guests who refuse or fail to comply with orders or directives of College officials when asked to forfeit suspicious beverages; who become disruptive due to alcohol consumption; and who are obviously intoxicated to the point that they present a clear and present danger to themselves or others. Pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may notify the parents of students under the age of 21 who are alleged to be in violation of this policy. The College may contact parents prior to any disciplinary hearing and is not required to inform students of the notification. The vice president for student life will maintain a record of any parental disclosures that will be provided to the student involved, upon request.

The possession of empty alcohol containers is prohibited, and students will be subject to disciplinary action. (Also see “Drug-Free Schools and Communities Act Amendments of 1989” and “Counseling Office and Services” elsewhere in this handbook.)

ANTI-VIOLENCE POLICY

Cottey College strives to provide students and employees a safe environment. Therefore, the College will not tolerate violence on campus. Students who violate this policy may be subject to disciplinary action up to and including dismissal. Furthermore, the College may take disciplinary action if a student’s conduct off-campus represents a threat to the health, safety or welfare of any member of the College community or to the good of the College. Students will also be subject to any local, state, or federal statutes that may apply. The following terms are used to illustrate Cottey’s policy with regard to violence on campus.

- a. Acts of violence include any physical action, whether intentional or reckless, that harms or threatens the safety of another individual.
- b. A threat of violence includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to another individual.
- c. The possession of a weapon on campus, at a College facility, or at a College event shall be considered a violation of this policy unless written permission has been previously given by the vice president for administration and finance.
- d. The word “campus” includes all College facilities and off-campus locations where students, faculty, or staff are engaged in College business.

(See Vice President Dismissal and Major Violation Grievance Procedure)

COLLEGE PROPERTY

Students, student organizations, and other members of the academic community are held responsible for the loss or destruction of College property.

COMPLYING WITH ORDERS OR DIRECTIVES OF COLLEGE OR CITY OFFICIALS

Students must comply with orders or directives of College officials, hall staff, faculty, security officers or other law enforcement/fire department personnel acting in the performance of their duties.

CONDUCT AND DRESS ON CAMPUS

Students enrolling in Cottey College assume an obligation and are expected by the College to conduct themselves in a manner compatible with the functions and missions of an educational institution. The behavior of a student should reflect seriousness of purpose, propriety of action, responsible behavior in all social settings and an awareness of her obligation as a student in the College and a citizen of the community. Students may not engage in disruptive or disorderly conduct nor lewd, indecent or obscene conduct or dress on campus property.

Students may also not harass or require other students to refrain from wearing certain colors, symbols or distinctive garments on specific days of the week, or require restrictions in speech or behavior as a part of any student tradition. Violators will be subject to disciplinary action. (See Policies on Harassment and Hazing to follow in this section.)

For safety reasons, students must wear shoes while in the Rubie Burton Academic Center. Broken glass or spilled chemicals could possibly be tracked into the halls from science laboratories.

DRUGS

Illicit and synthetic drugs (i.e., possession, use, or distribution of controlled substances without a doctor's prescription) are prohibited on campus. Possession of drug paraphernalia, including hookahs, is also prohibited. Anyone found guilty of violating this regulation may be dismissed from campus. Those found responsible for selling drugs will be dismissed. As a matter of policy, the College also notifies and involves local law enforcement authorities in all situations where a violation of Missouri or federal laws governing controlled substances appears to have occurred. Pursuant to FERPA, the College may also notify the parents of students under the age of 21 who are alleged to be in violation of this policy. The College may contact parents prior to any disciplinary hearing, and is not required to inform students of the notification. The vice president for student life will maintain a record of any parental disclosures that will be provided to the student involved, upon request. (Also see "Drug-Free Schools and Communities Act Amendments of 1989" in this section of the handbook and "Alcohol/Drug Abuse Treatment Program" in section 1.)

DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS OF 1989

The Drug-Free Schools and Communities Act Amendments of 1989 require an institution of higher education, as a condition of receiving funds or any other form of financial assistance under any federal program, to certify that it has adopted and implemented a program to prevent the unlawful possession, use, manufacture, or distribution of illicit drugs and alcohol by students and employees. As part of its drug and alcohol prevention program for students and employees, every student and employee of Cottey College shall receive a copy of the program annually, (and it is also included within this document). Additional copies of the prevention program can be obtained from the Office of Student Life or the Office of Human Resources. (INSERT YOUR DFSCA POLICY WEB LINK HERE ALSO). Cottey's prevention program includes institutional policy regarding the use of alcohol and other drugs, educational information including federal, state and local laws and health risks associated with the use of alcohol and other drugs. Also included is information regarding campus and community resources for assistance with alcohol and other drug-related problem.

FIREARMS, WEAPONS, EXPLOSIVES, FIRECRACKERS, ETC.

Unauthorized use or possession of firearms, other weapons, explosives, firecrackers, or chemicals within or upon the grounds, buildings, or any other facilities of the College are prohibited. This policy shall not apply to any police officer or others authorized by the vice president for administration and finance or the vice president for student life. (“Weapons” may include, but are not limited to: B-B guns, slingshots, martial arts devices, brass knuckles, Bowie knives, daggers or similar knives, or switchblades. A harmless instrument designed to look like a firearm, weapon, or explosive which is used by a person to cause fear in or assault to another person is expressly included within the meaning of firearms, weapons, or explosives.)

HAZING

Any action taken or situation created, which produces, or is likely to produce mental or physical discomfort, embarrassment, intimidation, harassment, or ridicule is defined as hazing. Students may not knowingly participate in or perpetrate acts of hazing on or off campus. Such activities and situations will include, but not be limited to, personal servitude, paddling in any form; creation of excessive fatigue; physical and psychological shocks; inappropriate or illegal quests, treasure hunts, scavenger hunts (such as theft of specified items), road trips or any other such activities; wearing publicly apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities; threatening a person with social or other ostracism; encouraging excessive consumption of alcoholic beverages or drugs; and any other activities which are not consistent with the mission statement of this institution. Any member of the Cottey community, including faculty, staff, and students may file a grievance against a student who has or is apparently violating a rule. (See Major Violation Grievance Procedure, Section 4) Local law enforcement may also be contacted. (Also see Professional Conduct and No Harassment Policy later in this section)

Cottey College’s policy on hazing is in addition to the prohibition on hazing as provided by Missouri law set forth below.

[Missouri Law on Hazing, Section 578.365](#)

[Revised Statutes of Missouri](#)

<http://revisor.mo.gov/main/OneSection.aspx?section=578.365&bid=30145&hl=>

1. Definitions

- (1) “Educational institution” - a public or private college or university;
- (2) “Hazing” - knowingly participates in or causes a willful act, occurring on or off the campus of a public or private college or university, directed against a student or a prospective member of an organization operating under the sanction of a public or private college or university, that recklessly endangers the mental or physical health or safety of a student or prospective member for the purpose of initiation or admission into or continued membership in any such organization to the extent that such person is knowingly placed at probable risk of the loss of life or probable bodily or psychological harm.

Acts of hazing shall include:

- (a) Any activity which recklessly endangers the physical health or safety of the student or prospective member, including but not limited to physical brutality, whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or forced smoking or chewing of tobacco products;
- (b) Any activity which recklessly endangers the mental health of the student or prospective member, including but not limited to sleep deprivation, physical confinement, or other extreme stress-inducing activity; or
- (c) Any activity that requires the student or prospective member to perform a duty or task which involves a violation of the criminal laws of this state or any political subdivision in this state.

2. Public or private colleges or universities in this state shall adopt a written policy prohibiting hazing by any organization operating under the sanction of the institution.
3. Consent is not a defense to hazing.
 - (2) Hazing is a class A misdemeanor.
 - (3) Nothing in this act shall be interpreted as creating a new private cause of action against an educational institution.

PERSONAL PROPERTY

The College shall not be liable directly or indirectly for loss or damage to personal property by fire, theft, or any other cause. Each student is encouraged to review her family personal property insurance coverage. The College will assist you in verifying a loss for an insurance claim provided you have completed the necessary theft report. (See Theft to follow in this section.) The College is not responsible for any vehicle, registered or unregistered, or its content while parked on College property; nor is the College responsible for damages which may result from improper towing or storage of parked vehicles. Cars should be locked at all times.

PROFESSIONAL CONDUCT AND NO HARASSMENT

(Including the Prohibition of Harassment Based on Racial, Religious, Ethnic and National Origin as well as Sexual Harassment Based on Gender, Gender Identity, Sexual Orientation, and Disability)

Cottey College's policy is to maintain an environment for all employees and students that is free of harassment, illegal discrimination, and unprofessional conduct. In keeping with that policy, the College prohibits any form of harassment by or against any student, employee, and applicant for employment, customer, supplier, or any other person whether such harassment is lawful or unlawful. It is never justifiable to harass a student or employee because of her/his actual or perceived race, color, ethnicity, gender, religion, national origin, citizenship, age, disability, sexual orientation, gender identity, disability or any other status protected by law. Harassment is counterproductive and does not serve the principles on which Cottey College operates. The College respects the dignity and worth of each student and employee and believes that each student and employee should be free to develop fully her or his potential, neither hindered by artificial barriers nor aided by factors that are not related to merit. Cottey College also prohibits unprofessional conduct and comments that may not amount to unlawful harassment. All employees are expected to use good judgment and to avoid even the appearance of impropriety in all of their dealings with students and with other employees. Supervisory employees especially must exhibit the highest degree of personal integrity at all times, refraining from any behavior that might be harmful to their subordinates or to the College. Similarly, faculty members must demonstrate the utmost professionalism when interacting with students.

Racial, Religious, Ethnic, or National Origin Harassment

Racial, religious, ethnic, or national origin harassment is expressly prohibited. Racial, religious, ethnic, or national origin harassment includes any verbal, written, or physical act in which race, religion, ethnicity, or national origin is used or implied in a manner that would make another person uncomfortable in the educational or work environment or that would interfere with another person's ability to participate in an educational program or activity or to perform her or his job. Examples of racial, religious, ethnic, or national origin harassment include jokes that include reference to race, religion, ethnicity, or national origin; the display or use of objects or pictures that adversely reflect on a person's race, religion, ethnicity, or national origin; or use of language that is offensive due to a person's race, religion, ethnicity, or national origin.

SEXUAL HARASSMENT AND TITLE IX

All members of the College community must live and work within the guidelines of a comprehensive sexual harassment policy which is found in the Student Handbook and in the Cottey College Manual for Administrative Staff Employees and the Cottey College Manual for Hourly Wage Employees, and is contained herein. The College expressly prohibits domestic violence, dating violence, sexual assault and stalking. Students and employees who violate this policy may be subject to protective measures and disciplinary sanctions ranging from a written warning up to and including dismissal/termination.

Any student or employee who believes that she or he may be the victim of sexual harassment may bring the matter to the attention of the director of human resources, Title IX Coordinator (for employees), the vice president for student life, Deputy Title IX Coordinator (for students), or the vice president for academic affairs, who will report the matter to the Title IX Coordinator.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to the conduct is made either explicitly or implicitly a condition of participation in an educational program or activity or a condition of employment; or
- Submission to or rejection of the conduct is used as the basis for an employment decision or decision regarding participation in an educational program or activity affecting the harassed employee or student; or
- Such conduct has the purpose or effect of substantially interfering with the student's or employee's educational performance or work, or creates an intimidating, hostile, or offensive learning or work environment.

Prohibited acts of sexual harassment can take a variety of forms, ranging from off-color jokes to subtle pressure for sexual activity to physical assault. It is not possible to identify each and every act that may constitute sexual harassment. Examples of conduct that may constitute sexual harassment are:

- Repeated or unwelcome sexual flirtations, advances, propositions, touching, remarks, or requests for sexual favors
- Repeated verbal abuse of a sexual nature
- Graphic verbal comments about a person's body
- Sexually degrading words used to describe a person
- The display of sexually suggestive objects or pictures
- Unwelcome questions or comments about private sexual matters
- Slurs, "off-color" jokes, or degrading comments related to gender
- Demeaning, discourteous conduct, or negative stereotyping
- A sexual relationship with a subordinate or a student
- Sexual assault, domestic violence, dating violence, and stalking

No Retaliation

It is strictly against College policy to retaliate against anyone who reports or assists in making a complaint of prohibited harassment. Retaliation is contrary to this policy statement and may result in discipline up to and including termination or dismissal. Anyone who feels that retaliatory action has been taken because of his or her report or assistance in making a complaint of prohibited harassment should immediately bring the matter to the College's attention as described below.

How to Report Instances of Harassment or Retaliation

The College cannot resolve matters that are not brought to its attention. Any student or employee, regardless of position, who has a complaint of or who witnesses harassment or retaliation of any campus community member by anyone, including supervisors, managers, employees, students, faculty members, or even non-employees, has a responsibility to immediately bring the matter to the College's attention. Students may tell any faculty or staff member, however, they are encouraged to tell the vice president for

student life, the Deputy Title IX Coordinator, the vice president for academic affairs, or the director of human resources, the Title IX Coordinator. If the complaint or observation involves someone in an employee's direct line of command, or if the employee is uncomfortable discussing the matter with his or her direct supervisor, the employee is urged to go to another supervisor, a member of the President's Council, or to the director of human resources. Any member of the Cottey community, including faculty, staff, and students may file a grievance against a student who has or is apparently violating a rule. (See Major Violation Grievance Procedure, Section 4). Local law enforcement may also be contacted.

How the College Will Investigate Complaints

The College will conduct a prompt, fair, and impartial internal investigation and resolution of all claims of harassment or retaliation. The investigation and hearing will be conducted by officials who receive annual training on the issues related to sexual harassment, domestic violence, dating violence, sexual assault, and stalking, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. A detailed description of the entire Title IX grievance procedure process is contained herein under the Title IX Grievance section. If an investigation confirms that harassment or retaliation has occurred, the College will take prompt, corrective action, as is appropriate. Complaints of harassment and retaliation will be kept as confidential as possible.

Cottey's Commitment to an Effective No Harassment Policy

Finally, if you feel that the College has not met its obligations under the policy, you should contact the vice president for administration and finance.

Cottey College Title IX Grievance Procedure for Students Alleging Discrimination or Harassment Based on Gender, Including Sexual Harassment

Purpose

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any educational programs, including those at Cottey College. The College provides this grievance procedure because it is critical that students are treated fairly and receive prompt responses to problems and complaints concerning sex discrimination, including allegations of sexual harassment, sexual assault, domestic violence, dating violence, or stalking made against another student, a faculty or staff member, or a third party. This grievance procedure is adopted to ensure prompt and equitable resolution of any claims.

Cottey College's Title IX Coordinators are available to assist with this procedure, and students should freely use this procedure without fear of retaliation. The College will work to ensure that all issues are addressed appropriately and that no student will be retaliated against.

A student who believes she has been discriminated against or harassed is free and encouraged to discuss the problem, in confidence, with the College's Counseling Center, College Health Services, the director of spiritual life and campus diversity, or other private professional providers. In addition, no College policies or procedures in any way proscribe a student's rights to report to law enforcement authorities conduct that she believes may be criminal.

1. How to Report Student Complaints of Discrimination Based on Gender, Including Sexual Harassment. Student complaints alleging that another student, an employee, or a (non-student) third party on campus violated the College's equal Employment Opportunity or Professional Conduct and No Harassment Policy should be reported to a Title IX Coordinator. The following individuals are Title IX Coordinators at Cottey College:

Primary Employee Contact:

Deputy Title IX Coordinator
Betsy McReynolds
Director of Human Resources
Cottey College
1000 West Austin Blvd.
Nevada, MO 64772
(417) 667-8181, ext. 2103
bmcreynolds@cottey.edu

Primary Student Contact:

Deputy Title IX Coordinator
Mari Anne Phillips, Ed.D.
Vice President for Student Life
Cottey College
1000 W. Austin Boulevard
Nevada, MO 64772
(417) 667-8181, ext. 2126
mphillips@cottey.edu

General Contact:

Mark W. Burger
Director Safety, Clery, and Title IX Compliance
Cottey College
1000 W. Austin Boulevard
Nevada, MO 64772
(417) 667-8181, ext. 2292
mburger@cottey.edu

Although a student is free to report allegations of inappropriate conduct to either coordinator (or other College employee), most reports by students will be referred to the vice president for student life, and that person is the primary contact for most student issues. The Title IX Coordinators likely will collaborate to investigate and respond to the complaint.

A written statement should be provided to the Title IX Coordinator or Deputy Coordinator as soon as possible. The written statement (if available) and this procedure will be provided to the accused, the complainant, and the appropriate vice president. If the complaint relates to an employee, the Title IX Coordinator for employees will notify the relevant vice president as soon as possible after receiving the complaint.

2. Grievance Procedure Applicable to Complaints of Gender Discrimination, Including Sexual Harassment.

This procedure applies to complaints by a student alleging a violation of the College Equal Employment Opportunity or Professional Conduct and No Harassment Policy and stating that she has been discriminated against or harassed because of her gender.

After receiving a report, a Title IX Coordinator or Deputy Coordinator will initiate an initial investigation by notifying the accused that a complaint has been filed against her or him and inform her or him of the nature of the complaint, providing a written copy of the complaint to the accused (if available). The Title IX Coordinator or Deputy Coordinator will explain the process and the relevant avenues of redress to the complainant and the accused and provide them a written summary of the process.

Informal Procedures

The informal procedures (mediation) are designed to resolve complaints quickly, efficiently, and to the mutual satisfaction of all parties involved. Where circumstances allow, and both parties agree to participate, informal procedures will be initiated as soon as possible and within five school days, absent any unusual circumstances. A complainant may elect to terminate a formal complaint process and enter into mediation at any point, including after the commencement of the formal process.

Mediation is a voluntary process intended to allow the parties involved in an alleged complaint of discrimination or harassment to discuss their respective understandings of the incident with each other through the assistance of a trained mediator. Mediation is designed to encourage each person to be honest and direct with the other and to accept personal responsibility where appropriate. Mediation is only offered as an option if both the complainant and the accused are members of the Cottey College community and agree to participate. Informal mediation is not appropriate for certain cases, such as alleged sexual assaults, even on a voluntary basis.

Upon the consent of all parties to the complaint, the Title IX Coordinators, or other appropriate individuals, will seek an outcome through mediation conducted by qualified College staff member or an external professional engaged by the College. Any resolution through mediation also must be mutually agreed upon by all parties to the complaint. In certain circumstances, the Title IX Coordinators may use the services of an Employee Assistance Program counselor to assist in resolving a complaint. Both the complainant and the accused have the right to bypass or end the informal complaint process at any time in order to begin the formal stage of the complaint process.

Formal Procedures

If the allegation of harassment is not resolved by the informal procedures or is inappropriate for mediation, a formal investigation will be initiated. The party making the allegations should provide a formal written complaint to the Title IX Coordinator or Deputy Coordinator. The accused then will be afforded fourteen (14) calendar days in which to provide a written response to the allegations. A copy of any response will be provided to the complainant.

The Title IX Coordinator or Deputy Coordinator will then conduct an investigation. The investigation of all formal complaints shall include interviews of (i) the complainant, (ii) the accused, and (iii) any witnesses and other persons identified as having relevant information related to the alleged incidents, so long as they agree to be interviewed. The parties will have the opportunity to present witnesses and other evidence for consideration by the Title IX Coordinator or Deputy Coordinator. The Title IX Coordinator or Deputy Coordinator shall have the authority to take all reasonable and prudent interim measures to protect both parties pending completion of the investigation and during the informal or formal procedures to resolve the complaint.

Allegations of Misconduct by a Student

A complaint that a student has engaged in unlawful discrimination/harassment or sexual harassment (including, but not limited to, sexual assault, domestic violence, dating violence, or stalking) in which a formal hearing is sought must be made in writing to the vice president for student life, by filing a disciplinary grievance form. All investigations shall be conducted as expeditiously as possible, and the College will strive to complete them within (30) school days after receipt of the complaint, except where the complainant agrees that a longer period of time would be appropriate or circumstances require it. A report of the findings of the investigation shall be provided to the complainant and the accused, and to the Title IX Student Hearing Board (the "Board") if a formal hearing is held. More information on the Board and its procedures is contained below.

Generally, a formal hearing will take place before the Board. Complainants and accused students have the right to be present during any formal hearing. If complaints are made near the end of the semester, or in other circumstances where the vice president for student life determines that the complaint cannot otherwise be resolved in a timely manner, other procedural options may be considered in consultation with the student/employee who raised the issue. In particular, a hearing under these circumstances may instead take the form of an administrative hearing by a designee of the vice president for student life. The student will have the same rights regardless of the hearing format. If a formal hearing takes place, the hearing procedures set forth in the Cottey College Student Handbook will apply.

The hearing procedures, outcomes, and appeal rights and process are generally those detailed in the Major Grievance Procedure found in the Cottey College Student Handbook. All students/employees who file a complaint will be informed of a likely timeline for resolution at the beginning of the adjudicative process, notified in writing of the outcome at the end, and allowed to appeal any decision. All decisions will be made using a preponderance of the evidence standard.

The following additional guidelines will be followed in cases of alleged sexual assault, domestic violence, dating violence, or stalking. In charges of sexual assault, domestic violence, dating violence or stalking as a violation of the sexual harassment policy, the accuser and the accused will have the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice, including legal counsel. The College uses the preponderance of evidence standard in internal disciplinary hearings related to sexual harassment, sexual violence and stalking. In addition, both the accuser and accused will be simultaneously informed in writing of: the outcome of the disciplinary proceeding alleging sexual assault, domestic violence, dating violence, or stalking; the College's appeal procedure; any change to the results before the results are final; and when the results become final. In the event that the alleged victim is deceased, the next of kin of such victim shall be treated as the alleged victim. Sanctions for students found responsible may include a range or combination of sanctions including a written warning, creative sanctions (including participation in relevant educational programs or writing a research paper, participation in a mental health evaluation with subsequent counseling if recommended), loss of confidentiality in disciplinary sanctions, loss of privilege, financial penalties, disciplinary probation, up to and including disciplinary dismissal.

Allegations of Misconduct by a College Employee

If a student alleges misconduct by an employee, both parties will be entitled to the same basic rights, protections, and procedures explained above. In charges of sexual assault, domestic violence, dating violence, or stalking this will include the right to a prompt, fair, and impartial investigation and resolution, the right to present witnesses and evidence, the right to have an advisor of choice present at any pre-hearing meetings/hearing, including legal counsel, the right to simultaneous written notification of the outcome of any hearing, and the right to appeal. Any hearing, however, will be an administrative hearing in front of the appropriate College vice president. If allegations are made against a faculty member, the vice president for academic affairs will hear the evidence and decide the outcome. If allegations are made against another College employee, the vice president for administration and finance will hear the evidence and decide the outcome. Allegations against a College employee will not be heard by the Title IX Student Hearing Board. Sanctions for employees found to be in violation may include a range or combination of sanctions including an oral warning, a written warning, mandated participation in the employee assistance program, suspension with or without pay, up to and including termination. The appropriate disciplinary response will be determined on a case-by-case basis at the sole discretion of the College.

Regardless of against whom allegations are made, all students can be assured the College will work with them to promptly and equitably resolve their issues and that in no instance will any student be retaliated against for bringing an issue to either a Title IX coordinator or another College employee.

Title IX Student Hearing Board

Composition and Purpose

The vice president for student life/Title IX Coordinator for students will appoint the College's Title IX Student Hearing Board. The board will be composed of selected trained professional faculty and staff members who serve in the Cottey College Disciplinary System. The assistant vice president for student life or her designee will serve as the chair of the board.

Formal Adjudication by the Board

A hearing before the board is the formal adjudication of a complaint of discrimination, harassment, or sexual harassment (including, but not limited to, sexual assault, domestic violence, dating violence, or stalking) made by a student or employee against a student. The board will seek to encourage an open exchange of information within the rules of confidentiality articulated in these procedures. While the board's procedures are designed to ensure due process for the parties involved, the board is not bound by the rules of criminal or civil procedure that govern judicial proceedings in court. A finding of responsibility must be supported by a "preponderance of the evidence." A "preponderance of the evidence" means that it is more likely than not that the accused student is responsible for committing the act or acts complained of.

See the Cottey College Student Handbook for a description of the formal disciplinary hearing process. The hearing procedures that are outlined in the Cottey College Student Handbook will generally apply, with the following exceptions:

1. **Timelines:** The timelines outlined will be amended to allow for a maximum of 30 days to conduct a formal investigation.
2. **Questioning:** Only the chair and board members may ask questions of hearing participants. The complainant and accused student may however, ask the chair to pose additional questions or inquire further into specific matters by submitting these requests in writing. If necessary, a brief recess may be granted to allow both parties an opportunity to prepare and submit such requests.
3. **Appeals:** Either the accused student or the complainant may appeal the board's decision by notifying the vice president for student life in writing within (3) school days of the date of the board's decision. See the appeals process outlined in the Cottey College Student Handbook.

REPORTING THE ABUSE OF A MINOR ON CAMPUS

In addition to state reporting mandates, all employees and students who become aware of or suspect child abuse, sexual abuse of minors, and /or criminal acts against minors will report that information to her/his supervisor or the vice president for student life. The supervisor will immediately report said acts to the vice president for administration and finance, the director of human resource, or the vice president for student life who will contact local law enforcement and the Missouri Department of Social Services without delay.

SMOKE AND TOBACCO-FREE CAMPUS

In accordance with Cottey's student-centered approach to education, commitment to creating a healthy learning environment and general concern for the well-being of women's and men's lives, smoking and the use of other tobacco products is not allowed on the Cottey campus. For the purposes of this policy, tobacco use will be defined as the possession of any lighted tobacco products, or the use of any type of smokeless tobacco including electronic cigarettes or other smoking/vaping devices, and chewing tobacco. The use of any such products will not be permitted on any College-owned property, including, but not limited to buildings, grounds, parking areas, walkways, recreational and sporting facilities and College-owned or leased vehicles.

This policy applies to faculty, staff, students, clients, contractors, vendors and visitors, and will be in effect during and after normal campus hours as well as during all College sponsored events. In selected areas, "Tobacco-free Campus" signs will be posted to ensure that all understand Cottey College's commitment to a tobacco-free campus.

Students and employees found smoking or using tobacco products on campus will be subject to disciplinary action. Students or employees encountering other students or employees in violation of this policy should first address the behavior with that individual and request compliance with the policy. If this does not resolve the problem, a grievance may be filed against the student. Infractions involving employees should be reported to their supervisor.

Students or employees encountering guests, clients, contractors, vendors and visitors in violation of this policy should first inform them about the smoke and tobacco-free policy and request their compliance. If this does not resolve the problem, contact Campus Security.

THEFT

Persons engaging in theft of individual or College property shall be subject to disciplinary action. If you believe that something may have been stolen from you, you should report this information to a resident assistant or your hall director as soon as possible. She will have you fill out a theft report that will be reported to the student life office. Thefts may also be reported to Campus Security and the Nevada Police Department.

TRESPASSING

Unauthorized persons who do not have business at Cottey College or who are not guests of members of the College community may be subject to questioning and/or removal by security personnel. They may also be charged with trespassing. Students who contribute to a trespassing violation, such as by giving entry to a residence hall after visiting hours have ended to a male or unregistered guest, are subject to harsh disciplinary action. These males or unregistered guests may be arrested for trespassing by the Nevada police, upon the request of security personnel or other College staff. Students may also be charged with trespassing or breaking and entering due to the unauthorized entry and/or use of College facilities or equipment. This includes possession, use, duplication or loan of College keys and ID/Keycards.

VANDALISM

Students found guilty of destruction or defacement of College or individual property may be subject to fines or other forms of disciplinary action in addition to an assessment for the costs of repair or replacement of the items damaged.

VOLUNTARY AND INVOLUNTARY METHODS OF ENDING STUDENT ENROLLMENT

Vice President's Dismissal: The vice president for student life may dismiss any student if she behaves in a manner that:

- a. Prevents her from meeting the academic and technical requirements or standards prescribed by the College for her course of study
- b. Creates an unreasonable risk or danger to the safety of herself, other students or College personnel
- c. Causes her to disrupt the academic or social process of other students at the College

When a student who has received this type of dismissal believes she is ready to resume her academic program, she must make a formal written request to the vice president for student life for readmission.

WINDOW SCREENS

For safety and maintenance reasons, screens may not be removed from windows.

ADDITIONAL CAMPUS POLICIES RELATED TO SAFETY AND SECURITY FROM EMPLOYEE MANUALS AND HANDBOOKS

2.15 ANTI-VIOLENCE POLICY

Cottey College strives to provide employees a safe environment in which to work. Therefore, the College will not tolerate acts of violence or threats of violence in the workplace. The unauthorized possession of weapons on campus is strictly prohibited. The following definitions apply to this policy:

1. Acts of violence include any physical action, whether intentional or reckless, that harms or threatens the safety of another individual in the workplace.
2. A threat of violence includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to another individual.
3. The “workplace” includes all College facilities and off-campus locations where faculty, staff, or student employees are engaged in College business.

4.3 DISCIPLINARY PROCEDURES

Purpose: to outline the disciplinary procedures the College will generally follow in dealing with employee misconduct or poor performance.

- 1) Violations of work rules, instances of unacceptable behavior, misconduct, or poor performance may subject the employee to discipline. Some types of misconduct are intolerable and may result in termination at the first occurrence.
- 2) Before discipline is imposed, employees will generally be given an opportunity to relate their version of the incident or problem in discussion and provide an explanation they consider relevant to the director of human resources.
- 3) Supervisors must obtain approval of all disciplinary measures more severe than an oral reprimand from the director of human resources.
- 4) At times, it may be appropriate for an employee to be suspended with or without pay.
- 5) The appropriate determination as to what constitutes a violation of work rules, workplace misconduct, or inappropriate behavior, and the appropriate disciplinary response will be determined on a case-by-case basis at the sole discretion of the College.

4.4 EMPLOYEE COMPLAINTS

In the event an employee believes he/she may have been treated unfairly relative to his/her employment with the College, the employee should first discuss his/her concern with his/her immediate supervisor. If the employee is not satisfied with the supervisor’s response, the employee is encouraged to speak to the director of human resources.

STUDENT RESPONSIBILITIES EXCERPTS FROM SECTION 4: COTTEY COLLEGE STUDENT HANDBOOK

INTRODUCTORY STATEMENT

As an educational institution, Cottey College has an obligation to provide a physical and intellectual environment where students have freedom to grow and are challenged to realize their full potential. In support of this general goal, a list of responsibilities is included in this section so that students can learn

what to expect from the College and what the College expects from them. It is not an attempt to limit student freedom; rather, it is an attempt to provide a balance between individual needs and the needs of the College. Inherent in its construction is the idea that freedom of choice implies the acceptance of full responsibility for one's actions. Thus, in choosing to come to Cottey College, a student chooses to conform to the code of behavior that has been designed for the common good of the institution and all of its constituencies.

Students are also responsible for their actions on and off campus as outlined by local, state, and federal statutes and they are not immune from prosecution by these agencies as a result of their college status. If conduct occurring external to the College represents a threat to the health, safety, or welfare of any member of the College community or to the good of the College, the College may take disciplinary action.

STUDENT RESPONSIBILITIES

The Cottey College Board of Trustees delegates to the President of the College the responsibility for student conduct and authorizes the President to delegate to the vice president for student life, the faculty, and other administrative officials, the responsibility for maintaining discipline on the campus. The President may authorize or amend campus rules and regulations as necessary to fulfill the mission of the College.

The College's primary interest in disciplinary actions is to help individual students avoid further inappropriate behavior and to become responsible members of the academic community. Students who do not uphold the Honor Code, or do not conform to College regulations, or commit violations of a serious nature may be dismissed from the College.

Students are expected to uphold the Honor Code and College regulations while in or on College property including buildings, grounds, and vehicles. This expectation extends to students involved in College-sponsored or approved trips and events held off campus. Individual students and groups may also have a grievance submitted for off-campus activities that are not part of a College-sponsored or approved event when the activity in question fits the general criteria noted in the introductory statement above.

Student status at Cottey College does not confer either immunity or special consideration in civil or criminal laws. Students may be held accountable to both civil and College authorities for acts which constitute violations of law as well as violations of College regulations. Disciplinary action by the College will not be subject to challenge or postponements on the grounds that criminal charges involving the same incident have been dismissed, reduced, or are pending in civil or criminal court.

Students have an obligation to become familiar with, and conform to, the standards of conduct which are expected at Cottey College and to report actions of others which appear to violate these standards. Students are responsible for the Honor Code and for all College policies and regulations stated in this handbook, the Cottey College Catalog, official notices, the Residence Hall Agreement, and state and federal laws. Ignorance of policies and regulations is not a valid excuse for violations.

COTTEY COLLEGE HONOR CODE

The Honor Code of Cottey College defines and expresses the ethical spirit in which we, the members of the Cottey community, pursue the education of women. Recognizing that a community of learning cannot function well without respect for basic moral order, we also understand that the furthering of excellence requires still greater commitments. Thus, in addition to basic moral principles, we also affirm Virginia Alice Cottey's emphasis on the development of excellent personal character, and the more specific ethical standards of the professional associations that oversee the conduct and quality of higher education.

We, the members of the Cottey College community, commit ourselves to act with:

1. Personal responsibility.
2. Academic honesty and integrity of work.
3. Moral respect for persons and their property.

Embracing these ideals, we aim for the ongoing fulfillment of the mission of this college as a center of higher, humane learning.

PROHIBITED BEHAVIOR/MINOR VIOLATIONS

Major and minor violations both involve the violation of a Cottey College regulation. Except as otherwise provided by other Cottey College regulation or policy, major violations involve actions that lead to a Residence Hall Conduct Board or Judicial Board grievance on the first offense. Minor violations are actions on campus that can lead to an official warning or a Residence Hall Conduct Board grievance, depending upon the number of occurrences and other circumstances.

Minor violations include but are not limited to the following actions:

1. Smoking on campus.
2. Burning of any candles, incense, or effusion lamp, or other items resulting in an open flame.
3. Having food or drink in a computer lab or computer suite.
4. Stacking or disassembling room furniture to make bunk beds out of beds not designed for this type of use or for other reasons. Removing a mattress from a frame or dismantling the frame.
5. Stacking, piling, or removing suite furnishings.
6. Causing excessive, disruptive noise in a quiet suite or during quiet hours except as permitted by hall staff.
7. Displaying obscene or offensive visual materials within a suite or on an outside window.
8. Allowing overnight female guests without prior approval.
9. Allowing an animal into the hall.
10. Setting off a side door alarm.
11. Any other violation of College rules, procedures or regulations that are not considered major violations.

MINOR VIOLATION PROCEDURE

Any student or residence hall staff member may complain about a violation. A hall staff person (hall director or resident assistant) should be called to the scene to enforce the complaint and to process the warning. This will ensure that frivolous complaints or personal grudges will not interfere with the actual violation. A three-part warning form will be completed, with a copy going to the student involved, the hall director (if the offense occurred in a residence hall), and the director of housing. These warnings cannot be appealed; however, students may submit a written statement concerning any warning within five school days to the director of housing, and copies of that statement will be attached to all copies of the original warning.

Certain minor violations will result in a written warning and an automatic sanction. Minor violations that carry an automatic sanction may be appealed in writing to the assistant vice president for student life/director of housing. Automatic sanctions will be given to students for the following minor violations:

- Smoking on campus—\$50 fine.
- Having food or drink in a computer lab or computer suite—\$25 fine;
- Burning a candle or incense—\$25 fine;

When a student has received three minor violations in an academic year, a grievance will be filed by the director of housing that will include copies of the previous warnings and any statements the student may have submitted in response. Thereafter, regular disciplinary procedure will be followed and the student the grievance applied to will be notified by the proper authority concerning further action.

In a situation where a student is apparently responsible for multiple minor violations during a single incident or when a student is thought to be responsible for a major and a minor violation, no warning will be issued. These situations will be handled as major violations and will lead to formal disciplinary action.

PROHIBITED BEHAVIOR/MAJOR VIOLATIONS

Any student who commits, attempts to commit or incites and/or aids others in committing any of the following acts, among others described elsewhere but not necessarily listed here, shall be subject to disciplinary action ranging from a written warning up to and including dismissal from the College:

1. Violation of the Honor Code.
2. Violence, or the threat of violence, against any member of the College community, or other conduct which intentionally or recklessly threatens, endangers, or causes reasonable apprehension for the health, life, or safety of oneself or other person(s).
3. Sexual assault, domestic violence, dating violence, and stalking.
4. Harassment or hazing.
5. Unauthorized use or possession of firearms, weapons, explosives, firecrackers, or chemicals.
6. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or any other College activity.
7. Turning in a false fire or bomb alarm by any means including a telephone call or by a warning device, or tampering with smoke alarms, extinguishing equipment, or willfully starting a fire or causing an explosion in College buildings or on campus. Making intentional false 911 reports by telephone or emergency pole.
8. Unauthorized entry and/or use of College facilities, or equipment. Unauthorized use, possession, or duplication of College keys or ID/Keycards.
9. Theft, possession of stolen goods, damage or vandalism to property owned/controlled by the College, local/state municipalities, business establishments, or any person.
10. Falsification, forgery, alteration or use of College documents, records, or instruments of identification with intent to defraud the College.
11. Disorderly conduct, disturbing the peace, creating undue noise or lewd, indecent, or obscene conduct or expression.
12. Possession, consumption, or distribution of alcoholic beverages (or empty containers) on any part of the campus including student vehicles.
13. Use, possession, sale, manufacture, or distribution of any drug (or drug paraphernalia) in either refined or crude form, including synthetic substances, unless under the direction of a licensed physician or as expressly permitted by law.
14. Failure to comply with orders or directives of College officials, faculty, security officers, or any other law enforcement/fire department personnel acting in the performance of their duties.
15. Violation of major College residence hall regulations (as described in Section 2), including but not limited to: male and female visitation (unless posted otherwise); or the accumulation of three minor violations.
16. Violation of the Prohibited Student Organizations Policy, including possession of any attire or item related to any groups or traditions which are now prohibited. (See Section 5).
17. Misuse of computing resources through failure to comply with laws, license agreements and contracts governing network, software, and hardware use. Abuse of the Cottey computer use policy.
18. Conduct that is detrimental to the image or reputation of the College.
19. Violations of federal and state law and respective county and city ordinances.

MAJOR VIOLATION GRIEVANCE PROCEDURE

A. General

Any member of the Cottey community, including faculty, staff, and students may file a grievance against a student who has or is apparently violating a rule. Grievance procedures are initiated when a member of the Cottey College community brings an alleged violation to the attention of the vice president for student life or her designee. The vice president or her designee will then review the grievance, and direct it to the appropriate disciplinary board or authority. These include the Residence Hall Conduct Board, the Judicial Board, the vice president for student life or her designee, or the President. In the event that any grievance is deemed inappropriate for disciplinary action, the vice president or her designee will determine a more appropriate means of resolving the grievance, including mediation between parties. Alleged misconduct related to discrimination or harassment based on gender, including sexual harassment will be treated according to the procedures outlined in Section 3, *Cottey College Title IX Grievance Procedure for Students Alleging Discrimination or Harassment Based on Gender, Including Sexual Harassment*.

The Residence Hall Conduct Board is made up of four students and a hall director, with the director of housing serving as an ex-officio member. The student members are appointed based on an application process, by the SGA Executive Board, in conjunction with the director of housing and the vice president for student life. The SGA vice president serves as chairperson. This board will hear grievances involving violations that most directly impact residence life.

The Judicial Board is made up of seven members. The student members of the Judicial Board include the SGA vice president and three other students who are appointed by the SGA Executive Board and the vice president for student life or her designee, based on an application process. The faculty members are appointed by the vice president for academic affairs from a list submitted by the SGA Executive Board, and the vice president for student life or her designee appoints an administrative member. The SGA vice president serves as chairperson. This board will hear grievances involving violations of campus policy including academic possession of alcohol and/or drugs, and hazing or harassment.

With permission of the vice president for student life or her designee, a student willing to accept responsibility for her alleged behavior may request a disciplinary conference in lieu of a hearing before a disciplinary board. The purpose of the conference is to gather relevant information to guide the development of disciplinary sanctions. The hearing will be conducted by the vice president for student life or her designee and include only the involved student(s).

Private and informal advice and assistance on matters related to the disciplinary hearing process is available from a designee who acts as a pre-hearing “consultant”. The consultant does not attend hearings and is not part of any disciplinary board but serves as an advisor to those who are or may be involved in a disciplinary hearing. Students accused of violating College regulations may talk with the pre-hearing consultant confidentially about any matter related to the hearing process or their defense. The pre-hearing consultant also assists students, faculty, or staff trying to decide whether to, and how to, file and present a grievance against a student.

B. Mediation

Mediation is encouraged as an alternative means to resolve most disciplinary cases. The vice president for student life or her designee shall inform complainants and accused students in writing about the availability of mediation resources, including resources offered by state or local agencies. The vice president or her designee, in the exercise of her discretion, may decline to process a complaint until the parties in a non-academic misconduct case make a reasonable attempt to achieve a mediated settlement. To be binding in a disciplinary case, any mediated settlement must be approved by the vice president for student life or her designee.

C. Grievance Procedure

The vice president for student life or her designee will review the grievance, and at her discretion, may allow a student who accepts responsibility for her alleged behavior to request a disciplinary conference. All other grievances will be directed to the appropriate disciplinary board. The board will come to a decision, responsible or not responsible, and any disciplinary action or sanctions. Disciplinary actions or sanctions can range from a written warning to dismissal.

A few violations result in automatic sanctions (See D. "Sanctions"). In these cases, both the accused student and the person filing the grievance may request a hearing in lieu of the automatic sanction. Alleged violations of academic aspects of the Honor Code will be handled by the faculty and the vice president for academic affairs as outlined under Disciplinary Action for Honor Code Violations Including Academic Dishonesty, located in the Introduction of this handbook.

Alleged misconduct related to discrimination or harassment based on gender, including sexual harassment will be treated according to the procedures outlined in Section 3, *Cottey College Title IX Grievance Procedure for Students Alleging Discrimination or Harassment Based on Gender, Including Sexual Harassment*.

The major violation grievance procedure is as follows:

1. A grievance form may be obtained from the SGA vice president, a hall director, R.A., the vice president for student life, or her designee. Individuals filing a grievance may not discuss the case prior to the hearing with any member of the disciplinary board. The pre-hearing consultant is available for consultation.
2. The grievance form must be signed by the person filing the grievance, must state who allegedly violated the rule, and must describe the alleged violation.
3. The grievance form must be turned in to the vice president for student life or her designee. Grievances must be filed no later than ten school days after the alleged violation occurred or is discovered.
4. Within five school days of receiving the grievance form, the vice president or her designee will notify the accused student that a grievance has been filed. At her discretion, the vice president will offer the accused student the option of a disciplinary conference if she is willing to accept responsibility for her alleged behavior. In all other cases, the vice president or her designee will direct the case to the chairperson of the appropriate disciplinary board, who must inform the alleged violator in writing of the charges, who filed the grievance, and the time and place of the hearing. The hearing must be held within ten school days after the grievance is filed with the vice president for student life, or her designee; however, the alleged violator must be given at least three school days to prepare her defense after the hearing notification is issued. With the consent of both parties, this time frame may be abbreviated or extended.
5. People present at the hearing will be the board, the alleged violator, and the witnesses subpoenaed by the board. The alleged violator may invite witnesses beyond those subpoenaed by the board to the hearing. In addition, an accused student may be accompanied by another student who serves as a hearing "consultant." The consultant offers moral support and may make suggestions to the accused student about how to answer questions, but she does not actively participate in the hearing. In hearings involving alleged violations of the Honor Code, accused students may invite a member of the faculty to serve as their "consultant" instead of another student. Students may not be accompanied or represented by attorneys during hearings; however, prior consultation may be advisable if subsequent criminal prosecution appears likely.

6. The purpose of the campus disciplinary hearing is to provide a fair evaluation of an accused student's responsibility for violating College policies. Formal rules of evidence shall not be applied, nor shall deviations from outlined procedures necessarily invalidate a decision, unless significant prejudice to a student respondent or the College may result.
7. A finding of "responsible" or "not responsible" will be determined based on the facts presented at the hearing.
8. The chairperson of the board will notify the student in writing within three school days of the decision, "responsible" or "not responsible", and any disciplinary action.
9. The imposition of all sanctions will be deferred during the pendency of the appeal process, unless, in the discretion of the vice president for student life or her designee, the continued presence of the student on the campus poses a substantial threat to herself or to others, or to the stability and continuance of normal College functions.
10. The accused student has the right to appeal by submitting a written notice of appeal, listing the reason(s) for the appeal, to the vice president for student life or other designated appeal officer within three school days of the initial board decision. The following will be considered grounds for appeal: A) a procedural error or irregularity which substantively affected the outcome of the judicial process, B) new evidence that was not available at the time of the hearing and which could have a substantial impact on the outcome of the judicial process, C) or, the belief that the sanction imposed is not commensurate with the findings of fact established during the hearing process. Upon review of the basis for appeal, the appeal officer may: A) deny the basis for appeal, thereby affirming the finding and the sanction originally determined; or upon review of the hearing records B) affirm the finding and original sanction; or, C) affirm the finding and modify the sanction, or, D) dismiss the case. Final appeals may be directed in writing to the President of the College. The President's decision is final. The President may delegate the authority to make the final decision on any appeal to another member of the College's administrative staff.
11. Grievances filed near the end of a semester need to be handled expeditiously. Time available for preparing a defense and appeals may be abbreviated as necessary.

D. Disciplinary Hearing Procedures

During disciplinary hearings, the chairperson is in control of the meeting and has the authority to rule on matters pertaining to hearing procedures. She has the authority to direct any person involved in a hearing to leave when their behavior interferes with hearing proceedings. Hearings are not open to the public and disciplinary decisions are normally not publicized (see "Student Records" in Section 3 and "Sanctions" in this section of the handbook); however, disciplinary hearings are tape recorded. These tape recordings, transcribed copies of tape recordings (if any), and all documents and exhibits presented at hearings shall be the property of the College and remain in its sole possession. Any item of personal property, which is not contraband or the possession of which is not in violation of law or regulations of the College, shall be returned to its rightful owner as soon as there is no longer an evidentiary need for the item to be retained by the College. Finally, failure of the accused to appear at the hearing may result in the case being heard in her absence.

The following hearing agenda may be altered by the chairperson as necessary:

1. The chairperson opens the hearing, introduces the board and makes general comments.
2. The chairperson reads the statement of charges.
3. The chairperson asks the accused student for her response to each charge.
4. The chairperson asks the complainant then the respondent to make opening statements and present any physical evidence.
5. The members of the board and the accused student may then ask questions of the complainant.
6. The witnesses to the incident subpoenaed by the board individually testify about the circumstances of the event.

7. The accused student may then ask questions of any witnesses. The chairperson will limit questions to matters directly relating to the incident in question and may, at her discretion, terminate questioning of a witness by the accused student when it seems the accused student is trying to intimidate the witness.
8. The accused student then presents a defense including presentation of her witnesses, documents and exhibits.
9. The board may recall anyone at any time during the hearing for clarification of statements.
10. The accused student, her hearing consultant, the person filing the grievance, and all witnesses are excused during the final closed session. This deliberation is not tape recorded. The board determines whether the accused student is responsible or not responsible for violating College regulations and, if responsible, decides what type of sanction is most appropriate. In the event of a responsible decision, prior disciplinary records and other types of information directly related to the violation may be considered in determining an appropriate disciplinary sanction.
11. The board will direct its attention to the specific charge brought before it. However, in some instances, a more just and equitable resolution of a case can be found by reducing a charge or charges against a student. A reduction of charge may be accomplished by changing the original “major” violation to a “minor” violation as outlined in the Handbook. In every instance, the charge must be related to the original charge in order not to be considered an additional charge. The written decision will specify the reduced charge and be noted “responsible of reduced charge.” In cases where a charge is reduced to a “minor” violation, a written warning from the board is the only applicable sanction. In this instance, a “minor” violation may be appealed, and will follow the appeal process outlined herein.

E. Sanctions

The particular disciplinary sanction or combination of sanctions imposed upon a student usually depends upon the seriousness of the violation in question and any prior violations. When a student is found responsible for violations two or more times, sanctions become progressively harsher, ending eventually in dismissal. A student may be dismissed from the College the first time she is found responsible for a major violation.

The boards make an attempt to be relatively consistent in treating similar violations alike; however, each case is different and individual sanctions may vary according to the circumstances of a particular violation and prior disciplinary history. As noted in the introduction to this section of the handbook, the College’s primary interest in disciplinary actions is to help individual students avoid further inappropriate behavior and to become responsible members of the academic community.

Possible Sanctions Include:

I. Automatic sanctions will be given to students choosing to plead “responsible” for the following violations:

- Stolen Real Estate/Street Sign—\$50 fine plus 5 hours of community service to be assigned per sign;
- Stolen Stop/Yield etc. Sign—\$75 fine plus 10 hours of community service per sign;
- Male visitation violation involving receptionist error—\$25 fine for the student in violation, and work-related disciplinary action for the receptionist responsible.

(All community service will be assigned by the vice president for student life or her designee and the board chairperson.)

II. Other Sanctions

1. Disciplinary Dismissal: A student who is dismissed from the College must cease enrollment for the period of time specified (usually one semester or longer but sometimes permanently). Dismissal may be immediate or at the end of a semester depending upon the circumstances; however, the vice president for student life or her designee must review cases involving disciplinary dismissal imposed

by the Judicial Board before it takes effect. After serving the term of dismissal, a student may reapply to the College for admission. The appropriate board, committee, or administrative officer will determine the student's fitness to return to the College.

2. Disciplinary Probation: This is an encumbrance upon the student's good standing in the College. It effectively provides the student one last chance to prove her ability to comply with College regulations. Further violations during the probationary period typically result in dismissal from the College. The length of disciplinary probation shall not be less than one month and not more than one year. Probation is frequently accompanied by other sanctions. The vice president for student life or her designee may monitor a student's conduct during the probationary period to verify compliance and to offer assistance in understanding and conforming to College regulations.

3. Reprimand: This is an official written statement from the board to a student that she has violated a College regulation. It is intended to communicate most strongly both disapproval and reprimand by the College community.

4. Financial Penalties: These include reimbursements or restitution for loss or damages to property and/or fines which may be levied by the board as a form of punishment. When imposed, financial penalties are sometimes accompanied by other sanctions. Disciplinary fines are credited to the SGA account in the Business Office for use in a manner that benefits all students.

5. Loss of Privilege: The board may limit or revoke privileges for a specific length of time related to holding an office in a student organization, operating a vehicle on campus, living on campus, attendance at certain campus activities, hosting male guests, or other restrictions appropriate to the violation.

6. Loss of Confidentiality in Disciplinary Sanctions: In rare and unusual circumstances, the board may determine that the public disclosure of the name of a student violator, regulations that were violated, other relevant circumstances, and sanctions imposed by the board is a necessary and important part of the disciplinary process. The loss of confidentiality in disciplinary sanctions is considered a sanction because student disciplinary hearings and decisions are normally handled in a private and confidential manner. The board may impose this sanction in addition to others for the good of the student or as a means of sharing appropriate information with those who have suffered (or are at risk of suffering) physical harm as the result of the student's behavior (see "Student Records" in Section 3 of this handbook). The board may also impose this sanction if the student's behavior has "threatened the good of the College." In this situation, the College may need the freedom to address the behavior of the student or the issues involved in a public manner as a means of repairing its "reputation" (see the "Introductory Statement" in this section of the handbook).

7. Creative Sanctions: These are penalties designed by the board to fit the particular violation. For instance, students may be assigned to a work detail, assigned various amounts of community service hours (coordinated through the College's Volunteer Program), required to submit to a mental health evaluation (as arranged by the College through Allied Mental Health) and given the option to enter any treatment (at student expense) that may be recommended as a result of the evaluation in lieu of dismissal, required to attend a relevant educational program, or required to write a paper on a topic related to the violation.

8. Additional Sanctions for Contempt of the Board: Failure to uphold or complete sanctions imposed or disrespectful behavior during the disciplinary process may result in more serious or additional sanctions being imposed by the vice president for student life for Contempt of the Board.

F. Grievances or Complaints Which the President May Exercise Authority to Hear

Notwithstanding anything in the Student Handbook or the College's policies to the contrary, the President of the College shall retain the authority to be exercised in her absolute discretion, to hear, review and impose disciplinary sanctions, or delegate the authority to do so to another administrative officer, with respect to any grievance or complaint alleging or involving the following subject matter:

1. Serious violations of the College's policies pertaining to hazing, harassment, or prohibited student organizations.

2. Conduct involving serious physical injury or the threat of or potential for such injury.
3. Damage to College property in excess of \$500.
4. Conduct occurring within the last five days of any academic semester.
5. Any other conduct which the President determines should be addressed exclusively by her in the overall best interest of the College Community.

COTTEY COLLEGE DRUG AND ALCOHOL PREVENTION PROGRAM

The Cottey College Drug and Alcohol Prevention Program is actively distributed to every member of the campus community at the beginning of each semester through an email containing the exact address to the document on the College's website. Information is also presented to new employees through the Office of Human Resources. Paper copies are also available upon request through Human Resources and the Office of Student Life.

In an effort to increase the visibility of the program, beginning in 2014, it was linked to the campus network login. All members of the campus community who log into any campus computer for the first time are presented with the document and must acknowledge that they have received the document. The document is then downloaded into the users profile on the College owned computer and an email is sent to the coordinator of counseling and archived to document the member has received the program. A record is also created in a database identifying the date and time that the user was presented the policy. The program is presented multiple times to users across campus, and follows below.

COTTEY COLLEGE DRUG AND ALCOHOL PREVENTION PROGRAM

August 2017

The mission of the Cottey College Drug and Alcohol Prevention Program is to promote healthy and safe lifestyles free of the abuse of alcohol, tobacco, and other legal and illegal drugs. The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 require an institution of higher education, as a condition of receiving funds or any other form of financial assistance under any federal program, to certify that it has adopted and implemented a program to prevent the unlawful possession, use, manufacture or distribution of illicit drugs and alcohol by students and employees. As part of its drug and alcohol prevention program for students and employees, every student and employee of Cottey College shall receive an e-mail copy of the program annually. Hard copies of the prevention program can be obtained from the Office of Student Life or the Human Resources Office. Any questions regarding the prevention program should be directed to those offices as well.

STANDARDS OF CONDUCT

The College has a policy of maintaining a drug-free campus/workplace environment. The unlawful manufacture, distribution, possession or use of illicit drugs and alcohol by **students or employees** is prohibited on College property (including cars on campus) and in conjunction with College activities.

The College will impose disciplinary sanctions on students and employees who violate the above standards of conduct. Among the disciplinary sanctions which may be imposed on students are: reprimand, probation, loss of privileges, financial penalties, dismissal and referral for prosecution. Among the disciplinary sanctions which may be imposed on employees are: oral warning, written reprimand, suspension, termination and referral for prosecution. The College may require students and employees to satisfactorily complete an appropriate rehabilitation or assistance program.

Furthermore, any violation of local, state and federal laws in conjunction with a student organization activity constitutes a violation of College policy. Violations of policy could result not only in disciplinary action against the individual(s) involved, but also in suspension or loss of College registration.

Employees must abide by the College's drug-free policy as a condition of employment and must notify the director of human resources in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction.

For students receiving a Pell grant, the Department of Education will impose additional sanctions. To receive a Pell grant, a student must certify that she will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance at all times during the period covered by her Pell grant. Even if the student is off campus, away for the weekend, or on a school break, the student has agreed to be drug-free from the first day of classes to the last day of classes for the enrollment period.

A Pell grant recipient convicted of a criminal drug offense resulting from a violation occurring during the period of enrollment covered by the Pell grant must report the conviction, in writing, within ten calendar days of the conviction, to the Director, Grants and Contracts Service, U.S. Department of Education.

If the Department determines that the reported conviction constitutes a violation of the Requirements for Drug-Free Workplace regulations, the Pell grant recipient will be subject to suspension of payments under the grant, suspension or termination of the grant, or suspension or debarment. If debarred, the student will be ineligible for award of any grant from any federal agency for a period of up to five years.

Failure of a Pell grant recipient to report the conviction constitutes a violation of these regulations and is subject to suspension of payments under the grant, suspension or termination of the grant, or suspension or debarment.

USE OF COTTEY COLLEGE FACILITIES

Except as provided herein, the serving of alcoholic beverages on College property with students present is strictly prohibited. College employees who are enrolled in classes on campus are not regarded as "students" in terms of this policy, so long as they are employed on at least a half-time basis and are of legal age to drink alcoholic beverages.

With the exception of B.I.L. Hill Lodge and private residential houses owned by the College, the serving or consumption of alcoholic beverages on College owned property is prohibited under any circumstances. With respect to B.I.L. Hill Lodge, non-student College employees (as qualified above) may, with written permission of the administration of the College, serve wine or beer while using that facility. When wine or beer is served or consumed, the event organizer assumes the responsibility for assuring compliance with local and state laws concerning the consumption of alcoholic beverages. Under no circumstances shall any alcohol be served to or consumed by minors or others showing evidence of intoxication.

Groups or individuals not members of the Cottey College community who rent facilities of Cottey College will assume complete legal responsibility for their activities with the understanding that in no case will any alcoholic beverage be served or consumed in any facility with the exception of B.I.L. Hill Lodge and any alcoholic beverages served will be restricted to either wine or beer. Under no circumstances shall any alcohol be served to or consumed by minors or others showing evidence of intoxication.

DESCRIPTION OF LOCAL, STATE AND FEDERAL LEGAL SANCTIONS

In addition to the disciplinary sanctions described above for violation of the College's Standards of Conduct regarding drugs and alcohol, there are a variety of applicable local, state, and federal legal sanctions as well. Those sanctions are described below.

Municipal Sanctions

The Municipal Code of the City of Nevada prohibits the following acts:

1. *Purchase or Possession by Minor.* The purchase or attempt to purchase, or the possession of any intoxicating liquor (containing in excess of 3.2% of alcohol by weight) or non-intoxicating beer (having an alcoholic content of more than 1/2 of 1 percent by volume and not exceeding 3.2 percent by weight) by anyone under the age of 21. Section 3-12. Violation of this code is *punishable by a fine of up to \$500, or imprisonment for a period not exceeding three months or both fine and imprisonment.* Section 1-7.
2. *Consumption of Intoxicating Liquor in Certain Public Places.* No person shall drink intoxicating liquor in any of the following places in the City:
 - a. Within any public building;
 - b. On the streets, sidewalks, alleys or other public thoroughfares or in and upon publicly owned land in the City;
 - c. At any establishment, business, or parking lot open to the public that has not been issued a liquor license;
 - d. On any premises, public or private, on which the owner has caused to be posted notice advising that the consumption of such intoxicating liquor is forbidden, in a place reasonably conspicuous in terms legible and unequivocal.

Sections 3-40 and 3-41. Violation of this code is *punishable by a fine of up to \$500, or imprisonment for a period not exceeding three months or both fine and imprisonment.* Sections 1-7.

3. *Drunkness.* No person within the municipality may enter any schoolhouse or church house in which there is an assemblage of people meeting for a lawful purpose or any courthouse in a drunken or intoxicated and disorderly condition, nor shall any person drink or offer to drink any intoxicating liquors in the presence of such assembly of people or in any courthouse within this state. Section 23-16. Violation of this code is *punishable by a fine of up to \$500, or imprisonment for a period not exceeding three months or both fine and imprisonment.* Section 1-7.
4. *Driving While Under the Influence of Alcohol or Other Drugs.* A person commits the offense of driving while intoxicated if he/she operates a motor vehicle while in an intoxicated or drugged condition, and commits the offense of driving with excessive blood alcohol content if he/she operates a motor vehicle with eight-hundredths of one percent (.08%) or more by weight of alcohol in his/her blood. Sections 19-47. Violation of Sections 19-47, driving while under the influence of alcohol or other drugs, carries the following penalty: driving while intoxicated - a fine *not less than \$100 nor more than \$500, confinement for not more than 90 days or both such fine and confinement.* Additionally, no person convicted of or pleading guilty to the offense of driving while intoxicated shall be *granted a suspended imposition of sentence on less than two years probation.* Any person convicted of driving with an excessive blood alcohol content shall be *fined not less than \$50 nor more than \$500, confined not more than 90 days, or both such fine and confinement.* Additionally, upon a plea of guilty or a finding of guilty for the offense of driving while intoxicated or driving with excessive blood alcohol content, the court may *order the convicted person to participate in and successfully complete an alcohol or drug-related traffic offender education or a rehabilitation program as described by state law.* Sections 19-47(h).
5. *Unlawful Possession of Narcotics.* No person in the City shall sell, give away, use or possess for any purposes whatever any narcotic drug; except that this section shall not apply to a licensed

physician, dentist, veterinary surgeon or pharmacist in the practice of his/her profession. Sections 23-43. Violation of this code is *punishable by a fine of up to \$500, or imprisonment for a period not exceeding three months or both fine and imprisonment.* Sections 1-7.

State Sanctions

Missouri statutes prohibit the following acts:

1. *Purchase or Possession by a Minor or Use of Fake ID.* Any person under the age of twenty-one years, who purchases or attempts to purchase, or has in his or her possession, any intoxicating liquor as defined in section 311.020 or who is visibly in an intoxicated condition as defined in section 577.001, or has a detectable blood alcohol content of more than two-hundredths of one percent or more by weight of alcohol in such person's blood is guilty of a misdemeanor. Section 311.325, RSMo. In addition any person who is less than twenty-one years of age who uses a reproduced, modified or altered chauffeur's license, motor vehicle operator's license, identification card issued by any uniformed service of the United States, passport or identification card established in section 302.181 for the purpose of purchasing, asking for or in any way receiving any intoxicating liquor, shall be guilty of a misdemeanor and shall be subject to a fine of five hundred dollars for each separate offense. Sections 311.320.
2. These offenses are *punishable by a fine of not less than \$50 or more than \$1,000, or by imprisonment in the county jail for up to one year, or by both jail sentence and fine.* Section 311.880, RSMo.

Any person under 21 years of age who is convicted of any local or state offense involving the use or possession of alcohol will be *required to complete an approved alcohol-related education program.* Section 302.425, RSMo.

Any person under 21 years of age who pleads to or is found guilty of any offense involving the possession or use of alcohol committed while operating a motor vehicle or any alcohol-related traffic offense or upon a second conviction of any offense involving the possession or use of alcohol, *will lose his/her driving privileges for 90 days,* and any second or subsequent offense under this provision shall *result in the revocation of the driving privileges for one year.* Section 302.400, RSMo.

It is a misdemeanor to enter in a drunken or intoxicated condition or to drink or offer to drink intoxicating liquors in a schoolhouse. Section 574.075, RSMo.

2. *DWI.* Driving while intoxicated is a Class B misdemeanor for the first offense, *punishable by a fine of up to \$1000 and/or by imprisonment for a term not to exceed six months.* A second or subsequent conviction is a Class A misdemeanor, *punishable by a fine of up to \$2,000 and/or by imprisonment for a term not to exceed one year.* Sections 577.010, 558.011 and 558.002, RSMo. If a suspended imposition of sentence is granted, at least two years of probation is required. Refusing to submit to a chemical test when requested to do so by a law enforcement officer can result in the revocation of your driving privileges. Section 577.041, RSMo.
3. *Driving with Excessive Blood Alcohol Content.* Operating a motor vehicle with eight-hundredths of one percent (.08%) or more by weight of alcohol is a Class B misdemeanor, *punishable by a fine of up to \$1000 and/or imprisonment for a term not to exceed six months.* For persons under the age of 21, the threshold Blood Alcohol Content is .02. Sections 302.505, 577.012, 558.011 and 558.002, RSMo.
4. *Persistent and Prior Offenders.* Any person who is found guilty of driving while intoxicated or with excessive blood alcohol content, and is proved to be a "persistent offender," is guilty of a

Class D felony, *punishable by fine of up to \$10,000 and/or imprisonment for a term not to exceed seven years*; or if proved to be a "prior offender," is guilty of a Class A misdemeanor, *punishable by a fine of up to \$2,000 and/or by imprisonment for a term not to exceed one year*. Punishment must include a minimum of 10 days (30 days for a persistent offender) of imprisonment or 30 days (60 days for a persistent offender) of community service. A "prior offender" is anyone who has been found guilty of one intoxicated-related traffic offense within five years. A "persistent offender" is anyone who has been found guilty of two intoxicated-related traffic offenses. Sections 577.023, 558.011, and 558.002, RSMo.

5. *Drinking and Driving*. Consuming alcohol while operating a motor vehicle is an infraction, *punishable by a fine of up to \$200*. Sections 577.017 and 560.016, RSMo.

6. *Possession of a Controlled Substance*. It is unlawful for any person to knowingly possess a controlled substance. Section 579.015, RSMo.

Any person who violates this section with respect to any controlled substance except 35 grams or less of marijuana is guilty of a Class D felony, *punishable by imprisonment for up to seven years, a fine of up to \$10,000, or double the amount of the offender's gain from the crime up to \$20,000 or both imprisonment and fine*. Sections 558.011 and 558.002, RSMo.

Any person who violates this section with respect to not more than 35 grams of marijuana is guilty of a Class A misdemeanor, *punishable by imprisonment for up to one year, or a fine of up to \$2,000 or both imprisonment and fine*. Sections 579.015, 558.011 and 558.002, RSMo.

Any person under 21 years of age who is convicted of any offense involving the possession or use of a controlled substance *will have his/her driving privileges suspended for 90 days, and upon any second or subsequent conviction of any offense under this section, the driving privileges will be revoked for one year*. Section 302.400, RSMo.

Any person 21 years of age or older who is convicted by a court of competent jurisdiction shall enter an order revoking the driving privileges of any person determined to have violated any state, county, or municipal law involving the possession or use of a controlled substance, as defined in chapter 195, while operating a motor vehicle and who, at the time said offense was committed, was twenty-one years of age or older. The court shall require the person to surrender to the court all operator's and chauffeur's licenses then held by such person. The court shall forward to the director of revenue the order of revocation of driving privileges and any licenses surrendered. Section 302.405, RSMo.

7. *Manufacture of a Controlled Substance*. It is illegal for any person to distribute, deliver, manufacture, produce or attempt to distribute, deliver, manufacture or produce, or doses with the intent to do any of the forgoing, a controlled substance. Section 579.055, RSMo. Violation of this section with respect to any controlled substance except with respect to five grams or less of marijuana is a Class B felony, *punishable by imprisonment for not less than five years and not more than 15 years*. Violation of this section involving five grams or less of marijuana is a Class C felony, *punishable by imprisonment for a term from three to ten years and/or a fine not exceeding \$10,000*. Sections 558.011 and 558.002, RSMo.

8. *Distribution of a Controlled Substance*. 1. A person commits the offense of delivery of a controlled substance if, except as authorized in this chapter or chapter 195, he or she:
(1) Knowingly distributes or delivers a controlled substance;
(2) Attempts to distribute or deliver a controlled substance;
(3) Knowingly possesses a controlled substance with the intent to distribute or deliver any amount of a controlled substance; or

(4) Knowingly permits a minor to purchase or transport illegally obtained controlled substances. Section 579.020, RSMo.

2. Except when the controlled substance is thirty-five grams or less of marijuana or synthetic cannabinoid or as otherwise provided under subsection 5 of this section, the offense of delivery of a controlled substance is a class C felony.

3. Except as otherwise provided under subsection 4 of this section, the offense of delivery of thirty-five grams or less of marijuana or synthetic cannabinoid is a class E felony.

4. The offense of delivery of thirty-five grams or less of marijuana or synthetic cannabinoid to a person less than seventeen years of age who is at least two years younger than the defendant is a class C felony.

5. The offense of delivery of a controlled substance is a class B felony if:

(1) The delivery or distribution is any amount of a controlled substance except thirty-five grams or less of marijuana or synthetic cannabinoid, to a person less than seventeen years of age who is at least two years younger than the defendant; or

(2) The person knowingly permits a minor to purchase or transport illegally obtained controlled substances.

Violation of this section with respect to any controlled substance except with respect to five grams or less of marijuana is a Class C felony, *punishable by imprisonment for not less than three years and not more than ten years and/or a fine not exceeding \$10,000*. Violation of this section involving five grams or less of marijuana is a Class C felony, *punishable by imprisonment for a term from three to ten years and/or a fine not exceeding \$10,000*. Sections 558.011 and 558.002, RSMo.

9. *Distribution of a Controlled Substance in a protected location.*

1. A person commits the offense of distribution of a controlled substance in a protected location if he or she knowingly distributes, sells, or delivers any controlled substance, except thirty-five grams or less of marijuana or synthetic cannabinoid, to a person with knowledge that that distribution, delivery or sale is:

(1) In, on, or within two thousand feet of, the real property comprising a public or private elementary, vocational, or secondary school, or on any school bus; or

(2) In, on, or within one thousand feet of, the real property comprising a public park, state park, county park, municipal park, or private park designed for public recreational purposes, as park is defined in section 253.010; or

(3) In or on the real property comprising public housing or other governmental assisted housing.

2. The offense of unlawful distribution of a controlled substance in a protected location is a class A felony. Section 579.030 RSMo.

Distribution of controlled substance near schools is a Class A felony, *punishable by imprisonment for a term of not less than ten years and not exceeding 30 years or life imprisonment*. Section 558.011, RSMo.

10. *Trafficking Drugs, 1st Degree* A person commits the offense of trafficking drugs in the first degree if, except as authorized by this chapter or chapter 195, such person knowingly distributes, delivers, manufactures, produces or attempts to distribute, deliver, manufacture or produce:

(1) *More than thirty grams but less than ninety grams of a mixture or substance containing a detectable amount of heroin;*

- (2) *More than one hundred fifty grams but less than four hundred fifty grams of a mixture or substance containing a detectable amount of coca leaves, except coca leaves and extracts of coca leaves from which cocaine, ecgonine, and derivatives of ecgonine or their salts have been removed; cocaine salts and their optical and geometric isomers, and salts of isomers; ecgonine, its derivatives, their salts, isomers, and salts of isomers; or any compound, mixture, or preparation which contains any quantity of any of the foregoing substances;*
 - (3) *More than eight grams but less than twenty-four grams of a mixture or substance described in subdivision (2) of this subsection which contains cocaine base;*
 - (4) *More than five hundred milligrams but less than one gram of a mixture or substance containing a detectable amount of lysergic acid diethylamide (LSD);*
 - (5) *More than thirty grams but less than ninety grams of a mixture or substance containing a detectable amount of phencyclidine (PCP);*
 - (6) *More than four grams but less than twelve grams of phencyclidine;*
 - (7) *More than thirty kilograms but less than one hundred kilograms of a mixture or substance containing marijuana;*
 - (8) *More than thirty grams but less than ninety grams of any material, compound, mixture, or preparation containing any quantity of the following substances having a stimulant effect on the central nervous system: amphetamine, its salts, optical isomers and salts of its optical isomers; methamphetamine, its salts, optical isomers and salts of its optical isomers; phenmetrazine and its salts; or methylphenidate; or*
 - (9) *More than thirty grams but less than ninety grams of any material, compound, mixture, or preparation which contains any quantity of 3,4-methylenedioxymethamphetamine.*
2. *The offense of trafficking drugs in the first degree is a class B felony.*
 3. *The offense of trafficking drugs in the first degree is a class A felony if the quantity involved is:*
 - (1) *Ninety grams or more of a mixture or substance containing a detectable amount of heroin; or*
 - (2) *Four hundred fifty grams or more of a mixture or substance containing a detectable amount of coca leaves, except coca leaves and extracts of coca leaves from which cocaine, ecgonine, and derivatives of ecgonine or their salts have been removed; cocaine salts and their optical and geometric isomers, and salts of isomers; ecgonine, its derivatives, their salts, isomers, and salts of isomers; or any compound, mixture, or preparation which contains any quantity of any of the foregoing substances; or*
 - (3) *Twenty-four grams or more of a mixture or substance described in subdivision (2) of this subsection which contains cocaine base; or*
 - (4) *One gram or more of a mixture or substance containing a detectable amount of lysergic acid diethylamide (LSD); or*
 - (5) *Ninety grams or more of a mixture or substance containing a detectable amount of phencyclidine (PCP); or*
 - (6) *Twelve grams or more of phencyclidine; or*
 - (7) *One hundred kilograms or more of a mixture or substance containing marijuana; or*
 - (8) *Ninety grams or more of any material, compound, mixture, or preparation containing any quantity of the following substances having a stimulant effect on the central nervous system: amphetamine, its salts, optical isomers and salts of its optical isomers;*

methamphetamine, its salts, optical isomers and salts of its optical isomers; phenmetrazine and its salts; or methylphenidate; or

- (9) *More than thirty grams of any material, compound, mixture, or preparation containing any quantity of the following substances having a stimulant effect on the central nervous system: amphetamine, its salts, optical isomers, and salts of its optical isomers; methamphetamine, its salts, optical isomers, and salts of its optical isomers; phenmetrazine and its salts; or methylphenidate, and the location of the offense was within two thousand feet of real property comprising a public or private elementary, vocational, or secondary school, college, community college, university, or any school bus, in or on the real property comprising public housing or any other governmental assisted housing, or within a motor vehicle, or in any structure or building which contains rooms furnished for the accommodation or lodging of guests, and kept, used, maintained, advertised, or held out to the public as a place where sleeping accommodations are sought for pay or compensation to transient guests or permanent guests; or*
- (10) *Ninety grams or more of any material, compound, mixture or preparation which contains any quantity of 3,4-methylenedioxymethamphetamine; or*
- (11) *More than thirty grams of any material, compound, mixture, or preparation which contains any quantity of 3,4-methylenedioxymethamphetamine and the location of the offense was within two thousand feet of real property comprising a public or private elementary, vocational, or secondary school, college, community college, university, or any school bus, in or on the real property comprising public housing or any other governmental assisted housing, within a motor vehicle, or in any structure or building which contains rooms furnished for the accommodation or lodging of guests, and kept, used, maintained, advertised, or held out to the public as a place where sleeping accommodations are sought for pay or compensation to transient guests or permanent guests. Section 579.065 RSMo.*

Violation of this law is a Class B felony, *punishable (depending upon the quantity involved and/or the location of the offense) by a term of imprisonment for not less than five years and up to 15 years. Sections 579.065 and 588.011, RSMo. Violations involving larger amounts of the controlled substances may result in the term of imprisonment being served without the chance of probation or parole.*

1. A person commits the offense of trafficking drugs in the second degree if, except as authorized by this chapter or chapter 195, such person knowingly possesses or has under his or her control, purchases or attempts to purchase, or brings into this state:

- (1) More than thirty grams but less than ninety grams of a mixture or substance containing a detectable amount of heroin;
- (2) More than one hundred fifty grams but less than four hundred fifty grams of a mixture or substance containing a detectable amount of coca leaves, except coca leaves and extracts of coca leaves from which cocaine, ecgonine, and derivatives of ecgonine or their salts have been removed; cocaine salts and their optical and geometric isomers, and salts of isomers; ecgonine, its derivatives, their salts, isomers, and salts of isomers; or any compound, mixture, or preparation which contains any quantity of any of the foregoing substances;
- (3) More than eight grams but less than twenty-four grams of a mixture or substance described in subdivision (2) of this subsection which contains cocaine base;
- (4) More than five hundred milligrams but less than one gram of a mixture or substance containing a detectable amount of lysergic acid diethylamide (LSD);
- (5) More than thirty grams but less than ninety grams of a mixture or substance containing a detectable amount of phencyclidine (PCP);

- (6) More than four grams but less than twelve grams of phencyclidine;
 - (7) More than thirty kilograms but less than one hundred kilograms of a mixture or substance containing marijuana;
 - (8) More than thirty grams but less than ninety grams of any material, compound, mixture, or preparation containing any quantity of the following substances having a stimulant effect on the central nervous system: amphetamine, its salts, optical isomers and salts of its optical isomers; methamphetamine, its salts, optical isomers and salts of its optical isomers; phenmetrazine and its salts; or methylphenidate; or
 - (9) More than thirty grams but less than ninety grams of any material, compound, mixture, or preparation which contains any quantity of 3,4-methylenedioxymethamphetamine.
2. The offense of trafficking drugs in the second degree is a class C felony.
 3. The offense of trafficking drugs in the second degree is a class B felony if the quantity involved is:
 - (1) Ninety grams or more of a mixture or substance containing a detectable amount of heroin; or
 - (2) Four hundred fifty grams or more of a mixture or substance containing a detectable amount of coca leaves, except coca leaves and extracts of coca leaves from which cocaine, ecgonine, and derivatives of ecgonine or their salts have been removed; cocaine salts and their optical and geometric isomers, and salts of isomers; ecgonine, its derivatives, their salts, isomers, and salts of isomers; or any compound, mixture, or preparation which contains any quantity of any of the foregoing substances; or
 - (3) Twenty-four grams or more of a mixture or substance described in subdivision (2) of this subsection which contains cocaine base; or
 - (4) One gram or more of a mixture or substance containing a detectable amount of lysergic acid diethylamide (LSD); or
 - (5) Ninety grams or more of a mixture or substance containing a detectable amount of phencyclidine (PCP); or
 - (6) Twelve grams or more of phencyclidine; or
 - (7) One hundred kilograms or more of a mixture or substance containing marijuana; or
 - (8) More than five hundred marijuana plants; or
 - (9) Ninety grams or more but less than four hundred fifty grams of any material, compound, mixture, or preparation containing any quantity of the following substances having a stimulant effect on the central nervous system: amphetamine, its salts, optical isomers and salts of its optical isomers; methamphetamine, its salts, optical isomers and salts of its optical isomers; phenmetrazine and its salts; or methylphenidate; or
 - (10) Ninety grams or more but less than four hundred fifty grams of any material, compound, mixture, or preparation which contains any quantity of 3,4-methylenedioxymethamphetamine.
 4. The offense of trafficking drugs in the second degree is a class A felony if the quantity involved is four hundred fifty grams or more of any material, compound, mixture or preparation which contains:
 - (1) Any quantity of the following substances having a stimulant effect on the central nervous system: amphetamine, its salts, optical isomers and salts of its optical isomers; methamphetamine, its salts, isomers and salts of its isomers; phenmetrazine and its salts; or methylphenidate; or

- (2) Any quantity of 3,4-methylenedioxymethamphetamine. Sections 569.068, 558.011 and 558.002, RSMo.
11. *Fraudulently Attempting to Obtain Controlled Substance.* A person commits the offense of fraudulently attempting to obtain a controlled substance if he or she knowingly obtains or attempts to obtain a controlled substance, or knowingly procures or attempts to procure an administration of the controlled substance by fraud. The offense of fraudulently attempting to obtain a controlled substance shall include, but shall not be limited to nor be limited by, the following:
- (1) Knowingly making a false statement in any prescription, order, report, or record, required by this chapter or chapter 195;
 - (2) For the purpose of obtaining a controlled substance, falsely assuming the title of, or representing oneself to be, a manufacturer, wholesaler, pharmacist, physician, dentist, podiatrist, veterinarian, nurse, or other authorized person;
 - (3) Making or uttering any false or forged prescription or false or forged written order;
 - (4) Affixing any false or forged label to a package or receptacle containing controlled substances;
 - (5) Possess a false or forged prescription with intent to obtain a controlled substance.
2. The offense of fraudulently attempting to obtain a controlled substance is a class E felony.
3. Information communicated to a physician in an effort unlawfully to procure a controlled substance or unlawfully to procure the administration of any such drug is not deemed a privileged communication; provided, however, that no physician or surgeon shall be competent to testify concerning any information which he or she may have acquired from any patient while attending him or her in a professional character and which information was necessary to enable him or her to prescribe for such patient as a physician, or to perform any act for him or her as a surgeon.. Sections 579.045, 558.011 and 558.002, RSMo.
12. *Unlawful Use of Drug Paraphernalia.* 1. A person commits the offense of unlawful possession of drug paraphernalia if he or she knowingly uses, or possesses with intent to use, drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale, or otherwise introduce into the human body, a controlled substance or an imitation controlled substance in violation of this chapter or chapter 195.
2. The offense of unlawful possession of drug paraphernalia is a class D misdemeanor, unless the person has previously been found guilty of any offense of the laws of this state related to controlled substances or of the laws of another jurisdiction related to controlled substances, in which case the violation of this section is a class A misdemeanor. Prior findings of guilt shall be pleaded and proven in the same manner as required by section 558.021.
3. The offense of unlawful possession of drug paraphernalia is a class E felony if the person uses, or possesses with intent to use, the paraphernalia in combination with each other to manufacture, compound, produce, prepare, test, or analyze amphetamine or methamphetamine or any of their analogues. Section 579.074 RSMo. Violation of this section is a Class D misdemeanor *punishable with up to a \$500 fine.* Sections 558.011 and 558.002 RSMo.
13. *Unlawful Delivery or Manufacture of Drug Paraphernalia.* It is unlawful to deliver or manufacture or possess with an intent to deliver drug paraphernalia for prohibited purposes. Section 579.076, RSMo. Violation of this section is a Class D felony *punishable with up to four years in prison and/or a \$5,000 fine.* Sections 558.011 and 558.002, RSMo.
14. *Possession of Imitation Controlled Substance.* 1. A person commits the offense of possession of an imitation controlled substance if he or she knowingly possesses an imitation controlled substance.

2. The offense of possession of an imitation controlled substance is a class A misdemeanor. Section 579.078 RSMo. A violation of this section is a Class A misdemeanor, *punishable with one year in prison and/or a \$2,000 fine*. Sections 558.011 and 558.002 RSMo.

15. *Delivery of an Imitation Controlled Substance*. 1. A person commits the offense of delivery of an imitation controlled substance if he or she knowingly delivers, possesses with intent to deliver, or causes to be delivered any imitation controlled substance.
 2. The offense of delivery of an imitation controlled substance is a class E felony. Section 579.080, RSMo. A violation of this section is a Class E felony, *punishable with up to four years in prison and/or a \$10,000 fine*. Sections 558.011 and 558.002, RSMo.

16. *Manufacture of an imitation controlled substance*. 1. A person commits the offense of manufacture of an imitation controlled substance if he or she knowingly manufactures with intent to deliver any imitation controlled substance.
 2. The offense of manufacture of an imitation controlled substance is a class E felony. Section 579.050, RSMo. Violations are a Class E felony, *punishable with up to four years in prison and/or a \$10,000 fine*. Sections 558.011 and 558.002, RSMo..

17. *Advertisement to Promote Sale of Drug Paraphernalia or Imitation Controlled Substance*. It is unlawful to advertise the sale and/or distribution of any drug paraphernalia or imitation controlled substance. Section 195.244, RSMo. A violation of this section is a Class B misdemeanor, *punishable with up to six months in prison and/or a \$1,000 fine*. Sections 558.011 and 558.002, RSMo.

18. *Marketing of Ephedrine or pseudoephedrine*. 1. A person commits the offense of unlawful marketing of ephedrine or pseudoephedrine if he or she knowingly markets, sells, distributes, advertises, or labels any drug product containing ephedrine, its salts, optical isomers and salts of optical isomers, or pseudoephedrine, its salts, optical isomers and salts of optical isomers, for indication of stimulation, mental alertness, weight loss, appetite control, energy or other indications not approved under the pertinent federal over-the-counter drug Final Monograph or Tentative Final Monograph or approved new drug application.
 2. The offense of unlawful marketing of ephedrine or pseudoephedrine is a class E felony. Sections 579.082, RSMo. *Violations are punishable with up to four years in prison and/or a \$10,000 fine*. Sections 558.011 and 558.002, RSMo..

19. *Prior and Persistent Drug Offenders*. 1. The following words or phrases as used in this chapter have the following meanings, unless the context otherwise requires:
 - (1) "Persistent drug offender", one who has been found guilty of two or more felony offenses of the laws of this state or of the United States, or any other state, territory or district relating to controlled substances;
 - (2) "Prior drug offender", one who has been found guilty of any felony offense of the laws of this state, or of the United States, or any other state, territory or district relating to controlled substances.
 2. Prior findings of guilt shall be pleaded and proven in the same manner as required by section 558.021.
 3. The court shall not instruct the jury as to the range of punishment or allow the jury, upon a finding of guilty, to assess and declare the punishment as part of its verdict in cases of prior drug offenders or persistent drug offenders.

4. The court shall sentence a person who has been found to be a prior drug offender and is found guilty of a class C, D, or E felony under this chapter to the authorized term of imprisonment for an offense one class higher than the offense for which the person was found guilty.
5. The court shall sentence a person who has been found to be a persistent drug offender and is found guilty of a class C, D, or E felony under this chapter to the authorized term of imprisonment for an offense two classes higher than the offense for which the person was found guilty. The court shall sentence a persistent drug offender who is found guilty of a class B felony under this chapter to the authorized term of imprisonment for a class A felony offense. Section 579.002, RSMo.

Federal Sanctions

The United States Code prohibits the following acts:

1. *Manufacture or Distribute.* The illegal manufacture or distribution of a controlled substance or a counterfeit controlled substance, or the possession of a controlled substance with the intent to do any of the foregoing carries a penalty, upon conviction, *ranging from not less than five years to life imprisonment and/or a fine of up to \$20,000,000*, depending upon the quantity of substance involved; whether death or injury results, and whether the offender has prior convictions for drug use. 21 U.S.C. Section 841.
 2. *Simple Possession.* It is illegal for any person to knowingly or intentionally possess an unprescribed controlled substance. Violations are punishable *by imprisonment of up to one year and a fine of at least \$1000 or both.* 21 U.S.C. Section 844.
 3. *Drug paraphernalia.* It is unlawful for any person to sell or offer to sell any drug paraphernalia, or to use the mails or any other facility of interstate commerce to transport drug paraphernalia. The violation of this law carries a penalty of *up to three years in prison and/or a fine.* Any drug paraphernalia involved is subject to seizure and forfeiture. 21 U.S.C. Section 863.
- * If a violator has a history of prior drug related offenses, the punishment imposed can be substantially enhanced.
4. *Civil penalties up to \$10,000 per violation* may be assessed against any individual who knowingly possesses a controlled substance as listed in Section 401 (b) (1) (A) of the Controlled Substances Act, where the amount in possession is determined to be a personal use amount. 21 U.S.C. Section 844a.

Where a person at least 18 years of age distributes a controlled substance to any person under 21 years of age, or where a person possesses with intent to distribute, distributes or manufactures a controlled substance in or on, or within 1000 feet of a public or private elementary, secondary, vocational or public or private college, junior college or college, the *punishment shall be a term of imprisonment of twice the amount of time and a fine of twice the amount otherwise provided.* 21 U.S.C. Sections 860. If a violator has a history of prior drug related offenses, the punishment, the *punishment is thrice the amount of time and a fine three times the amount otherwise provided.*

5. Any person who attempts to commit any drug offense shall be subject to the same penalties as those prescribed for the offense. 21 U.S.C. Section 846.
6. Any person convicted of a drug offense under these federal laws shall *forfeit to the government any property derived from or obtained directly or indirectly as a result of the violation, or any*

property used to commit or facilitate the violation. Section 853. Even if there is no criminal charge or conviction, a person's property is subject to civil forfeiture if the property is used to manufacture, process, store or deliver a controlled substance in violation of federal law. 21 U.S.C. Section 881.

7. Any person who is convicted of any federal or state offense consisting of the distribution of controlled substances *may be ineligible for any and all federal benefits for a minimum of five years for the first conviction; ten years upon a second conviction; and permanently ineligible for a third or subsequent conviction.* 21 U.S.C. Section 862. "Federal benefit" includes any grant, contract, or loan provided by an agency of the U.S. or by appropriated funds of the U.S. 21 U.S.C. 862.

DESCRIPTION OF SERVICES

ALCOHOL/DRUG ABUSE TREATMENT PROGRAM

Counseling Office, Student Life Center, 2nd Floor Hinkhouse, ext. 2157

The purpose of the Alcohol/Drug Abuse Treatment Program is to promote early identification and intervention and provide a constructive and supportive means of assistance to students who are dependent upon or chronically abusing alcohol or other drugs. It is part of the "Student Assistance Program" which is administered through the Counseling Office. Through the Student Assistance Program, students are provided with an initial assessment with a qualified mental health professional, which will include recommendations for further intervention, if needed.

Alcohol/Drug Abuse Counseling for "Enablers"

Persons with alcohol or other drug abuse problems affect the lives of others, particularly family and friends. Family, friends or suitemates of an alcohol or other drug abuser may try to deny that there is a problem or, if the problem is recognized, "cover" for the individual due to personal affection or a misplaced sense of loyalty. Unfortunately, this "enabling" process does nothing but perpetuate the abuse problem. The process frequently leads to emotional distress because the abuse of alcohol or other drugs continue (or may exacerbate), yet enablers either do not know how or are unwilling to take the necessary steps to force the abuser to deal with his/her problem. Through the Counseling Office in the Student Life Center, confidential counseling is available for students who believe they may have become enablers.

EMPLOYEE ASSISTANCE PROGRAM

Human Resources Office, Main Hall, Ext. 2103

The Office of Human Resources administers the Employee Assistance Program. Referral to and use of the Employee Assistance Program by the College's faculty, staff, spouse, and/or dependent(s) of such member is handled with strict confidentiality between the employee, the administrator, and the mental health provider. Through the program, employees and their dependents are provided a free initial assessment with a qualified mental health professional, which will include recommendations for further intervention, if needed. Once the administrator has made a referral to the program, evaluation, treatment, and financial arrangements are confidential between the mental health provider and the patient. In most cases, the employee's group health insurance will cover a significant portion of the ongoing costs for counseling services. However, if costs are incurred for counseling services that are not covered by insurance or other programs, that cost will be the responsibility of the employee.

DESCRIPTION OF HEALTH RISKS

Below are web sites regarding the health risks generally associated with drug and alcohol use and abuse. This is meant to provide an overview, and any additional questions regarding this information should be directed to health services or the counseling office at Cottey College.

Information courtesy of:

U.S. Department of Justice Drug Enforcement Administration

Web site: https://www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf

The Missouri Department of Mental Health: Alcohol and Drug Abuse

Web site: [Mental Health - Alcohol & Drug Abuse](#)

National Institute on Drug Abuse

Web site: www.nida.nih.gov

National Institute on Alcohol Abuse and Alcoholism

Web site: [NIAAA Home](#)

U.S. Food and Drug Administration

Web site: <https://www.fda.gov/Drugs/default.htm>

The following charts summarize the health risks for each prohibited class of substances: narcotics, depressants, stimulants, hallucinogens, cannabis, alcohol, and tobacco. The Controlled Substance Act (CSA) is the federal US drug policy under which the manufacture, importation, possession, use and distribution of certain substances is regulated. This federal legislation created five Schedules (classifications). A substance is given a classification based on the following criteria, potential for abuse, current accepted medical use in the United States, and international treaties.

Schedule I substances are those that have the following findings:

- A. The drug or other substance has a high potential for abuse.
- B. The drug or other substance has no currently accepted medical use in treatment in the United States.
- C. There is a lack of accepted safety for use of the drug or other substance under medical supervision.

Schedule II substances are those that have the following findings:

- A. The drug or other substances have a high potential for abuse
- B. The drug or other substances have currently accepted medical use in treatment in the United States, or currently accepted medical use with severe restrictions
- C. Abuse of the drug or other substances may lead to severe psychological or physical dependence.

Schedule III substances are those that have the following findings:

- A. The drug or other substance has a potential for abuse less than the drugs or other substances in schedules I and II.
- B. The drug or other substance has a currently accepted medical use in treatment in the United States.
- C. Abuse of the drug or other substance may lead to moderate or low physical dependence or high psychological dependence.

Schedule IV substances are those that have the following findings:

- A. The drug or other substance has a low potential for abuse relative to the drugs or other substances in schedule III
- B. The drug or other substance has a currently accepted medical use in treatment in the United States
- C. Abuse of the drug or other substance may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in schedule III.

Schedule V substances are those that have the following findings:

- A. The drug or other substance has a low potential for abuse relative to the drugs or other substances in schedule IV
- B. The drug or other substance has a currently accepted medical use in treatment in the United States
- C. Abuse of the drug or other substance may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in schedule IV.

Narcotics: Variety of substances that dull the senses and relieve pain. Narcotics are opioids, meaning their derivatives are opium and their semi-synthetic substitutes. The poppy *papaver soniferum* is the source for all natural opioids. Examples include heroin, Vicodin®, OxyContin®, codeine, morphine, and methadone. The category of narcotics also includes hydromorphone, opium, and oxycodone. Narcotics/opioids are controlled substances vary from Schedule I to Schedule V depending on their medical usefulness, abuse potential, safety, and drug dependence profile. Heroin has no medical use in the US and is illegal to distribute, purchase, or use outside of medical research.

| | |
|---|--|
| Common Street Names | Smack, Horse, Mud, Brown Sugar, Junk, Black Tat, Oxy, Oxycotton, Sippin Syrup, Purple Drank |
| Possible Abuse Reasons and Effects | Produce a general sense of well-being by reducing tension, anxiety, & aggression. Can treat pain, suppress cough, cure diarrhea, and put people to sleep |
| Physical Dependence | Yes, a consequence of chronic opioid use |
| Psychological Dependence | Yes, after physical need is gone, person may continue to think and talk about drug and use to cope with daily activities |
| How Used | Swallowed, smoked, sniffed, or injected |
| Overdose Effects | Constricted (pinpoint) pupils, cold clammy skin, confusion, convulsions, slowed breathing, death |
| Withdrawal Symptoms | Early withdrawal symptoms include: watery eyes, runny nose, yawning, sweating then worsen to include: irritability, nausea, tremors, vomiting, restlessness, increased heart rate & blood pressure |

Stimulants: Drugs that speed up the body’s systems. Stimulants are referred to as uppers and reverse the effects of fatigue on both mental and physical tasks. Prescription drugs in the stimulant category are amphetamines (Adderall®), methylphenidate (Concerta® and Ritalin®) and diet aids including Didrex®, Fastin®, and Adipex P®. Illicit drugs produced are methamphetamines, cocaine, methacathinone. Stimulants do have medically useful in treatment of obesity, narcolepsy, and attention deficit and hyperactivity disorder. Stimulants with no medical use in the United States are considered Schedule I, while other stimulants fall into Schedules II to IV.

| | |
|---|---|
| Common Street Names | <i>Bennies, Black Beauties, Cat, Coke, Crank, Crystal, Flake, Ice, Pellets, Vitamin R, Skippy, Speed</i> |
| Possible Abuse Reasons and Effects | Produce a sense of exhilaration, enhance self-esteem, improve mental & physical performance, increase activity, reduce appetite, extend wakefulness for prolonged periods |
| Physical Dependence | Yes, tolerance in which more & more drug is needed to produce the usual effects develops rapidly |
| Psychological Dependence | Yes, especially with amphetamine, methylphenidate, methamphetamine, cocaine, & methcathinone |
| How Used | Pills, smoked, snorted, or injected |
| Overdose Effects | High fever, convulsions, cardiovascular collapse, & death |
| Withdrawal Symptoms | Watery eyes, runny nose, yawning, sweating, irritability, nausea, tremors, vomiting, |

Depressants: Depressants will put you to sleep, relieve anxiety, and muscle spasms, and prevent seizures. Examples include barbiturates, Valium®, Xanax®, Halcion®, Ativan®, Klonopin®, Rohypnol®

| | |
|---|--|
| Common Street Names | Barbs, Benzos, Downers, Roofies, Yellows, Nerve pills, GHB, Reds, R2, Liquid X |
| Possible Abuse Reasons and Effects | Depressant abusers experience euphoria. Can be used to add to another drugs’ high, GHB & Rohypnol are misused to facilitate sexual assault, Rohypnol is not manufactured or marketed in the US |
| Physical Dependence | Yes, with prolonged use |
| Psychological Dependence | Yes, with prolonged use |
| How Used | Pills, syrups, or injected |
| Overdose Effects | Slows heart rate and breathing enough to cause death |
| Withdrawal Symptoms | Withdrawal from depressants can be life threatening |

Hallucinogens: Substances found in plants and fungi or are synthetically produced for their ability to alter human perception and mood. MDMA or ecstasy tablets are sold in many colors with various logos to attract young people.

LSD is sold in the form of impregnated paper (blotter acid) and imprinted with colorful graphic designs. Many hallucinogens are Schedule I category as they have high potential for abuse and currently no medical use in treatment in the United States.

| | |
|---|---|
| Common Street Names | Acid, Cubes, Doses, Fry, Mind Candy, Mushrooms, Shrooms, Special K, X, XTC, LSD |
| Possible Abuse Reasons and Effects | Hallucinogens cause sensory effects including perceptual distortions, distortions of thought associated with time and space, loss of contact with reality. Flashbacks-feelings that replay the effects of using the drugs may occur weeks or years after taking them. |
| Physical Dependence | Possible, although does not occur as rapidly as other drugs |
| Psychological Dependence | Possible, although does not occur as rapidly as other drugs |
| How Used | Orally or smoked |
| Overdose Effects | Respiratory depression, coma, convulsions, seizures, and death due to respiratory arrest |
| Withdrawal Symptoms | Flashbacks, psychosis, long-term psychosis, zombie-like state, high blood pressure, aggressive/hostile behavior, rapid heart rate |

Marijuana/Cannabis: A mind-altering drug produced by the Cannabis sativa plant. THC is the main ingredient that produces the psychoactive effect. Marijuana is a Schedule I substance but Marinol, a synthetic version of THC, is prescribed for the control nausea and vomiting caused by chemotherapeutic treatment of cancer and to stimulate appetite in AIDS patients is a Schedule III substance

| | |
|---|--|
| Common Street Names | Aunt Mary, Grass, Hash, Joint, Mary Jane, Pot, Reefer, Smoke, Weed, Yerba, Skunk, Ganja, Dope |
| Possible Abuse Reasons and Effects | THC produces a relaxed state and may heighten senses. Effects of marijuana on perception & coordination are responsible for serious impairments in learning, associative processes & driving abilities |
| Physical Dependence | Yes, with long-term regular use |
| Psychological Dependence | Yes, with long-term regular use |
| How Used | Smoked or can be mixed with food or brewed as a tea |
| Overdose Effects | No death from overdose of marijuana has been reported. |
| Withdrawal Symptoms | Headache, shakiness, sweating, nausea, irritability, restlessness, sleep difficulties, decreased appetite |

Alcohol: Ethyl alcohol or ethanol is the intoxicating ingredient found in beer, wine, and liquor. It is a central nervous system depressant rapidly absorbed by the stomach and small intestines into the bloodstream. Intoxication can impair brain function and motor skills. Alcohol abuse is a disease that is characterized by the sufferer having a pattern of drinking excessively despite the negative effects of alcohol on the individual's work, medical, legal, educational, and/or social life.

| | |
|---|--|
| Common Street Names | Booze, brew, sauce, cold one, vino, hard stuff |
| Possible Abuse Reasons and Effects | Drinking alcohol can result in feeling of euphoria. New drinkers may use alcohol to cope with stress or problems. Alcohol use is widely promoted and advertised making it socially normal and accepted. |
| Physical Dependence | Yes, over time. Alcoholism is when you have signs of physical addiction to alcohol and continue to drink, despite problems with physical health, mental health, and social, family, or job responsibilities. Alcohol may control your life and relationships. Alcohol damages every organ in the body with its presence over time. |
| Psychological Dependence | Yes, alcohol causes us to become convinced that we cannot survive without it. |
| How Used | Drinking |
| Overdose Effects | Also called alcohol poisoning, alcohol overdose is critical and sometimes fatal as there is too much ethyl alcohol for the body to metabolize. Even a person that drinks once a year can suffer from alcohol poisoning. |
| Withdrawal Symptoms | Anxiety, shakiness, seizures, delirium tremens (DTs), confusion irregular heartbeat |

Tobacco: Tobacco is often not considered a drug because it is legal and widely advertised, but the nicotine is the drug that makes it addictive and habit forming. Cigarettes, cigars, snuff, and pipe tobacco, all contain nicotine. Nicotine is a poison that is harmful to the body. Tobacco use is the leading preventable cause of disease, disability, and death in the United States.

| | |
|---|---|
| Common Street Names | Smokes, fag, chew, dip, stix, ciggs, butts |
| Possible Abuse Reasons and Effects | Nicotine increases the activity of dopamine, a chemical in the brain that elicits pleasurable sensations. Most smokers try their first cigarette by age 18. |
| Physical Dependence | Yes, most smokers are addicted to nicotine. Long-term brain changes caused by continued exposure to nicotine result in addiction. |
| Psychological Dependence | |
| How Used | Smoked and inhaled, chewed, through nicotine patches |
| Overdose Effects | Nicotine overdose occurs when any form of nicotine is used to excess. Anxiety, dizziness, palpitations, high pulse rate, increased blood pressure, chest pain, seizures, muscle twitches, nausea, or vomiting |
| Withdrawal Symptoms | Headache, nausea, irritability, anxiety, depression, increased hunger, increased desire for sweets, tobacco cravings, difficulty concentrating |

EMERGENCY TELEPHONE NUMBERS

Nevada Police 911... or ...417-448-2710
Nevada Ambulance 911... or ...417-448-2710
Nevada Fire Department 911... or .. 417-448-2710

Coordinator of Counseling (weekdays 8 a.m.–5 p.m.) ext. 2157.
After 5 p.m. and weekends contact an RA, Peer Listener, or Hall Director for assistance in contacting the on-call counselor
Or call after hours.....911
Hospital emergency417-667-3355, ask for ER

Campus Security.... (weekdays 8 a.m.-5 p.m.).....ext. 2155
After hours.....ext. 2222 or 417-448-4139

AREA TWELVE-STEP MEETINGS

Alcoholics Anonymous

301 South Pine

| | | | |
|-----------|-----------|-----------------|-----|
| Sunday | 1 p.m. | Discussion | (O) |
| | 5 p.m. | Discussion | (C) |
| | 7 p.m. | Discussion | (C) |
| Monday | Noon | Discussion | (O) |
| | 6:30 p.m. | 12 x 12 | (C) |
| Tuesday | Noon | Discussion | (O) |
| | 6:30 p.m. | AA Lit | (O) |
| Wednesday | Noon | Big Book | (O) |
| | 6:30 p.m. | Big Book | (C) |
| Thursday | Noon | Discussion | (O) |
| | 6:30 p.m. | As Bill Sees It | (O) |
| Friday | Noon | Discussion | (O) |
| | 8 p.m. | Discussion | (C) |
| Saturday | Noon | Discussion | (O) |
| | 8 p.m. | Discussion | (O) |

(C) Closed meetings are for alcoholics or anyone with a desire to stop drinking

(O) Open meetings

All meetings are non-smoking

For more information, call (417) 448-5889 during meeting times or try 417- 667-4232, 417- 667-7105, 417-321-2002, or 417-321-1476.

Al-Anon/ALANO Club

301 South Pine

For over 55 years, Al-Anon has been offering strength and hope for friends and families of problem drinkers. No matter what relationship you have with an alcoholic, whether they are still drinking or not, all who have been affected by someone else’s drinking can find solutions that lead to serenity in the Al-Anon fellowship. Thursday 6:30 p.m.

Celebrate Recovery

First Baptist Church

Celebrate Recovery is a Christ-based group dedicated to helping people recover from their hurts, hang-ups, and habits.

It is based on the Twelve-Steps of Alcoholics Anonymous and the Eight Principles from the Beatitudes.

| | | |
|---------|----------|--------------------|
| Monday | 6-7 p.m. | Worship |
| | 7-8 p.m. | Open Sharing Group |
| Tuesday | 7-8 p.m. | Step-Study Groups |

For more information, contact Steve Russ steve@fbnevada.org

Narcotics Anonymous

In the back of the building one block west of the First Christian Church (church located on the corner of Washington & Austin Street)

| | | |
|----------|----------|-----|
| Tuesday | 7-8 p.m. | (O) |
| Thursday | 7-8 p.m. | (C) |

(C) Closed meetings are for addicts or those who feel they may have a drug problem (O) Open meetings

MENTAL HEALTH PROVIDERS

Allied Mental Health
200 S. Alma
Nevada, MO 64772
417-684-2644

Nevada Mental Health Services
815 South Ash
Nevada, MO 64772
417-667-8352

Alternatives in Mental Health
1801 W. Austin
Nevada, MO 64772
417-667-8008

Pathways Community Behavioral
Healthcare, Inc.
320 Mac Boulevard
Nevada, MO 64772
417-667-2262

Butler-Davidson Counseling Services
212 N. Main
Nevada, MO 64772
417-667-9608

The Wellness Company, Inc.
300 W. Cherry
Nevada, MO 64772
417-667-4230

CRIMINAL OFFENSE STATISTICS

The procedures for preparing the annual disclosure include reporting statistics to the College community obtained from the following sources: Campus Security, the Office of Student Life, the Nevada Police Department, and the Vernon County Sheriff's Department. Statistics for non-campus locations were requested from local law enforcement, at that location (foreign and domestic), and included in the report if provided. Reports made to Campus Security Authorities are given to Campus Security and the Office of Student Life and are included in this report. The College encourages the coordinator of counseling and her staff, and the director of spiritual life, if and when they deem it appropriate, to inform the persons they are counseling of the option to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

The following table shows reported criminal offenses occurring on the campus of Cottey College and its Clery geographic area that were made known to Campus Security, the Office of Student Life, and local law enforcement offices during the calendar years 2014, 2015, and 2016.

Definition of Clery Geographic Areas

Under Clery, the **on-campus** category encompasses the following:

*Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and
Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).*

*Under Clery, any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an **on-campus student housing** facility.*

Under Clery, **public property** encompasses the following: *All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.*

The Clery definition of **non-campus buildings or property** is: *Any building or property owned or controlled by a student organization that is officially recognized by the institution; or Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.*

Cotley College Clery Crime Statistics Report

| Offense | On-Campus Property | | | On-Campus Student Housing | | | Non-Campus Property | | | Public Property | | |
|-----------------------------------|--------------------|------|------|---------------------------|------|------|---------------------|------|------|-----------------|------|------|
| | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 |
| Criminal Homicide | | | | | | | | | | | | |
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex Offences | | | | | | | | | | | | |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Crimes determined to be Unfounded | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arrests: | | | | | | | | | | | | |
| Illegal Weapons Possession | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals: | | | | | | | | | | | | |
| Illegal Weapons Possession | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arrests: | | | | | | | | | | | | |
| Drug Law Violations | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals: | | | | | | | | | | | | |
| Drug Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arrests: | | | | | | | | | | | | |
| Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals: | | | | | | | | | | | | |
| Liquor Law Violations | 12 | 8 | 6 | 5 | 2 | 3 | 0 | 0 | 0 | 0 | 0 | 0 |

The following tables show that there were no hate crimes occurring on the campus of Cottey College and its Clery geographic area that were made known to Campus Security, the Office of Student Life, and the Nevada Police Department during the calendar years 2014, 2015, and 2016.

Cottey College Clery Hate Crime Statistics by Prejudice (Actual or Perceived)

| Offense | On-Campus Property | | | On-Campus Student Housing | | | Non-Campus Property | | | Public Property | | |
|--|--------------------|------|------|---------------------------|------|------|---------------------|------|------|-----------------|------|------|
| | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 |
| Race | | | | | | | | | | | | |
| Criminal Homicide | | | | | | | | | | | | |
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex Offences | | | | | | | | | | | | |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Larceny-Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Destruction/Damage/Vandalism of Property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Offense | On-Campus Property | | | On-Campus Student Housing | | | Non-Campus Property | | | Public Property | | |
|--|--------------------|------|------|---------------------------|------|------|---------------------|------|------|-----------------|------|------|
| | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 |
| Gender | | | | | | | | | | | | |
| Criminal Homicide | | | | | | | | | | | | |
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex Offences | | | | | | | | | | | | |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Larceny-Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Destruction/Damage/Vandalism of Property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Offense | On-Campus Property | | | On-Campus Student Housing | | | Non-Campus Property | | | Public Property | | |
|--|--------------------|------|------|---------------------------|------|------|---------------------|------|------|-----------------|------|------|
| | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 |
| Gender Identity | | | | | | | | | | | | |
| Criminal Homicide | | | | | | | | | | | | |
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex Offences | | | | | | | | | | | | |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Larceny-Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Destruction/Damage/Vandalism of Property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Offense | On-Campus Property | | | On-Campus Student Housing | | | Non-Campus Property | | | Public Property | | |
|--|--------------------|------|------|---------------------------|------|------|---------------------|------|------|-----------------|------|------|
| | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 |
| Religion | | | | | | | | | | | | |
| Criminal Homicide | | | | | | | | | | | | |
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex Offences | | | | | | | | | | | | |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Larceny-Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Destruction/Damage/Vandalism of Property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Offense | On-Campus Property | | | On-Campus Student Housing | | | Non-Campus Property | | | Public Property | | |
|--|--------------------|------|------|---------------------------|------|------|---------------------|------|------|-----------------|------|------|
| | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 |
| Sexual Orientation | | | | | | | | | | | | |
| Criminal Homicide | | | | | | | | | | | | |
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex Offences | | | | | | | | | | | | |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Larceny-Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Destruction/Damage/Vandalism of Property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Offense | On-Campus Property | | | On-Campus Student Housing | | | Non-Campus Property | | | Public Property | | |
|--|--------------------|------|------|---------------------------|------|------|---------------------|------|------|-----------------|------|------|
| | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 |
| Ethnicity | | | | | | | | | | | | |
| Criminal Homicide | | | | | | | | | | | | |
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex Offences | | | | | | | | | | | | |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Larceny-Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Destruction/Damage/Vandalism of Property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Offense | On-Campus Property | | | On-Campus Student Housing | | | Non-Campus Property | | | Public Property | | |
|--|--------------------|------|------|---------------------------|------|------|---------------------|------|------|-----------------|------|------|
| | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 |
| National Origin | | | | | | | | | | | | |
| Criminal Homicide | | | | | | | | | | | | |
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex Offences | | | | | | | | | | | | |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Larceny-Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Destruction/Damage/Vandalism of Property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Offense | On-Campus Property | | | On-Campus Student Housing | | | Non-Campus Property | | | Public Property | | |
|--|--------------------|------|------|---------------------------|------|------|---------------------|------|------|-----------------|------|------|
| | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 |
| Disability | | | | | | | | | | | | |
| Criminal Homicide | | | | | | | | | | | | |
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex Offences | | | | | | | | | | | | |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Larceny-Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Destruction/Damage/Vandalism of Property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

COTTEY COLLEGE
2017 ANNUAL FIRE SAFETY REPORT
Reporting Data from Calendar Years 2014-2016
Published by the Office of Safety September 2017

Fire safety is an important component of campus safety, especially in student housing. The purpose of this report is to disclose fire safety policies and procedures related to on-campus student housing and to disclose statistics for fires that occurred in those facilities. This report meets the requirements of the Higher Education Opportunity Act (Public Law 110-315) (HEOA), enacted August 14, 2008. It joins the Cottey College Annual Security Report, complying with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act contained herein. Cottey College publishes these combined reports on the web at <http://cottey.edu/media/70322/safetyandsecurityreport.pdf>. Paper copies are available for individuals to pick up from the Office of Student Life, located in the Student Life Center, second floor Hinkhouse, at 1000 W. Austin. You may also make the request by phone by calling (417) 667-6333, ext. 2126. To have a copy mailed to you, send a written request to the Office of Student Life by campus mail, or by email to mphillips@cottey.edu.

STUDENT ON-CAMPUS HOUSING FIRE SAFETY SYSTEMS

| Facility | Address | Hard Wired Smoke Detectors | Sprinkler | Heat Detectors | Rings Locally | Construction | Campus Emergency Procedures Flipchart/ Evacuation Plan | Number of Evacuation/ Fire Drills Held in 2016 |
|----------------|----------------|-------------------------------------|-----------|-------------------|------------------|---------------------------|--|--|
| Cottey House | 929 W. Cherry | X | X | X | X | Masonry | X | 2 |
| P.E.O. Hall | 1000 W. Austin | X | X | X | X | Moderately Fire Resistant | X | 2 |
| Reeves Hall | 1000 W. Austin | X | X | X | X | Moderately Fire Resistant | X | 2 |
| Robertson Hall | 1000 W. Austin | X | X | X | X | Moderately Fire Resistant | X | 2 |

Every College residence hall has an interior smoke and fire alarm system with sprinklers and detection throughout the building, including every sleeping room. They are also equipped with pull alarms throughout the building. In the three residence halls, an interior fire alarm panel sounds alarms throughout the building. Alarms include an auditory signal and flashing strobe lights. Nevada fire personnel are dispatched to the location in response to a 911 call. The Cottey House is equipped with smoke and heat detectors, and a sprinkling system. The Campus Emergency Procedures flip-chart including the Evacuation Plan is hung in each suite in the residence halls, and on the main floor of the Cottey House.

FIRE SAFETY POLICIES AND PROCEDURES

CAMPUS AND COMMUNITY RESOURCES FOR REPORTING EMERGENCIES

Emergencies requiring ambulance, fire, and police assistance should be reported immediately by dialing 911 or 9-911 from any campus extension, then contact Campus Security, or another campus individual or office listed below for assistance. All fires occurring in on-campus housing, regardless of their size and outcome, should be reported to one of the departments or campus officials listed below (after the fact) for inclusion in the Fire Log. Your hall director will complete a form that will be submitted to Campus Safety and the director of housing.

YOU MUST CALL 911 EVEN IF THE ALARM IS SOUNDING

POLICE, AMBULANCE, AND FIRE

Emergency assistance.....911
(Or 9-911 from a campus extension)

Campus—all phones are area code (417)

Campus Security.....ext. 2222
..... (417) 448-4139
P.E.O. Hall Director..... ext. 3050
.....Cell (417) 448-9787

Reeves Hall Director.....ext. 4050
.....Cell (417) 448-4168
Robertson Hall Director.....ext. 5050,
.....Cell (417) 684-5555
Director of Housing/Asst. Vice President for
Student Lifeext. 2157/2104
.....Cell (417) 684-0182
Vice President for Student Life....ext. 2126/2121
.....Cell (417) 448-7466

Four emergency call stations are located on campus: one **near Hinkhouse Center** and the parking lot, one **between Chapel and Reeves Hall**, one **south of the Library near the Rubie Burton Academic Center**, and one **on the north side of campus near the entrance to the Judy and Glenn Fine Arts Building**. Calls go directly to the 911 dispatcher and should be used only in the case of an emergency. The dispatcher will respond and ask the nature of the emergency. The speaker on the pole acts as a cordless telephone. A blue light also begins flashing and can only be turned off by Campus Security personnel. **A phone that will access only campus extensions is on the back of the emergency call station that is located between the Chapel and Reeves Hall.**

Students and employees may report nonemergency situations by contacting Campus Security at extension **2222 or 417-448-4139**. When calling **2222**:

- **Wait** for the call to be processed electronically and to be answered.
- **Identify yourself, the location, and the situation.** This is a radio transmission, and there will be short pauses.
- **Speak slowly and clearly.** Wait for acknowledgement from security that they understood you.
- **Call again**, if you have a poor connection, or in case of no answer.

If a member of the Cottey College community finds evidence of a fire that has been extinguished, and the person is not sure whether Campus Security has already responded, the community member should immediately notify Campus Security at 417-448-4139 to investigate and document the incident for disclosure in the College's annual fire statistics.

For purposes of including fires in the statistics in the annual fire safety report, report any fires to:

| | |
|--|---|
| 1) Director of Safety, Clery, and Title IX 417-667-6333 ext. 2292 mburger@cottey.edu | 2) Director of the Physical Plant 417-667-6333 ext. 2155 nswarnes@cottey.edu |
|--|---|

Fire safety policies and procedures are in the Cottey College Student Handbook. Hard copies are available in the residence halls, and it is available online at <http://www.cottey.edu/future-students/life-on-campus/clubs-organizations/student-handbook/>. Fire safety policies and procedures are also printed in the Campus Emergency Procedures yellow and white flip-chart, located on the bulletin board in each suite, and posted online at <http://www.cottey.edu/emergency>. The information in each of these documents includes fire safety instructions and what to do in case of a fire. Other fire safety policies are also contained herein.

GENERAL PROCEDURES FOR STUDENTS AND EMPLOYEES IF A FIRE OR SMOKE IS DISCOVERED ANYWHERE ON OR ABOUT THE CAMPUS:

- Leave the area where the fire is located, isolating it as well as possible by closing doors and windows around it. Do not attempt to retrieve valuables and do not use elevators.
- Pull the nearest fire alarm. Find a safe location and call 9-911 on a campus extension or 911 on a cell phone—then call Campus Security at extension 2222 or 417-448-4139.
- Never attempt to fight a fire larger than wastebasket size. Even a small fire can generate enough smoke to cause serious injury. Never attempt to fight a fire by yourself. Call for help. Always stay between the fire and the exit.

FIRE EXTINGUISHER INSTRUCTIONS

P* PULL safety pin from the handle

A* AIM at the base of the fire

S* SQUEEZE the trigger handle

S* SWEEP from side to side

- If you are aware that someone is trapped in a burning structure, inform the firefighters immediately. Do not re-enter the building alone. If you are trapped, stay low to the ground as you try to exit. Do not open any doors that feel hot. Use wet towels or clothes to protect yourself from flames and smoke.
- If your clothes catch fire, STOP, DROP, AND ROLL!!!
- All alarms should be taken seriously. If you hear an alarm, evacuate the building.

EVACUATION PROCEDURED IN CASE OF FIRE

- Feel door from top to bottom. If it is hot, do not proceed; go back.
- Crouch low and open door slowly if door is cool. Close door quickly if smoke is present so you don't inhale it.
- Exit via the nearest stairwell if it is clear. Stay low if smoke conditions exist.
- Go back and try another stairwell if you encounter heavy smoke in a stairwell.
- Report to the designated area of assembly. P.E.O. Hall—Haidee and Allen Wild Center for the Arts; Reeves Hall—Hinkhouse Gym; Robertson Hall—Hinkhouse Gym; Cottey House—P.E.O. Hall. Assist hall staff in ensuring all residents are accounted for.

IF YOU FIND YOURSELF TRAPPED IN A ROOM

- Stuff wet towels or clothing under the door to keep smoke out.
- Open windows. Wave something out the window and yell for help.
- Dial 9-911 if possible and report your situation and location.
- Keep a soaked towel over your head.
- Stay low; breathe fresh air near the windows.

CAMPUS POLICIES RELATED TO FIRE SAFETY

The Cottey College Student Handbook 2016-2018 is available online at <http://www.cottey.edu/future-students/life-on-campus/clubs-organizations/student-handbook/>. The Student Handbook is intended to acquaint students with policies, procedures, services, and resources available at Cottey College. The Student Handbook is one of the publications with which students should be familiar. The fire safety related policies that follow are in the Student Handbook.

PROHIBITED BEHAVIOR/MAJOR VIOLATIONS

Any student, who commits, attempts to commit, or incites and/or aids others in committing any of the following acts, among others described elsewhere, but not necessarily listed here, shall be subject to disciplinary action and may be dismissed from the College:

4. Unauthorized use or possession of firearms, weapons, explosives, firecrackers, or chemicals.
5. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or any other College activity.
6. Turning in a false fire or bomb alarm by any means including a telephone call or by a warning device, or tampering with smoke alarms, extinguishing equipment, or willfully starting a fire or causing an explosion in College buildings or on campus. Making intentional false 911 reports by telephone or emergency pole.
13. Failure to comply with orders or directives of College officials, faculty, security officers, or any other law enforcement/fire department personnel acting in the performance of their duties.
14. Violation of major College residence hall regulations (as described in Section 2), including but not limited to: male and female visitation (unless posted otherwise); or the accumulation of three minor violations.
18. Violations of federal and state law and respective county and city ordinances.

CANDLES, INCENSE, OIL LAMPS, AND EFFUSION LAMPS

Students may possess candles, incense, oil lamps, and effusion lamps in student rooms, but these items may not be lighted or burned there. They may also not be used in the residence halls for serenades, candle lightings, or other activities. Use of lighted candles anywhere on campus is allowed only by special permission from the President.

COMPLYING WITH ORDERS OR DIRECTIVES OF COLLEGE OR CITY OFFICIALS

Students must comply with orders or directives of College officials, hall staff, faculty, security officers, or other law enforcement/fire department personnel acting in the performance of their duties.

COTTEY COLLEGE RESIDENCE HALL AGREEMENT (EXCERPT)

Student rooms, as well as shared areas of the residence halls, are to be kept reasonably clean and orderly at all times. Periodic or occasional inspections of student rooms may be made to check for and ensure healthy and safe living conditions. Appliances (such as personal refrigerators, microwave ovens, etc.), lofts, pets (except fish), and bicycles are not allowed in the residence halls. Bicycles may be stored in outside racks or in the designated basement area of P.E.O. Hall. Furniture is not to be stacked, piled, taken apart, or removed from rooms or shared areas.

FIREARMS, WEAPONS, EXPLOSIVES, FIRECRACKERS, ETC.

Unauthorized use or possession of firearms, other weapons, explosives, firecrackers, or chemicals within or upon the grounds, buildings, or any other facilities of the College are prohibited. This policy shall not apply to any police officer or others authorized by the vice president for administration and finance or the vice president for student life. (“Weapons” may include, but are not limited to: B-B guns, slingshots, martial arts devices, brass knuckles, Bowie knives, daggers or similar knives, or switchblades. A harmless instrument designed to look like a firearm, weapon, or explosive which is used by a person to cause fear in or assault to another person is expressly included within the meaning of firearms, weapons, or explosives.)

PERSONAL PROPERTY

The College shall not be liable directly or indirectly for loss or damage to personal property by fire, theft, or any other cause. Each student is encouraged to review her family personal property insurance coverage. The College will assist you in verifying a loss for an insurance claim provided you have completed the necessary theft report. (See Theft to follow in this section.) The College is not responsible for any vehicle, registered or unregistered, or its content while parked on College property; nor is the College responsible for damages which may result from improper towing or storage of parked vehicles. Cars should be locked at all times.

PORTABLE ELECTRICAL APPLIANCES

Irons and other items of this nature can usually be borrowed. Each suite has a refrigerator and hot plate in the kitchen. A color TV and conventional oven are located in each basement recreation room. Due to our location, television cable service is necessary. Cable outlets are not available for individual use. Students may not have personal refrigerators, air conditioners, swamp coolers, space heaters, microwave ovens, or other electrical appliances in their rooms or suites, unless special permission is granted by the vice president for student life.

SMOKE AND TOBACCO-FREE CAMPUS

In accordance with Cottey’s student-centered approach to education, commitment to creating a healthy learning environment and general concern for the well-being of women’s and men’s lives, smoking and the use of other tobacco products is not allowed on the Cottey campus. For the purposes of this policy, tobacco use will be defined as the possession of any lighted tobacco products, or the use of any type of smokeless tobacco including electronic cigarettes or other smoking/vaping devices, and chewing tobacco. The use of any such products will not be permitted on any College-owned property, including, but not limited to buildings, grounds, parking areas, walkways, recreational and sporting facilities and College-owned or leased vehicles.

This policy applies to faculty, staff, students, clients, contractors, vendors and visitors, and will be in effect during and after normal campus hours as well as during all College sponsored events. In selected areas, “Tobacco-free Campus” signs will be posted to ensure that all understand Cottey College’s commitment to a tobacco-free campus.

Students and employees found smoking or using tobacco products on campus will be subject to disciplinary action. Students or employees encountering other students or employees in violation of this policy should first address the behavior with that individual and request compliance with the policy. If this does not resolve the problem, a grievance may be filed against the student. Infractions involving employees should be reported to their supervisor. All others will be reported to the director of safety. Students or employees encountering guests, clients, contractors, vendors and visitors in violation of this policy should first inform them about the smoke and tobacco-free policy and request their compliance. If this does not resolve the problem, contact Campus Security.

OPEN FLAMES

Open flames of any kind are not permitted in residence halls. With the exception of the first floor of Robertson Hall, in the kitchen and dining room area, while under the direct supervision of kitchen staff.

STUDENT ROOM DECORATIONS

Decorations shall not be attached to lighting or fire safety equipment. Extremely flammable or combustible decorations are strictly prohibited anywhere in the residence halls. Only artificial Christmas trees are permitted in residence halls. Only lights in good operating order are permitted, and all lights shall bear the UL label. Trees shall be placed away from heaters. Tree lights shall be turned off whenever the area in which the tree is located is unoccupied. Artificial snow is not permitted for decorating, as it causes damage to window frames, doors, and other furnishings it comes in contact with. All decorations must be removed and stored in the trunk rooms before Christmas vacation begins. Because of the danger of fire, violation of any of these regulations is considered grounds for immediate confiscation of the decorations not in compliance.

FIRE SAFETY EDUCATION AND TRAINING

The director of housing, hall directors, and resident assistants (RAs) receive general fire safety training, including roles and responsibilities of hall staff members and evacuation procedures. Physical Plant personnel participate in annual fire safety training. Residence hall staff, food service staff, housekeeping, Campus Security, and the Physical Plant participate in an annual fire safety training and response exercise conducted by the Nevada Fire Department. Participants are given hands-on practice in the safe use of fire extinguishers as a first response to small fires. They are also instructed in general fire safety and home fire safety.

Emergency evacuation practice for residence halls is tested annually early in both the fall and spring semesters as a fire drill. Evacuation is signaled by the fire safety system in the building affected. Occupants exit via the nearest emergency exit, closing doors behind them as exiting, and are instructed not to use elevators. Following evacuation of the building, occupants are instructed to go to a designated area of assembly. The designated areas of assembly for each campus building are listed above, and can be found in the Campus Emergency Procedures flipchart and online at <http://www.cottey.edu/emergency>. The Emergency Alert System, and web information coordinated through the Office of Public Information, as well as communication through Student Life and residence hall staff, are utilized to communicate emergency response plans to students and to inform parents of the College's response.

During the calendar year 2016, the campus practiced residence hall fire evacuations in each of the four residence halls within the first six weeks of both the fall and spring semesters. The fire drill in the residence halls was scheduled and unannounced and contained a drill to test the fire alert system, student and staff response to evacuate the buildings, to report to the designated areas of assembly, and to be accounted for. The drill also tested the coordination of the response of residence hall staff, Campus Security, and the Physical Plant. Follow through activities were conducted with all residents following the drill explaining the drill and the importance of fire safety. A follow up email was also sent soliciting comments regarding the drill and the outcome. Participant feedback was used to assess the emergency fire and evacuation plan. The drill was successful in achieving the goal of a safe and orderly evacuation and reassembly of residents in the designated areas of assembly, taking into account the diverse needs of all residents. The drill also demonstrated the ability of staff to conduct a coordinated response, in which each person involved understood her/his role and responsibility in evacuating residents from the residence halls.

COTTEY COLLEGE RESIDENTIAL HOUSING FIRE LOG

The Physical Plant/Campus Security office maintains a fire log for on-campus residential housing fires, recording the date of the report, the nature of the fire, the date and time of day the fire occurred, and the general location of the fire. The log is available for review at the Physical Plant, located behind P.E.O. Hall, at 1000 W. Austin, from 8 a.m. to noon and 1 p.m. to 5 p.m., Monday through Friday, excluding holidays. The information in the fire log covers the most recent 60 days of residential fire reports and fulfills the public fire log requirement of the HEOA.

PLANS FOR FUTURE IMPROVEMENTS

All Cottey College buildings meet or exceed City of Nevada fire safety requirements. In addition, as the College renovates buildings, additional fire suppression and detection devices are added as required. Campus emergency procedures are reviewed on an annual basis.

The College will continue to review and evaluate all campus safety and security policies and procedures during the 2017-18 academic year. The campus safety and security task force created in 2013-14 will continue its work. The charge of the task force is to make improvements to campus safety policies, procedures, and safety education and training, to protect and promote the health and safety of all students and employees and the campus community, and to ensure compliance with all regulatory bodies. Members of the task force include the vice president for student life, director of the physical plant, director of safety, the vice president for administration and finance, the director of administrative computing, the academic safety officer, the director of housing/assistant vice president for student life, and the director of human resources, and is chaired by the director of safety, Clery, and Title IX compliance. The Chief of the Nevada Police Department, the Nevada Fire Chief, and the director of the local emergency management office also participate in meetings that focus on their expertise and increase collaboration and communication between our four organizations.

There were no reported fires in any on-campus student housing facility from January 1, 2014, through December 31, 2016. For the purposes of Higher Education Act (HEA) regulations, a fire is defined as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

REPORTED FIRES IN ON-CAMPUS STUDENT HOUSING 2014-16

| Facility | Address | Year | Total Fires in Each Building | Fire Number | Cause of Fire | Number of Injuries that Required Treatment in a Medical Facility | Number of Deaths Related to a Fire | Value of Property Damage Caused by Fire |
|--------------------------|----------------|------|------------------------------|-------------|---------------|--|------------------------------------|---|
| Cottey House (Fall 2013) | 929 W. Cherry | 2014 | 0 | NA | NA | NA | NA | NA |
| | | 2015 | 0 | NA | NA | NA | NA | NA |
| | | 2016 | 0 | NA | NA | NA | NA | NA |
| P.E.O. Hall | 1000 W. Austin | 2014 | 0 | NA | NA | NA | NA | NA |
| | | 2015 | 0 | NA | NA | NA | NA | NA |
| | | 2016 | 0 | NA | NA | NA | NA | NA |
| Reeves Hall | 1000 W. Austin | 2014 | 0 | NA | NA | NA | NA | NA |
| | | 2015 | 0 | NA | NA | NA | NA | NA |
| | | 2016 | 0 | NA | NA | NA | NA | NA |
| Robertson Hall | 1000 W. Austin | 2014 | 0 | NA | NA | NA | NA | NA |
| | | 2015 | 0 | NA | NA | NA | NA | NA |
| | | 2016 | 0 | NA | NA | NA | NA | NA |