

2024

Reporting Data  
from 2021-2023

# Cottey College Annual Security and Fire Safety Report

Prepared by the Office of Safety, Security,  
and Clery

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**The Cottey College**  
**2023 Combined Annual Security and Fire Safety Report**  
**Reporting Data from Calendar Years 2021-2023**  
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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 from the Manager of Safety, Security, and Clery, Cottey College, 1000 W. Austin Blvd., Nevada, MO 64772. To have a copy mailed to you, send a written request to the Manager of Safety by campus mail, or by email to [mshuster@cottey.edu](mailto:mshuster@cottey.edu). You may also make the request by phone at 417-667-8181, ext. 2292.

**PROCEDURE FOR PREPARING AND DISTRIBUTING THE ANNUAL REPORT**

The Office of Student Life in collaboration with Manager of Safety, Security, and Clery has been designated by the College to gather the information and statistics related to the act. The manager of Safety, Security, and Clery 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 Safety 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 manager of Safety. 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 the federally required date each year. The manager of Safety, Security, and Clery will ensure that the annual report statistics are submitted to the Department of Education each year by the published deadline.

## REPORTING CRIMES AND EMERGENCIES

**Criminal actions and emergencies requiring ambulance, fire, and police assistance should be reported immediately by dialing 911, then contact Campus Security.**

### POLICE, AMBULANCE, AND FIRE

Emergency assistance .....911

### CAMPUS SECURITY

Ext. 2222 or (417) 448-1448

### 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 417-448-1448**.

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)-448-1448. 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) 448-5100.

### 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 they enroll 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 [Missouri State Sex Offender Database](#).

### SEXUAL HARASSMENT 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 sexual harassment, that includes 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 harassment, which



includes 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 harassment, that includes 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, in the Cottey College Manual for Administrative Staff Employees, and the Cottey College Manual for Hourly Wage Employees, and can be found by following this link, [Cottey Title IX Policy](#) . The College expressly prohibits sexual harassment, 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 they 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 Human Resources, who is the Title IX Coordinator. You may also contact the manager of Safety, Security, and Clery and a Title IX Deputy Coordinator or the vice president for Student Life and a Title IX Deputy Coordinator (for students). You may also report to the assistant vice president for Academic Affairs and a Title IX Deputy Coordinator, absent a conflict of interest. The College will conduct a prompt, fair, and impartial internal investigation and resolution. All portions of the process will be conducted by officials who receive annual training on; issues related to sexual harassment, that includes domestic violence, dating violence, sexual assault, and stalking; how to conduct an investigation and hearing process that protects the safety of victims/complainants and promotes accountability; and who do not have a conflict of interest or bias for or against any involved party. A detailed description of the entire Title IX grievance procedure process can be found by following this link: [Cottey Title IX Policy](#) .

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

The term “consent” if used in any College proceeding, the College will use the following definition:

### **Consent as:**

- knowing, and
- voluntary, and
- clear permission
- by word or action
- to engage in sexual activity.

Individuals may experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on Cottey to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

Consent in relationships must also be considered in context. When parties consent to bondage, discipline/dominance, submission/sadism, and masochism (BDSM) or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying “no” may be part of the kink and thus consensual, so Cottey’s evaluation of communication in kink situations should be guided by reasonableness, rather than strict adherence to policy that assumes non-kink relationships as a default.

### **Definition of Sexual Harassment**

The Department of Education’s Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of Missouri regard Sexual Harassment as an unlawful discriminatory practice.

Cottey has adopted the following definition of Sexual Harassment in order to address the unique environment of an academic community.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

Sexual Harassment, as an umbrella category, includes the actual or attempted offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Conduct on the basis of sex or that is sexual that satisfies one or more of the following:

#### 1) Quid Pro Quo:

- a. an employee of the recipient,
- b. conditions the provision of an aid, benefit, or service of the recipient,
- c. on an individual’s participation in unwelcome sexual conduct.

#### 2) Sexual Harassment:

- a. unwelcome conduct,
- b. determined by a reasonable person,
- c. to be so severe, and
- d. pervasive, and,
- e. objectively offensive,
- f. that it effectively denies a person equal access to Cottey’s education program or activity.

#### 3) Sexual assault, defined as:

- a) Sex Offenses, Forcible:
  - o Any sexual act directed against another person,
  - o without the consent of the Complainant,
  - o including instances in which the Complainant is incapable of giving consent.

b) Sex Offenses, Non-forcible:

- Incest:
  - 1) Non-forcible sexual intercourse,
  - 2) between persons who are related to each other,
  - 3) within the degrees wherein marriage is prohibited by Missouri law.
  
- Statutory Rape:
  - 1) Non-forcible sexual intercourse,
  - 2) with a person who is under the statutory age of consent of seventeen (17).

4) Dating Violence, defined as:

- a. violence,
- b. on the basis of sex,
- c. committed by a person,
- d. who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
  - i. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition-
  - ii. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such use.
  - iii. Dating violence does not include acts covered under the definition of domestic violence

5) Domestic Violence, defined as:

- a. violence,
- b. on the basis of sex,
- c. committed by a current or former spouse or intimate partner of the Complainant,
- d. by a person with whom the Complainant shares a child in common, or
- e. by a person who is cohabitating with, or has cohabitated with, the Complainant aka spouse or intimate partner, or
- f. by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Missouri, or
- g. by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Missouri.

\*To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

6) Stalking, defined as:

- a. engaging in a course of conduct,
- b. on the basis of sex,
- c. directed at a specific person, that
  - i. would cause a reasonable person to fear for the person's safety, or
  - ii. the safety of others; or
  - iii. Suffer substantial emotional distress.

For the purposes of this definition—

- (i) Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent 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) Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
- (iii) Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Cottey reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any offense under this policy.

### **Adjudication of Violations**

The College's disciplinary proceedings will include a prompt, fair, and impartial process from the initial investigation to the final resolution result. In all instances, the process will be conducted in a manner that is consistent with the institution's policy and that is transparent to all parties involved. Usually, the resolution of sexual harassment, to include domestic violence, dating violence, sexual assault and stalking complaints are completed within 60 to 90 days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to both parties 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 (in Bystander Intervention, Preventing Sexual Violence, and Workplace discrimination/harassment by using an online training portal by United Educators), 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 both parties 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 complainant(s) and the respondent(s) 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 party in any meeting or institutional disciplinary proceeding. An advisor will: consult and advise their advisee, not speak for the advisee at any meeting or hearing, can address the hearing panel if requested by a panel member, cross examine any witness during the hearing, be given timely notices of meetings at which one or the other or both may be present. Both parties will be simultaneously informed in writing of any initial, interim and final decision of the outcome of the disciplinary process alleging sexual assault, domestic violence, dating violence, or stalking, and the procedure for appeal. Where an appeal is permitted under the applicable policy, the parties will be notified simultaneously in writing, of the procedures for the parties to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, all parties 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. A more detailed explanation of the role of the advisor can be located at: [Cottey Title IX Policy](#)

The proceedings will be completed in a reasonably prompt time frame. The involved parties, 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 accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present.

The College uses the preponderance of evidence standard in internal disciplinary hearings related to sexual harassment, sexual violence and stalking. Both parties have the right to appeal the results of the institutional disciplinary proceedings.

Whether or not criminal charges are filed, the College<sup>1</sup> or a person may file a complaint under the following policies, depending upon the status of the accused (student or employee):

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<sup>1</sup> Upon a report 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 sanctioned.

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

**COTTEY COMMUNITY MEMBERS ACCUSED OF SEXUAL HARASSMENT TO INCLUDE: DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING FALL WITHIN THE PROHIBITED BEHAVIOR/MAJOR VIOLATIONS SECTION OF THE STUDENT HANDBOOK, APPLICABLE EMPLOYEE HANDBOOKS, AND THE COTTEY TITLE IX POLICY (WITHIN LIMITATIONS IDENTIFIED THEREIN)**

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

Any member of the Cottey community, including faculty, staff, and students may file a formal complaint against another community member who has or is allegedly violating a rule. Complaint procedures are initiated when a member of the Cottey College community brings an alleged violation to the attention of the Title IX Coordinator.

A. A formal complaint will be made to the Title IX Coordinator. The initial report can be made through a mandatory reporter, who is mandated to provide that information to the Title IX Coordinator. Individuals filing a formal complainant may not discuss the case prior to the hearing with any member of the disciplinary board.

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

C. Reports can also be made online, using the reporting form posted at: [Title IX Online Report Form](#) Anonymous reports are accepted but can give rise to a need to investigate. Cottey tries to provide supportive measures to all Complainants, which is impossible with an anonymous report. Because reporting carries no obligation to initiate a formal response, and as Cottey respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of privacy by making a report that allows Cottey to discuss and/or provide supportive measures.

### ***How the College Determines Whether This Policy will be Used:***

The College will thoroughly and promptly investigate all claims of Sexual Harassment to include: Domestic Violence, Dating Violence, Sexual Assault and Stalking. If an initial assessment, by the Title IX Coordinator, indicates that a violation has occurred and it meets the criteria for going forward the College will take prompt, corrective action as is appropriate. Complaints are kept as confidential as possible, and procedures supervised by the Title IX Coordinator. Specific details of the process can be located at: [Cottey Title IX Policy](#)

### ***2. Steps in the Disciplinary Process***

- A. Initial complaint submitted, reviewed, and assessed (0 to 5 days)
- B. Determination as to options available (0 to 10 days)
  - i. Disciplinary Conference
  - ii. Informal Procedures (Mediation)
  - iii. Judicial Board Hearing
- C. Written Notice of the Investigations and Allegations (NOIA)
- D. Investigation (normally completed within 30 days)
- E. Notice of Hearing (no later than 10 business days prior to hearing)
- F. Process A (0 to 90 days)

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against an accused party. 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.

### **3. Decision-Making Process**

A hearing before the board is the formal adjudication of a complaint of sexual harassment (including, but not limited to, sexual assault, domestic violence, dating violence, or stalking) made by a community member or other against a community member or other. 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 is responsible for committing the act or acts complained of.

### **4. Standard of Evidence**

The standard of evidence used will be the preponderance of the evidence.

### **5. Possible Sanctions Student:**

- Verbal or written warning
- Restitution
- Fines
- Community Service
- Loss of Privileges
- Confiscation of Property
- Behavioral Requirement
- Education Program
- Restriction of Visitation Privileges
- Housing Probation, Reassignment, Suspension, or Expulsion
- Eligibility Restriction
- Cottey College Suspension or Expulsion
- Loss of Confidentiality in Disciplinary Sanctions
- Creative sanctions (including participation in relevant educational programs, writing a research paper, or participation in a mental health evaluation with subsequent counseling if recommended).

### **6. Possible Sanctions Employee:**

- Warning – Verbal or Written
- Performance Improvement Plan/Management Process
- Enhanced supervision, observation, or review
- Required Counseling
- Required Training or Education
- Probation
- Denial of Pay Increase/Pay Grade
- Loss of Oversight or Supervisory Responsibility
- Demotion (employees other than faculty.)
- Transfer
- Reassignment
- Assignment to new supervisor
- Restriction of stipends, research, and/or professional development resources
- Suspension with pay
- Suspension without pay
- Termination using the appropriate procedure as outlined in the relevant employee Handbook or Manual.
- Other Actions: In addition to or in place of the above sanctions/responsive actions, Cottey may assign any other responsive actions as deemed appropriate.

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

Regardless of whether a complainant elects to pursue a Title IX complaint, criminal complaint, or whether the offense is alleged to have occurred on or off campus, the College will assist victims of sexual harassment to include: 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

## **8. Supportive Measures**

Cottey will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged sexual harassment and/or retaliation.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to Cottey's education program or activity, including measures designed to protect the safety of all parties or Cottey's educational environment, and/or deter sexual harassment and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, Cottey will inform the Complainant, in writing, that they may file a formal complaint with Cottey either at that time or in the future, if they have not done so already.

The Title IX Coordinator works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

Cottey will maintain the confidentiality of the supportive measures, provided that privacy does not impair Cottey's ability to provide the supportive measures. Cottey will act to ensure as minimal an academic impact on the parties as possible.

Cottey will implement measures in a way that does not unreasonably burden the other party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Trespass, Persona Non Grata (PNG), or Be-On-the-Lookout (BOLO) orders
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement.

**The Director of Human Resources is the Title IX Coordinator for Campus.**

More information regarding Title IX is available at: [Cottey Title IX Policy](#) .

## Policy on Nondiscrimination

Cottey College is committed to providing equal opportunity to its students and employees in all aspects of campus life. The College does not unlawfully discriminate in educational programs, recruitment and admissions of applicants, school-administrated activities or programs, or employment opportunities, policies, or practices on the basis of race, religion, color, national origin, citizenship, age, disability, veteran status, sexual orientation, sex\*or any other status protected by law.

\*As a women's institution, Cottey College considers for admission those applicants who indicate a legally assigned sex of female on their application.

The coordinator for equal opportunity is the Director of Human Resources, Main Hall, Cottey College, Nevada, Missouri, 64772; telephone 417-667-8181, ext. 2103. The coordinator of student disability services, academic advising, and student success programming is located in the Kolderie Center in the Rubie Burton Academic Center, ext. 2131 from any campus phone. In addition, and in accordance with Title IX of the Educational Amendments of 1972, Cottey College does not unlawfully discriminate on the basis of sex in its educational programs, school-administrated activities or programs, or employment opportunities, policies, or practices.

Cottey College has designated a Title IX coordinator and Deputy Title IX Coordinators to handle all inquiries regarding its efforts to comply with and carry out its responsibilities under Title IX of the Educational Amendments of 1972. As such, the coordinators are the best contact for employees and students who believe they have suffered discrimination or harassment on any protected basis, including sexual harassment and sexual violence. The Title IX coordinators may be contacted as follows:

### TITLE IX COORDINATORS:

Title IX Coordinator:  
Kelly Irvin  
Director of Human Resources  
Cottey College  
1000 West Austin Blvd.  
Nevada, MO 64772  
417-667-8181, ext. 2103  
[kirving@cottey.edu](mailto:kirving@cottey.edu)

Title IX Deputy Coordinator:  
Landon Adams, Ed.D.  
Vice President for Student Life  
Cottey College  
1000 W. Austin Blvd.  
Nevada, MO 64772  
417-667-8181, ext. 2126  
[ladams@cottey.edu](mailto:ladams@cottey.edu)

Title IX Deputy Coordinator:  
Jill Compton, Ph.D.  
Asst. V.P. for Academic Affairs  
Cottey College  
1000 West Austin Blvd.  
Nevada, MO 64772  
417-667-8181, ext. 2244  
[jcompton@cottey.edu](mailto:jcompton@cottey.edu)

Title IX Deputy Coordinator:  
Mike Shuster  
Manager of Safety, Security, and Clery  
Cottey College  
1000 West Austin Blvd.  
Nevada, MO 64772  
417-667-8181, ext. 2292  
[mshuster@cottey.edu](mailto:mshuster@cottey.edu)

Inquiries concerning the application of Title IX may also be directed to:  
The Assistant Secretary  
U.S. Department of Education  
Office for Civil Rights  
Lyndon Baines Johnson Department of Education Building  
400 Maryland Avenue, SW  
Washington, D.C. 20202-1100



Cottey College seeks to provide an environment where every student and employee will have an equal opportunity to reach her/his full potential and contribute to the College's success. To that end, Cottey College will not tolerate any form of unlawful discrimination, harassment, or retaliation. It is incumbent upon all students and employees to report any discrimination, harassment, or retaliation that exists so that it can be addressed. These reports can be made directly to your supervisor or the director of human resources (Title IX coordinator for employees) or the vice president for student life (Title IX deputy coordinator for students). Any alleged violation of this policy will be investigated, and disciplinary action will follow as appropriate.

### **Retaliation**

Protected activity under this policy includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. Cottey will take all appropriate and available steps to protect individuals who fear that they may be subjected to retaliation.

Cottey and any member of Cottey's community are prohibited from taking materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

The exercise of rights protected under the First Amendment does not constitute retaliation.

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

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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 sexual harassment to include 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 and/or Freeman Hospital in Joplin. 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 the victims do 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 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, they 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 or 417-448-5100. Local police will follow their internal procedures and current state law in taking a report on any sexual harassment crime.
- You may also contact Campus Security at 2222, or 417-448-1448. Procedures the college will follow in a reported case of sexual harassment are outlined below. Contact your local law enforcement agency or the jurisdiction of where the crime occurred. Provide a detailed account of the incident to the law enforcement agency along with any evidence related to the incident.
- **Campus staff will assist you in notifying local authorities.** Your hall director, the director of Student Housing, the vice president for Student Life, a counselor, 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.
- **Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault and Stalking**
  - If you have been the victim of domestic violence, dating violence, sexual assault, or stalking you should report the incident promptly to the **Title IX Coordinator, Kelly Irvin, Main Hall, Room 113, [kirvin@cottey.edu](mailto:kirvin@cottey.edu), 417-667-8181 ext. 2103**, by calling, writing, or coming into the office to report in person and Cottey Security (417-448-1448)( if the victim so desires). Reports of all domestic violence, dating violence, sexual assault, and stalking made to Cottey Security will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

**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 the parties involved, such as housing, academic, transportation and working accommodations, if reasonably available. The College will make such accommodations, if either party requests them or 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 Human Resources (the Title IX Coordinator), the vice president of Student Life.

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"> <li>1. Depending on when reported (immediate vs delayed report), the College will provide complainant with access to medical care</li> <li>2. College will assess immediate safety needs of complainant</li> <li>3. College will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department</li> <li>4. College will provide complainant with referrals to on and off campus mental health providers</li> <li>5. College will assess need to implement interim or long-term protective measures, if appropriate.</li> <li>6. College will provide the victim with a written explanation of the victim’s rights and options</li> <li>7. College will provide a “No trespass” directive to either or both parties as deemed appropriate</li> <li>8. College will provide written instructions on how to apply for Protective Order</li> <li>9. College will provide a copy of the policy applicable to Sexual Assault to the</li> </ol>

	<p>complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution</p> <p>10. College will inform both parties of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is</p> <p>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</p>
<b>Stalking</b>	<ol style="list-style-type: none"> <li>1. College will assess immediate safety needs of complainant</li> <li>2. College will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department</li> <li>3. College will provide written instructions on how to apply for Protective Order</li> <li>4. College will provide written information to complainant on how to preserve evidence</li> <li>5. College will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>6. College will provide the victim with a written explanation of the victim's rights and options</li> <li>7. College will provide a "No trespass" directive to either or both parties as deemed appropriate</li> </ol>
<b>Dating Violence</b>	<ol style="list-style-type: none"> <li>1. College will assess immediate safety needs of complainant</li> <li>2. College will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department</li> <li>3. College will provide written instructions on how to apply for Protective Order</li> <li>4. College will provide written information to complainant on how to preserve evidence</li> <li>5. College will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>6. College will provide the victim with a written explanation of the victim's rights and options</li> <li>7. College will provide a "No trespass" directive to either or both parties as deemed appropriate</li> </ol>
<b>Domestic Violence</b>	<ol style="list-style-type: none"> <li>1. College will assess immediate safety needs of complainant</li> <li>2. College will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department</li> <li>3. College will provide written instructions on how to apply for Protective Order</li> <li>4. College will provide written information to complainant on how to preserve evidence</li> <li>5. College will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>6. College will provide the victim with a written explanation of the victim's rights and options</li> <li>7. College will provide a "No trespass" directive to either or both parties as deemed appropriate</li> </ol>

## 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.

## 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.

## On and Off Campus Services for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Cottey College will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement.

These resources include the following:

<b>ON CAMPUS</b>	<b>Type of Services Available</b>	<b>Service Provider</b>	<b>Contact Information</b>
Counseling			
Health	General services and referrals	Kimberly Cunningham Health Services	<a href="mailto:kcunningham@cottey.edu">kcunningham@cottey.edu</a> 417-667-8181 ext. 2157
Mental Health	Counseling and referral	Kimberly Cunningham Counseling Office	<a href="mailto:kcunningham@cottey.edu">kcunningham@cottey.edu</a> 417-667-8181 ext. 2157
Victim Advocacy	Counseling and referral	Kimberly Cunningham Counseling Office	<a href="mailto:kcunningham@cottey.edu">kcunningham@cottey.edu</a> 417-667-8181 ext. 2157
Legal Assistance	Referral to local providers	Landon Adams Office of Student Life	<a href="mailto:ladams@cottey.edu">ladams@cottey.edu</a> 417-667-8181 ext. 2126
Visa and Immigration Assistance	General services and support	Jodi Ahmedou International Education Coordinator	<a href="mailto:jahmedou@cottey.edu">jahmedou@cottey.edu</a> 417-667-8181 ext. 2132
Student Financial Aid	General assistance	Hannah Masters Office of Financial Aid	<a href="mailto:hmasters@cottey.edu">hmasters@cottey.edu</a> 417-667-8181 ext. 2190

Other	General assistance	Mike Shuster Manager of Safety, Security, and Clery	<a href="mailto:mshuster@cottey.edu">mshuster@cottey.edu</a> 417-448-1448
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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	417-684-0820 417-667-8008 417-667-9608 417-667-7171  417-667-8352 417-667-2262 417-283-6151
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)	417-684-0820 417-667-8008 417-876-9608 417-667-7171
Mental Health (cont'd)		Pathways Bridgewater, Hissink, Bofetta	417-667-8352  417-667-2262 417-283-6151
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](http://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

- **Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, 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 security or local law enforcement. The full text of this policy is available at: [Cottey Title IX Policy](#)

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 security 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 [ladams@cottey.edu](mailto:ladams@cottey.edu) or call 417-667-8181, ext. 2126; an employee victim should contact the Director of Human Resources at [kirvin@cottey.edu](mailto:kirvin@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 [ladams@cottey.edu](mailto:ladams@cottey.edu) or call 417-667-8181, ext. 2126; an employee victim should contact the Director of Human Resources at [kirvin@cottey.edu](mailto:kirvin@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.

Cottey 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 Manager of Safety, Security, and Clery. 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 Manager of security 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 located at: [Cottey Title IX Policy](#)**
- **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 in the Wellness 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](http://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 cash 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 them 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 through these links:

- [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](https://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 [Victim Connect 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) [RAINN SAFETY PLANNING](#)

## **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;
- Cottey defines consent is: knowing, and voluntary, and clear permission by word or action to engage in sexual activity;
- 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.
  - Information regarding:
    - Procedures victims should follow if a crime of domestic violence, dating violence, sexual assault, and stalking occurs (as described in “Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Occurs” elsewhere in this document).
    - How the institution will protect the confidentiality of victims and other necessary parties (as described in “Assistance for Victims: Rights and Options” elsewhere in this document).
    - Existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community (as described in “Assistance for Victims: Rights and Options” elsewhere in this document).
    - Options for, available assistance in, and how to request changes to academic living, transportation, and working situations or protective measures (as described in “Assistance

for Victims: Rights and Options” elsewhere in this document).

- Procedures for institutional disciplinary actions in cases of alleged Dating violence, domestic violence sexual assault, or stalking (as described in “Adjudication of Violations” elsewhere in this document).

Specifically, the College offered the following **primary prevention and awareness programs** for all **incoming students** in YEAR: 2023

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Escort Program	Throughout	Upon Request	DoV, DaV, SA, S
New Orientation	9-19-2023	Video	DoV, DaV, SA, S
Safety Procedures	10-2024	Residence Halls	SA, S
START	October 2023	Online Training	DoV, DaV, SA,S
SaVE Act	October 2023	Online Training	DoV, DaV, SA,S
Sexual Violence	Throughout	Materials/Online	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: 2023

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Escort Program	Throughout	Upon Request	DoV, DaV, SA,S
Sexual Violence	July 2023	Computer Based	DoV, DaV, SA,S
Bystander Intervention	July 2023	Computer Based	DoV, DaV, SA,S
<i>Student Health 101</i>	Monthly	Materials provided	DoV, DaV, SA,S
Employee Wellness	Throughout	Materials/Training	DoV, DaV, SA,S
Harassment Training	July 2023	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: 2023

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Bystander Intervention	October 2023	Online Training	DoV, DaV, SA, S
Escort Program	Throughout	Upon Request	DoV, DaV, SA,S
Safety Procedures	8-21-2023	Online	SA, S
START	October 2023	Online Training	DoV, DaV, SA,S
SaVE Act	October 2023	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: 2022

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	8-15-2023	C.W.L.	DoV, DaV, SA, S
SaVE Act	September 2023	Online Training	DoV, DaV, SA, S
Bystander Intervention	September 2023	Online Training	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 2023	Online Training	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) 448-1448.
2. New Student Orientation - 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 Manager of Safety, Security, and Clery - The manager makes a crime prevention and safety presentation, was conducted as a video this year.
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 *Cottey 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 *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.
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 regard 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 18.

**Sexual Assault:** 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 against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

- **Rape** is defined as 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.
- **Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, 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 incapacity.
- **Incest** is defined as sexual intercourse between persons who are related to each other within degrees



wherein marriage is prohibited by law.

- **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.

\*The institution of higher education prohibits the crimes of sexual assault as defined by the Clery Act.

## Corresponding Missouri Statutes

**Rape in the first degree:** A person commits the offense of rape in the first degree if he or she has sexual intercourse with another person who is incapacitated, incapable of consent, or lacks the capacity to consent, or by the use of forcible compulsion. Forcible compulsion includes the use of a substance administered without a victim's knowledge or consent which renders the victim physically or mentally impaired so as to be incapable of making an informed consent to sexual intercourse.

**Rape in the second degree:** A person commits the offense of rape in the second degree if he or she has sexual intercourse with another person knowing that he or she does so without that person's consent.

**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

## 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://revisor.mo.gov/main/OneSection.aspx?section=566.100&bid=29420&hl=>

<http://revisor.mo.gov/main/OneSection.aspx?section=566.101&bid=29422&hl=>

- B. **Incest (FBI UCR)** - 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)** – 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 he or she attempts to cause physical injury or knowingly causes physical pain or illness to a domestic victim, as the term "domestic victim" is defined under section 565.002.

**Domestic victim** ([565.002\(6\) RSMo.](#)), 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** ([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;

## 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

### [565.252 RSMo. Invasion of Privacy](#)

1. A person commits the crime of **invasion of privacy** if he or she knowingly:

(1). Photographs, films, videotapes, produces, or otherwise creates an image of another person, without the person's consent, while the person 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). Photographs, films, videotapes, produces, or otherwise creates an image of 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 first degree is a class A misdemeanor.*

### [565.240 RSMo. Unlawful Posting of Certain Information Over the Internet](#)

1. A person commits the offense of **unlawful posting of certain information over the internet** if he or she knowingly posts the name, home address, Social Security number, or telephone number of any person on the internet intending to cause great bodily harm or death, or threatening to cause great bodily harm or death to such person.

*The offense of unlawful posting of certain information over the internet is a class C misdemeanor.*

## Missouri Sexual Assault Offenses Table

CHARGE	ACT	OTHER ELEMENTS	PRISON TERM	STATUTE
<b>Rape 1st Degree</b>	Sexual intercourse	Incapable/lack capacity for consent, or by the use of forcible compulsion	5 years – life without parole (30 years)	<b>566.030</b>
<b>Rape 2nd Degree</b>	Sexual intercourse	Without Consent	Up to 7 years, D/Felony	<b>566.031</b>
<b>Statutory Rape 1st Degree</b>	Sexual intercourse	Intercourse with someone under 14	5 years – life (30 years)	<b>566.032</b>
<b>Statutory Rape 2nd Degree</b>	Sexual intercourse	21 + having intercourse with someone under 17	Up to 7 years, D/Felony	<b>566.034</b>
<b>Sodomy 1st Degree</b>	Deviate sexual intercourse	Incapable/lack capacity/incapacitated for consent, or by use of forcible compulsion	5 years - life without parole for (natural life)	<b>566.060</b>
<b>Sodomy 2nd Degree (Deviate Sexual Assault)</b>	Deviate sexual intercourse	Without consent	Up to 7 years, C/Felony	<b>566.061</b>
<b>Stat. Sodomy 1st Degree</b>	Deviate sexual intercourse	With someone under 14	5 years – life	<b>566.062</b>
<b>Stat. Sodomy 2nd Degree</b>	Deviate sexual intercourse	21 + having with someone under 17	Up to 7 years, D/Felony	<b>566.064</b>
<b>Sexual Misconduct, 1st degree* (non-clery crime)</b>	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	<b>566.093</b>
<b>Sexual Misconduct, 2nd degree* (non-clery crime)</b>	Solicits or requests another person to engage in sexual conduct	Knows that this was likely to cause affront or alarm	15 days, C/misdemeanor	<b>566.095</b>
<b>Sexual Abuse 1st degree*</b>	Sexual contact	Incapable/lack capacity for consent, or by the use of	3 – 15 years, (B/C)/Felony	<b>566.100</b>

		forcible compulsion		
<b>Sexual Abuse 2<sup>nd</sup> degree*</b>	Sexual contact	Without consent	1 – 4 years, A/misdemeanor– E/Felony	<b>566.101</b>
<b>Child Molestation 2<sup>nd</sup> degree</b>	Sexual contact	With someone under the age of 12 or 4 years > child under 17	5 to 15 years, B/Felony	<b>566.068</b>
<b>Incest</b>	Marry or purports to marry, sexual inter. or deviate sexual intercourse	Relative (Siblings, ancestors, & adopted children. Etc.)	Up to 4 years, E/Felony	<b>568.020</b>

### Other Missouri VAWA Related Offenses Table

CHARGE	ACT	OTHER ELEMENTS	PRISON TERM	
<b>Domestic Assault 1<sup>st</sup> Degree</b>	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	<b>565.072</b>
<b>Domestic Assault 2<sup>nd</sup> Degree</b>	Knowingly causes injury by any means to a domestic victim	Recklessly causes serious physical injury or physical injury	Up to 7 years, D/Felony	<b>565.073</b>
<b>Domestic Assault 3<sup>rd</sup> Degree</b>	Attempts to cause physical injury to a domestic victim	Knowingly causes physical pain or illness	1 – 4 years, E/Felony	<b>565.074</b>
<b>Harassment 1<sup>st</sup> Degree</b>	Any act without good cause with the purpose to cause emotional distress	And act causes emotional distress	Up to 4 years E/Felony	<b>565.090</b>
<b>Harassment 2<sup>nd</sup> Degree</b>	Without good cause engages in an act with the purpose to cause emotional distress		Up to 1 year, A/misdemeanor	<b>565.091</b>
<b>Stalking 1<sup>st</sup> Degree</b>	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	<b>565.225</b>
<b>Stalking 2<sup>nd</sup> Degree</b>	Purposely by conduct disturbs or follows another person	With intent to disturb another person	Up to 1 year A/misdemeanor	<b>565.227</b>
<b>Invasion of Privacy</b>	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	<b>565.252</b>

### Penalties (558.011 RSMo) and Fines (558.002 RSMo)

Felony Class	Penalties (Years of imprisonment) <a href="http://revisor.mo.gov/main/OneSection.aspx?section=558.011">http://revisor.mo.gov/main/OneSection.aspx?section=558.011</a> <a href="http://revisor.mo.gov/main/PageSelect.aspx?section=558.002">http://revisor.mo.gov/main/PageSelect.aspx?section=558.002</a>	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) <b>Imprisonment &amp; Fines Same Links as Above</b>	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, followed, and practiced.

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.

If, as a result of an emergency situation, you find yourself displaced please notify the College of your current location, status, and contact information. If you are a student, report any changes of your address (physical and mailing) or class enrollment to your designated school official (DSO) as soon as possible, but no later than ten days.

### **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, the dining room, and maintenance shops designed for this purpose, except as authorized by the President or their designee.
- Smoking, vaping, or use of tobacco products is not permitted anywhere on Campus.
- Vehicles shall be parked in designated areas only. Fire lane and handicap parking restriction will be enforced.
- No firearms shall be used, carried, or stored on campus, except as authorized by the President or their designee.
- No fireworks shall be used or stored on campus, except as authorized by the President or their designee.

### **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 417-448-1448.

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.

## **TORNADO—HIGH WIND—PREPAREDNESS/RESPONSE**

### **TORNADO ALERTS:**

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

- Monitor weather apps/radio/TV 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 weather apps/radio/TV and take action as needed.

### **SIGNALS:**

- ◆ The National Weather Service will provide warnings and updates through apps/radio and other available means of communication.
- ◆ Do not leave shelter until the all clear has been given by authorized personnel.

**THESE SAME INSTRUCTIONS SHOULD BE FOLLOWED WITH ALL STORMS.**

## **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.



## **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. Alert others in the area of the danger.
- Pull the nearest fire alarm. Find a safe location and call 911 on a campus extension or on a cell phone—then call Campus Security at extension 2222 or 417-448-1448.
- 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. 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.

## **UTILITY EMERGENCY**

If a utility problem is discovered, such as a gas leak or elevator failure, call the Physical Plant at extension 2222 or 417-448-1448.

### **GAS LEAK**

- Only personnel specifically trained in emergency shut-off procedures should attempt to shut off the building's gas.
- As a precaution, avoid lighting matches or turning on or off lights. Treat any resulting flames as a fire.
- Stay clear of the problem. Go outside and wait for Physical Plant personnel or gas company employee, and direct them 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 personnel, gas company employee, 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.

## **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 911 on a campus extension or on a cell phone. Give the 911 dispatcher 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 their attention while still on the line.
- Inform Campus Security/Physical Plant at ext. 2222 or 417-448-1448.
- 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:

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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	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: _____		

### HOSTILE INTRUDER

If an intruder in a Campus building is actively causing deadly harm or the threat of imminent deadly harm to people remember, **ALICE**, all 911 on a Campus extension or a cell phone. Give as many details as possible about location, number of assailants, means of aggression, and other pertinent information.

- **ALERT**-Alert is your first notification of danger.

Alert is when you first become aware of a threat. The sooner you understand that you're in danger, the sooner you can save yourself. A speedy response is critical. Seconds count.

Alert is overcoming denial, recognizing the signs of danger and receiving notifications about the danger from others. Alerts should be accepted, taken seriously, and should help you make survival decisions based on your circumstances.

- **LOCKDOWN- Barricade the room. Prepare to Evacuate or counter if needed.**

If **EVACUATION** is not a safe option, barricade entry points into your room in an effort to create a semi-secure starting point.

Our training explains scenarios where Lockdown may be the preferable option and dispels myths about passive, traditional 'lockdown only' procedures that create readily identifiable targets and makes a shooter's mission easier. ALICE trainers instruct on practical techniques for how to better barricade a room, what to do with mobile and electronic devices, how and when to communicate with police, and how to use your time in lockdown to prepare to use other strategies (i.e. Counter or Evacuate) that might come into play should the active shooter gain entry.

- **Inform- Communicate the violent intruder's location and direction in real time.**

The purpose of **INFORM** is to continue to communicate information in as real time as possible, if it is safe to do so. Armed intruder situations are unpredictable and evolve quickly, which means that ongoing, real time information is key to making effective survival decisions. Information should always be clear, direct and in plain language, not using codes. If the shooter is known to be in an isolated section of a building, occupants in other wards can safely evacuate while those in direct danger can perform enhanced lockdown and prepare to counter.

Video surveillance, 911 calls and PA announcements are just a few of the channels that may be used by employees, safety officers, and other personnel to inform others. An emergency response plan should have clear methods outlined for informing school employees, hospital workers, or any other employees of the location of a violent intruder.

- **Counter- Create noise, movement, distance, and distraction with the intent of reducing the shooter's ability to shoot accurately. Counter is NOT fighting.**

ALICE Training does not believe that actively confronting a violent intruder is the best method for ensuring the safety of those involved. **Counter** is a strategy of last resort. Counter focuses on actions that create noise, movement, distance and distraction with the intent of reducing the shooter's ability to shoot accurately. Creating a dynamic environment decreases the shooter's chance of hitting a target and can provide the precious seconds needed in order to evacuate.

- **Evacuate- When safe to do so, remove yourself from the danger zone.**

ALICE provides techniques for safer and more strategic evacuations. **Evacuating** to a safe area takes people out of harm's way and hopefully prevents civilians from having to come into any contact with the shooter.

Did you know that you should break a window from the top corner as opposed to the center? Many useful techniques that civilians do not know exist and can save your life. ALICE trainers teach strategies for evacuating through windows, from higher floors and under extreme duress.

**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 area.

## **RAPE/SEXUAL ASSAULT PREVENTION**

Anyone can be a victim of rape/assault. 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 earphones while jogging/walking especially after dark.
- If you feel endangered, yell. Scream “HELP!” or “POLICE!” and run away.
- Use physical force 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 date rape situations. Call a friend or ask others for help.
- Stand up for yourself.
- Avoid use of alcohol/drugs.
- Let others know where you are going and with whom.

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 417-448-1448 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 911 from a campus extension or from a cell phone. You can also go directly to the hospital to seek care. Contact the Counseling Office at extension 2157, the hall director on duty, a peer listener, an R.A., or someone you trust. If you do not want to make a police report contact a Title IX Coordinator to be informed of your options.

## **MEDICAL/PSYCHOLOGICAL EMERGENCIES**

In case of possible communicable or contagious disease exposure or related symptoms, notify Cottey Health Services Office at extension 2157, 8-5 Monday-Friday. After 5 p.m., weekends, or holidays please call the hall director on duty. If, due to the severity of the symptoms, you need immediate medical attention call 911.

- Stay where you are and do not make physical contact with anyone.
- Provide relevant information regarding your symptoms/exposure to the contact.
- Follow directions as provided

If you are off campus and plan on returning to campus, please follow the same directions. You may contact the Health Services Office during office hours, the hall director on duty after hours, a community physician, medical clinic, or the Vernon County Health Department. If you do contact an off-Campus health professional please notify the Health Services Office as soon as possible of the situation.

In case of a medical emergency, call 911 on a campus extension or on a cell phone, then if you can safely do so:

- 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 as needed.
- 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, on weekends, and holidays.

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

- Call 911 on a Cottey phone or 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, 8 a.m.-5 p.m., Monday-Friday. 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.
- Always report any behavior or information you have that causes you concern for your safety or the safety of others.

After taking necessary actions and the incident is over, please complete the appropriate Accident/Incident Form. Forward the completed form to Human Resources (employee related), Student Life (student related), Academic Affairs (academic related), Manager of Safety (visitor related) and/or a combination of offices based on where the incident occurred.

Note: 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 till help arrives.

### **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 911 on a campus extension or on a cell phone.
- Contact Campus Security immediately at extension 2222 or 417-448-1448, give your name, 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, weight, hair color, and style
  - ◆ Names used
  - ◆ Method and direction of travel
  - ◆ Sex, race, and age
  - ◆ Clothing
- 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, office, or car.
- 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/Security Department at extension 2222 or 417-448-1448.
- Keeping a record and picture 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, with whom, when you plan to return, and cell number.
- 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 417-448-1448.
- Reporting all thefts, no matter how small, to Campus Security, extension 2222 or 417-448-1448. 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 hallway; stay clear of windows
- **Fire:** Leave building immediately; fire stairwells serve as an area of rescue
- **Violent Incident/Intruder:** [ALICE](#), 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, turn your cell phone to silent. 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:** [ALICE](#), 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, turn your cell phone to silent. 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:** [ALICE](#), 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, turn your cell phone to silent. 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:** [ALICE](#), 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, turn your cell phone to silent. 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:** [ALICE](#), 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, turn your cell phone to silent. 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:** [ALICE](#), 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, turn your cell phone to silent. 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:** [ALICE](#), 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:** [ALICE](#), 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, turn your cell phone to silent. 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:** [ALICE](#), 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, turn your cell phone to silent. 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:** [ALICE](#), 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, turn your cell phone to silent. 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:** [ALICE](#), 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, turn your cell phone to silent. 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:** [ALICE](#), 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, turn your cell phone to silent. 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:** [ALICE](#), 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, turn your cell phone to silent. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation:** Gate entrance

### Wellness Center

- **Storm/Tornado:** Take shelter in ground floor interior closets/hallways/bathrooms; stay clear of windows (If time permits, go to Robertson Hall lower-level hallways)
- **Fire:** Leave building immediately
- **Violent Incident/Intruder:** [ALICE](#), Identify possible exits and flee the building if you are able to do so.



Otherwise, remain in the room and lock door; stay clear of windows and doorways, turn your cell phone to silent. Prepare to fight if confronted.

- **Area of Assembly after Building Evacuation:** Hinkhouse Gym

#### **College Green Student Housing**

- **Storm/Tornado:** Take shelter in interior closets/hallways/bathrooms; stay clear of windows (If time permits, go to Robertson Hall lower-level hallways)
- **Fire:** Leave building immediately
- **Violent Incident/Intruder:** [ALICE](#), Identify possible exits and flee the building if you are able to do so. Otherwise, remain in the room and lock door; stay clear of windows and doorways, turn your cell phone to silent. Prepare to fight if confronted.
- **Area of Assembly after Building Evacuation:** Hinkhouse Gym

### **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 of 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.

Individuals can report emergencies occurring at Cottey College by calling: **911**. Then contact Cottey Security at; 417-448-1448 or ext. 2222 on a Cottey phone.

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 sirens 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, will 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 fail to mitigate the emergency. The confirmation that there is a significant emergency is based on reliable information, as determined by the director of physical plant, manager 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](http://www.cottey.edu/emergency).

In the event of a significant Campus event, the President, vice president for administration and finance, the director of marketing, 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 local media. The Office of Marketing 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 Marketing will use the Cottey emergency website at [www.cottey.edu/emergency/](http://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.

<b>System to use</b>	<b>Primary Message Creator</b>	<b>Backup Message Creator</b>	<b>Authority for approving &amp; sending messages</b>	<b>Primary Message Sender/ Distributor</b>	<b>Backup Message Sender/ Distributor</b>
<b>PRIMARY</b>					
Campus Email	VP SLE	Director PP, Manager CS, Director H, VP FA Director AC, Director M	VP SLE, Director PP, Manager CS, Director H, VP FA Director AC, Director M	VP SLE	Director PP, Manager CS, Director H, VP FA Director AC, Director M
Cottey Emergency Notification System (Voice, Email and/or Text Message)	VP SLE	Director PP, Manager CS, Director H, VP FA Director AC, Director M	VP SLE, Director PP, Manager CS, Director H, VP FA Director AC, Director M	VP SLE	Director PP, Manager CS, Director H, VP FA Director AC, Director M
<b>SECONDARY</b>					
Bulletins Posted at Select Buildings Entrance/Exits	VP SLE	Director PP, Manager CS, Director H, VP FA Director AC, Director M	VP SLE, Director PP, Manager CS, Director H, VP FA Director AC, Director M	VP SLE	Director PP, Manager CS, Director H, VP FA Director AC, Director M
Electronic Postings on the Message Board	VP SLE	Director PP, Manager CS, Director H,	VP SLE, Director PP, Manager CS,	VP SLE	Director PP, Manager CS, Director H,

		VP FA Director AC, Director M	Director H, VP FA Director AC, Director M		VP FA Director AC, Director M
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VP SLE = Vice President for Student Life and Enrollment

Manager CS = Manager of Safety, Security, and Clery

Director PP = Director of Physical Plant

Director H = Director of Campus and Residence Life

VP FA = Vice President for Finance and Administration

Director AC = Director of Administrative Computing

Director M = Vice President for Communications and Strategic Initiatives

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 statements with information, as needed, will be distributed using some or all of the identified communication systems (except fire alarm) in the event of the activation of the Cottey Emergency Notification System.

If there is an immediate threat to the health or safety of students or employees occurring on campus, Cottey College will follow its emergency notification procedures. An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.

### CLERY TIMELY WARNING NOTICES: CAMPUS CRIME/SAFETY ALERTS

In the event of a crime or incident being reported to have occurred, within the Cottey College Clery Geography (On Campus, Public Property and Non-campus property), that in the professional judgment of the manager of safety, the director of the physical plant or their designee, and/or the vice president for student life or their 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. The vice president of student life, in conjunction with the manager 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 distributed by the Vice President of Student Life and Enrollment, 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
<b>PRIMARY</b>					
Campus Email	VP SLE	Director PP, Manager CS, Director H, VP FA Director AC, Director M	VP SLE, Director PP, Manager CS, Director H, VP FA Director AC,	VP SLE	Director PP, Manager CS, Director H, VP FA Director AC, Director M

			Director M		
Cotley Timely Warning Notification System (Voice, Email and/or Text Message)	VP SLE	Director PP, Manager CS, Director H, VP FA Director AC, Director M	VP SLE, Director PP, Manager CS, Director H, VP FA Director AC, Director M	VP SLE	Director PP, Manager CS, Director H, VP FA Director AC, Director M
<b>SECONDARY</b>					
Bulletins Posted at Select Buildings Entrance/Exits	VP SLE	Director PP, Manager CS, Director H, VP FA Director AC, Director M	VP SLE, Manager PP, Director CS, Director H, VP A&F Director AC, Director M	VP SLE	Director PP, Manager CS, Director H, VP FA Director AC, Director M
Electronic Postings on the Message Board	VP SLE	Director PP, Manager CS, Director H, VP FA Director AC, Director M	VP SLE, Manager PP, Director CS, Director H, VP FA Director AC, Director M	VP SLE	Director PP, Manager CS, Director H, VP FA Director AC, Director M

VP SLE = Vice President for Student Life and Enrollment  
 Manager CS = Manager of Safety, Security, and Clery  
 Director PP = Director of Physical Plant  
 Director H = Director of Campus and Residence Life  
 VP FA = Vice President for Finance and Administration  
 Director AC = Director of Administrative Computing  
 Director M = Vice President for Communications and Strategic Initiatives

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 417-448-1448. 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/Manslaughter by Negligence
- 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)
- A string of Burglaries or Motor Vehicle Thefts that occur in reasonably close proximity to one another;
- 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 manager 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 manager of safety, or their designee in their absence.

**“Timely warnings”** 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/](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. The institution is not required to issue a Timely Warning with respect to crimes reported to a pastoral or professional counselor.

### **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 and Enrollment at ext. 2121 or 417-448-7466; the Director of Campus and Residence Life at ext. 2104 or at 701-610-3054; 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 417-448-1448 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 will be informed that they have the option annually 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 their contact information will be registered confidentially, and 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 the manager of Safety at the beginning of each semester. The Office of the manager of Safety, located in the Hinkhouse Center, is open weekdays 8 a.m. to 5 p.m. You may also register by logging into your myCottey account, then Forms, then to Missing Person Contact Form. Complete the form and hit the Submit button. The completed form will be recorded in a limited access folder to be opened upon the determination the associated student is a missing person. 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.
- Students are advised 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, students are also advised, in addition to notifying 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.
- Students are advised, for all missing students, 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, within twenty-four (24) hours of the determination that the student is missing, the custodial parent or guardian if the student is under 18 and not emancipated, and any other designated contact person within 24 hours.
- 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 blue 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 Marketing, 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 2023, the campus practiced residence hall fire evacuations in each of the three residence halls within the first six weeks of both the fall and spring semesters. The fire drills in the residence halls 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.

To promote a campus wide tornado/severe storm warning system all students and staff are asked to place the [Red Cross Emergency App](#) on their phones in addition to monitoring radio/TV/internet sources for severe weather information. The city of Nevada also utilizes warning sirens with one located to the northwest and another to the south of the College.

During the calendar year 2023, the campus practiced one tornado drill involving all campus buildings, one in the first six weeks of the fall semester, and one following spring break. The tornado drill 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 manager of Safety, Security, and Clery is responsible for campus 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 non-emergency 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, Nevada Fire Department, Vernon County Ambulance, Vernon County Emergency Management, Nevada Regional Medical Center, and the Vernon County Health Department 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, manslaughter by negligence, 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. Cottey does not have any buildings or property that meet this requirement. 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 (417-448-1448) and to the Nevada Police Department (911). Prompt reporting will help to assure timely warning notices on-campus and timely disclosure of crime statistics. Members of the community are helpful when they immediately report crimes or emergencies to Campus Security (417-448-1448) and/or the manager of safety, security, and Clery (417-448-1448) for the purpose of including them in the annual statistical disclosure and assessing them for issuing a Timely Warning Notice, when deemed necessary. Members of the Cottey College community are encouraged to accurately and promptly report crime and emergencies to the Campus Security (417-448-1448) including when the victim of a crime elects to, or is unable to, make such a report and/or Nevada Police Department (417-448-2710).

**List of Campus Security Authorities for Cottey College year 2023-2024:**

Those on the list of Campus Security Authorities can be reached at phone number **417-448-8181**. Their extensions are listed below.

**Administration**

<b>Name</b>	<b>Title</b>	<b>Email</b>	<b>Extension</b>
Dr. Stefanie D. Niles	Cottey President	sdniles@cottey.edu	2111
Landon Adams	VP of Student Life	ladams@cottey.edu	2126
Michelle Wood	VP of Institutional Advancement	mwood@cottey.edu	2120
Dr. Carla McCain	VP of Academic Affairs	cmccain@cottey.edu	2128
Jerry White	VP of Finance & Administration	jwhite@cottey.edu	2123
Randon Coffey	VP of Marketing	rcoffey@cottey.edu	1414
Kelly Irvin	Human Resources	kirvin@cottey.edu	2103

## Student Life

<b>Name</b>	<b>Title</b>	<b>Email</b>	<b>Extension</b>
Meghan Vincent	Coordinator for Residence Life/Hall Director	mvincent@cottey.edu	2304
Dakotah Johnston	Campus Life Activities & Student Diversity	djohnston@cottey.edu	2086
Shaun West	Accounting & Payroll Manager	swest@cottey.edu	2126
Tiffany Carriker	Enrollment Counselor	tcarriker@cottey.edu	2133
Madeline Culbertson	Senior Enrollment Counselor	mculbertson@cottey.edu	2138
Meredith Friedrichsen	Coordinator for Residence Life	mfriedrichsen@cottey.edu	2205
Hannah Masters	Director of Financial Aid/Student Accounts	hmasters@cottey.edu	2192

## Institutional Advancement

<b>Name</b>	<b>Title</b>	<b>Email</b>	<b>Extension</b>
Staci Keys	Director of Development	skeys@cottey.edu	2115
Tracy Kelso	Development Coordinator	tkelso@cottey.edu	2120
Stefanie Thomasma	Director of Advancement Communications	sthomasma@cottey.edu	2233

## Physical Plant

<b>Name</b>	<b>Title</b>	<b>Email</b>	<b>Extension</b>
Todd Hefner	Director of Physical Plant	thefner@cottey.edu	2290
Connie Allen	Office Manager	callen@cottey.edu	2155

## Security

<b>Name</b>	<b>Title</b>	<b>Email</b>	<b>Extension</b>
Mike Shuster	Manager of Safety Security Clery	mshuster@cottey.edu	2292
Gayla Gibbs	Security	ggibb@cottey.edu	417-448-4139
Jim Norris	Security	snorris@cottey.edu	417-448-4139
Brian Davis	Security	bdavis@cotty.edu	417-448-4139
Kris Ewert	Security	kerwert@cottey.edu	417-448-4139
Cheyenne Shipp	Security	cshipp@cottey.edu	417-448-4139

## Resident Assistants

Name	Title	Email	Extension
Amanda Soukup	Head Resident Assistant	amanda.soukup@student.cottey.edu	5050
Kaylan Davis	RA of PEO Hall	kaylan.davis@student.cottey.edu	3001
Jya Barksdale	RA of PEO Hall	jya.barksdale@student.cottey.edu	3001
Lessie Wilborn	RA of PEO Hall	lessie.wilborn@student.cottey.edu	3001
Hannah Hayduk	RA of Reeves Hall	hannah.hayduk@student.cottey.edu	4001
Destiny Agbonyeme	RA of Reeves Hall	destiny.agbonyeme@student.cottey.edu	4001
Harlee Borup	RA of Reeves Hall	harlee.borup@student.cottey.edu	4001
Sarah Chapman	RA of Robertson Hall	sarah.chapman@student.cottey.edu	5001
Kyleigh Sigears	RA of Robertson Hall	kyleigh.sigears@student.cottey.edu	5001
Taylor Rechenmacher	RA of Robertson Hall	taylor.rechenmacher@student.cottey.edu	5001

## Academics

Name	Title	Email	Extension
Jill Compton	Assistant VP of Academic Affairs	jcompton@cottey.edu	2244
Heather English	Student Disability Support	henglish@cottey.edu	2131
Kim Severence	Director of Career Services	kseverence@cottey.edu	2184
Jodi Ahmedou	International Education Coordinator	jahmedou@cottey.edu	2132

## Athletics

Name	Title	Email	Extension
Maryann Mitts	Director of Athletics	mmitts@cottey.edu	2356
Ashleigh Miller	Assistant Volleyball Coach	amiller@cottey.edu	2356
Marla Kannady	Volleyball Coach	mkannady@cottey.edu	2256
Dominic Habjan	Esports Program Director	dhabjan@cottey.edu	2206
Evan Belk	Assistant Basketball Coach	ebelk@cottey.edu	2337
Emma Gurien	Cheerleading & Dance Coach	egurien@cottey.edu	2239
Rebekah Klinginsmith	Head Softball Coach	rklinginsmith@cottey.edu	2277
Alicia Freeman	Head Flag Football Coach	afreeman@cottey.edu	2207
Rose Howell	Head Cross Country/Track Coach	rhowell@cottey.edu	2195
Caleb Tipton	Head Golf Coach	ctipton@cottey.edu	2235
Gracie Pesicka	Head Athletic Trainer	gpsicka@cottey.edu	2203
Mike Foster	Head Bowling Coach	mfoster@cottey.edu	2194
Dillon McKinzie	Assistant Softball Coach	dmckinzie@cottey.edu	2202

## Library

Name	Title	Email	Extension
Courtney Trautweiler	Director of the Library	ctroutweiler@cottey.edu	2109
Amber Overton	Library Assistant	aoverton@cottey.edu	2152
Trudy Burr	Library Assistant for Acquisitions	tburr@cottey.edu	2110
Andy Adams	Library Assistant	aadams@cottey.edu	2210





## 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 manager of Safety, Security, and Clery, 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 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. Cottey College does not employ any pastoral counselors. The Vice President for Student Life and Enrollment 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 through the manager of Security 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

Cotley 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 non-emergency 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 stay and provide details of the emergency, please do so. A blue light also begins flashing and can only be turned off by Campus Security personnel.

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 electronic lock and 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 417-448-1448.**

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 5 p.m. to 11 p.m.

### **Security Considerations Used in the Maintenance of Campus Facilities**

Cottey College maintains campus facilities in a manner that minimizes hazardous and unsafe conditions. Parking lots and pathways are illuminated with lighting. Campus Security works closely with Facilities Management to address burned out lights promptly as well as malfunctioning door locks or other physical conditions that enhance security. Other members of the College community are helpful when they report equipment problems to Campus Security or to Facilities Management.

## **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)448-1448.
2. New Student Orientation - 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. [ALICE](#) - 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 & Student Health 101*, 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](http://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 2021-2023 academic year, the College offered approximately 12 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 manager of Safety, Security, and Clery directly at 417-667-6333 ext. 2292.

## **SAFETY AND SECURITY FROM THE COTTEY COLLEGE STUDENT & EMPLOYEE HANDBOOKS**

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 and Enrollment 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. Violence, or the threat of violence, against any member of the College community or other conduct that intentionally or recklessly threatens, endangers, or causes reasonable apprehension for the health, life, or safety of oneself or other person(s) is a Major Violation subject to the Major Violation Grievance Procedure. 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.

- d. The word “Campus” includes all College facilities and off-campus locations where students, faculty, or staff are engaged in College business.

## **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 the 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.

No duck mascot related activities, including the wearing of “DJs,” are to be held in the Rubie Burton Academic Center, Main Hall, Hinkhouse Center, Rogers Fine Arts Building, the Library, the upper floors of the Chapel, and Raney Dining Room. Any students wearing or possessing any attire related to any groups or traditions that are now prohibited may be subject to disciplinary action. Students may also not harass or require other students to wear or 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). Students are expected to wear dressier clothing for Sunday brunch. This expectation is described in more detail in Section 1 of this handbook under “Dining Services.”

All persons are required to wear shoes with soles (shoes, flip flops, sandals) in all buildings. The exceptions to this policy include residence halls and any instructional space where being barefoot is a usual and customary part of the activity therein, such as within dance studios and in the pool area. Any other exceptions related to co-curricular activities, such as an observance of *One Day Without Shoes* or other awareness activity must be granted in advance by the vice president for Student Life.

Supervisors and instructors may require higher standards, such as close-toed shoes for safety reasons in specified areas.

## **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. 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, is a Major Violation subject to the Major Violation Grievance Procedure. 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 62 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. Additional copies of the prevention program can be obtained from the Office of Student Life or the Human Resources Office. 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 problems. A complete description of these topics, as provided in Cottey College's annual notification to students and employees, is available online at:

<https://cottey.edu/wp-content/uploads/2022/09/Drug-and-alcohol-policy-final-draft-for-2022-2023.pdf>

## **EMPLOYMENT**

Cottey College is an equal opportunity employer and is committed to providing equal opportunity to its students and employees in all aspects of campus life. The College does not unlawfully discriminate in educational programs, recruitment and admissions of applicants, school-administrated activities or programs, or employment opportunities, policies, or practices on the basis of race, religion, color, national origin, citizenship, age, disability, veteran status, sexual orientation, or any other status protected by law. In addition, and in accordance with Title IX of the Educational Amendments of 1972, Cottey College does not unlawfully discriminate on the basis of sex in its educational programs, school-administrated activities or programs, or employment opportunities, policies, or practices. Cottey College has designated Title IX coordinators to handle all inquiries regarding its efforts to comply with and carry out its responsibilities under Title IX of the Educational Amendments of 1972.

## **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 is prohibited. This policy shall not apply to any police officer. "Weapons" may include, but are not limited to, B-B guns, slingshots, martial arts devices, brass knuckles, Bowie knives, daggers or similar knives, and 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. The exception to this policy includes pepper spray, mace, or Tasers/stun guns carried and/or used for personal protection. Unauthorized use or possession of firearms, weapons, explosives, firecrackers, or chemicals is a Major Violation subject to the Major Violation Grievance Procedure.

## **GAMBLING**

Gambling of any form is not allowed on Campus.

## **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 community member 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=>

"Hazing" – consent not a defense-penalties

1. A person commits the offense of hazing if her or she-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 any 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 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; or
  - 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 shall adopt a written policy prohibiting hazing by any organization operating under the sanction of the institution.
  3. Nothing in this act shall be interpreted as creating a new private cause of action against an educational institution.
  4. Consent is not a defense to hazing, Section 565.010 does not apply to hazing cases or to homicide cases arising out of hazing activity.
  5. The offense of hazing is a class A Misdemeanor, unless the act creates a substantial risk to the life of the student or prospective member, in which case it is a class D felony.

## **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 their 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. The College is not responsible for any vehicle, registered or unregistered, or its contents 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 race, religious, spirituality, sexual orientation, gender presentation, disability, and national origin as well as sexual harassment.

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 employee, applicant for employment, customer, supplier, student, or any other person whether such harassment is lawful or unlawful. It is never justifiable to harass an employee or admitted student because of their race, religion, color, national origin, citizenship, age, disability, veteran status, sexual orientation, spirituality, sex\*, gender presentation, or any other status protected by law.

\*As a women's institution, Cottey College considers for admission those applicants who indicate a legally-assigned sex of female on their application.

Harassment of any form 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 each student and employee should be free to develop fully their potential, neither hindered by artificial barriers nor aided by factors that are not related to merit. Cottey College also prohibits unprofessional conduct and comments even if the conduct or comments do not rise to the level of 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.

Harassment is expressly prohibited including any verbal, written, electronic, or physical act in which race, religion, color, national origin, citizenship, age, disability, veteran status, sexual orientation, spirituality, sex\*, gender presentation, or any other status protected by law 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 their job. Examples of harassment include jokes that include reference to any protected status; the display or use of objects or pictures that adversely reflect on a person's any protected status; or use of language that is offensive due to a person's any protected status.

\*As a women's institution, Cottey College considers for admission those applicants who indicate a legally-assigned sex of female on their application.

Harassment on the basis of sex is subject to the Cottey College Title IX Grievance Procedure, with the full text available at: [Cottey Title IX Policy](#). All other forms of harassment and discrimination are Major Violations, subject to the Major Violations Grievance Procedure.

### **Race, Religious, Ethnic, or National Origin Harassment**

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

### **No Retaliation**

It is strictly against College policy to retaliate against anyone who reports or assists in making a complaint of prohibited discrimination, harassment, or any activity protected by law. 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 conduct 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. Anyone, 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. If the complaint or observation involves someone in the 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 College Council Member, or to the director of human resources.

### **How the College Will Investigate Complaints**



The College will thoroughly and promptly investigate all claims of harassment or retaliation. 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 Grievance Procedure for 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, employees, and all community members 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 or community member who believes they have been discriminated against or harassed is free and encouraged to discuss the problem, in confidence, with the College's Counseling Center, College Health Services, 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.** 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. Complaints alleging a violation of the sexual harassment policy (to include sexual harassment, sexual assault, dating violence, domestic violence, and stalking) will be reported to the Director of human resources and The Title IX coordinator. The following individuals are Title IX Coordinators at Cottey College:

#### **Primary Contact:**

Title IX Coordinator: Kelly Irvin  
Director of Human Resources  
Cottey College  
1000 West Austin Blvd. Nevada,  
MO 64772  
417-667-8181, ext. 2103  
[kirvin@cottey.edu](mailto:kirvin@cottey.edu)

#### **Primary Student Contact:**

Title IX Deputy Coordinator:  
Landon Adams, Ed.D.  
Vice President for Student Life Cottey  
College  
1000 W. Austin Blvd.  
Nevada, MO 64772  
417-667-8181, ext. 2126  
[ladams@cottey.edu](mailto:ladams@cottey.edu)

Title IX Deputy Coordinator:  
Jill Compton, Ph.D.  
Asst. V.P. for Academic Affairs  
Cottey College  
1000 West Austin Blvd.  
Nevada, MO 64772  
417-667-8181, ext. 2244  
[jcompton@cottey.edu](mailto:jcompton@cottey.edu)

Title IX Deputy Coordinator:  
Mike Shuster  
Manager of Safety, Security, and Clery  
Cottey College  
1000 West Austin Blvd.  
Nevada, MO 64772  
417-667-8181, ext. 2292  
[mshuster@cottey.edu](mailto:mshuster@cottey.edu)

Although a student is free to report allegations of inappropriate conduct to any 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. Title IX violations are required to be reported to the director of human resources, the Title IX coordinator. The Title IX Coordinators likely will collaborate to investigate and respond to the complaint.

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

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

This procedure applies to complaints alleging a violation of the College Equal Employment Opportunity or Professional Conduct and No Harassment Policy and stating that they have been discriminated against or harassed because of their protected class, gender or gender identity.

After receiving a report, the Title IX Coordinator will initiate an initial investigation, to determine if the complaint falls under the Title IX policy (and if not, refer the complaint to the appropriate vice president or dismiss as required), the appropriate resolution method, then by notifying the accused that a complaint has been filed against them and inform them of the nature of the complaint, providing a written copy of the complaint to the accused (if available). The Title IX Coordinator will explain the process and the relevant avenues of redress to the complainant and the accused and provide them with 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. Both parties, upon mutual agreement, 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 party to be honest and direct with the other and to accept personal responsibility where appropriate. Mediation is only offered as an option if both parties are members of the Cottey College community and agree to participate. Informal mediation is not appropriate for all cases.

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 a 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 will provide a formal written and signed complaint to the Title IX Coordinator. The accused then will be afforded ten (10) 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 will then conduct or assign an investigator. 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 investigator. The Title IX Coordinator/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 discrimination or harassment (not falling under the Title IX policy) 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 Hearing Board (the "Board") if a formal hearing is held, at a minimum 10 days prior to the hearing. 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 those involved. 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 Cottey Title IX 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. Cross examination by the advisor of the witnesses. 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 the alleged 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 of cross examination (by the advisor) of all witnesses, 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, and 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 victims can be assured the College will work with them to promptly and equitably resolve their issues and that in no instance will any student or employee be retaliated against for bringing an issue to either The Title IX Coordinator or another College employee.

### **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 vice president for Student Life or their 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:** The advisor, for either party, or the hearing board members may ask questions of hearing participants/witnesses.
3. **Appeals:** Either the accused or the complainant may appeal the board's decision by notifying The Title IX Coordinator 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 their 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 Resources, 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 others, smoking and the use of other tobacco products are 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, please contact campus security.

Students interested in participating in a smoking cessation program may seek assistance in the Health and Counseling Services Office located in the Wellness Center. Ultimately, successful living in a smoke- and tobacco-free campus will depend upon the thoughtfulness, respect, and cooperation of everyone, and all members of our community will share the responsibility of following and enforcing the policy. Contact the Office of Student Life at ext. 2126 for further information.

### **THEFT**

Persons engaging in theft of individual or College property shall be subject to disciplinary action as a Major Violation, subject to the Major Violation Grievance Policy. If a student believes that something may have been

stolen, the students should report this information to a resident assistant or hall director as soon as possible. The hall director will have the student complete a theft report that will be reported to the Office of Student Life. Thefts may also be reported to 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, visitation hours ended for guests or unregistered guests, are subject to 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 Comet Cards.

### **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. Vandalism is a Major Violation, subject to the Major Violation Grievance Procedure.

### **WHISTLE-BLOWER POLICY**

Cottey College encourages the campus community to report unethical or unlawful conduct by others, as well as violations of the College's policies and procedures. All members of the Campus community who become aware of or in good faith suspect unethical or unlawful conduct or violations of the College's policies and procedures should report that information to their supervisor, the director of Human Resources, or call the anonymous toll free number: 877-9-COTTEY or 877-926-8839. The College strictly prohibits unlawful retaliation against anyone who in good faith reports violations of law, ethics, or policy, or refuses to comply with directives from any supervisor or faculty member that would constitute a violation of law, ethics, or policy. The College will thoroughly and promptly investigate all reports of retaliation, and if an investigation confirms that retaliation has occurred, the College will take prompt action in response, as is appropriate. Anyone who retaliates against a reporting member of the College community will be subject to disciplinary action, potentially including termination of employment. Complaints of retaliation will be kept as confidential as possible.

### **VOLUNTARY AND INVOLUNTARY METHODS OF ENDING STUDENT ENROLLMENT**

Students leave Cottey College prior to graduation for a variety of reasons. Voluntary and involuntary methods for ending student enrollment are described as follows:

#### Leave of Absence

Students may discontinue their studies at Cottey for up to a year but maintain privileges normally reserved for continuing students. This option is described in the Cottey College Catalog.

#### Mid-Semester Withdrawal

Students may choose to end their enrollment during a semester by withdrawing from the College. Mid-semester withdrawals may be completed through the last day of classes before final examinations. Students withdrawing during a semester do not receive academic credit for those courses in which they were enrolled and grades of W, WP, or WF (as defined in the current College Catalog) are listed on official transcripts. Students who need to withdraw from the College should go to the Office of Academic Records to obtain the necessary forms and

assistance in understanding withdrawal procedures.

### Non-Returning Students

Another method of ending enrollment prior to graduation is to leave Cottey after completing a semester. Non-returning students receive academic credit and grades for all completed course work. No other notation is made on official student transcripts. Non-returning students are expected to go to the Office of Academic Records to obtain the necessary forms and discuss related procedures.

### Academic Dismissal

Students may be dismissed each semester due to poor academic performance. Details concerning this type of dismissal are explained in the Cottey College Catalog.

### Disciplinary Dismissal

Students may be dismissed for violating College conduct regulations. Information concerning this type of dismissal is included in the Student Responsibilities section of the student handbook.

### Administrative Dismissals

#### *Dismissal Due to Failure to Pay Student Fees:*

The College may dismiss a student at any time during the semester if the College has not received full payment of a student's fees. A student may also be dismissed from the College if the application for a guaranteed student loan or other sources of financial assistance has been denied after registration, unless the matter is satisfactorily settled with the vice president for administration and finance.

#### *Dismissal by the vice president for Student Life:*

The vice president for Student Life may dismiss any student if the student behaves in a manner that:

- creates an unreasonable risk or danger to the safety of themselves, other students, or College personnel; or,
- causes the student to disrupt the academic or social process of other students at the College.

When a student who has received this type of dismissal is ready to resume enrollment at the College, the student must make a formal written request to the vice president for student life for readmission.

## **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 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 5: 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 students may 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 abide by 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 abide by College regulations may face disciplinary actions including dismissal 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 be grievanced 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 that 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 or reduced or are pending in civil or criminal court.

Students have an obligation to become familiar with, and abide by, the standards of conduct that are expected at Cottey College and to report actions of others that 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. When reviewing Honor Code or policy violations by students, the College will apply a preponderance of evidence standard when making a final determination.

### **Honor Code/Applicable Disciplinary Policy**

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.
4. Ethical concern for the good of the College community and the broader society of humankind.

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

Students who violate the Honor Code are subject to a grievance being filed against them. Violations of the Honor Code are Major Violations, subject to the Major Violation Grievance Procedure. The exception is the cases concerning academic integrity.

## **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.

## **Violations of the Law**

Alleged violations of federal, state, and local laws may be investigated and addressed under the Honor Code.

When an offense occurs over which Cottey College has jurisdiction, the College conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

Cottey College reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint (additional grounds for interim suspension are outlined below).

Interim suspensions are imposed until a hearing can be held, typically within two weeks. This hearing may resolve the allegation or may be held to determine if the interim suspension should be continued. The interim suspension may be continued if a danger to the community is posed, and Cottey College may be delayed or prevented from conducting its own investigation and resolving the allegation by the pendency of the criminal process. In such cases, the College will only delay its hearing until such time as it can conduct an internal investigation or obtain sufficient information independently or from law enforcement upon which to proceed. Students accused of crimes may request to take a leave from Cottey College until the criminal charges are resolved. In such situations, the College procedure for voluntary leaves of absence is subject to the following conditions:

1. The responding student must comply with all campus investigative efforts that will not prejudice their defense in the criminal trial; and
2. The responding student must comply with all interim actions and/or restrictions imposed during the leave of absence; and
3. The responding student must agree that, to be reinstated to active student status, they must first be subject to, and fully cooperate with, the campus conduct process and must comply with all sanctions that are imposed.

## **Cottey College Campus Guidelines and Rules**

### Core Values and Behavioral Expectations

The College considers the behavior described in the following sub-sections as inappropriate for the Cottey community and in opposition to the Honor Code set forth in this document. These expectations and rules apply to all students. Cottey College encourages community members to report to College officials all incidents that involve the following actions. Any student found to have committed or to



have attempted to commit the following misconduct is subject to the sanctions outlined in this section.

### Community Violations

At Cottey College, we recognize that every member of our community has a responsibility to that community. As such, the College has expectations that must be fulfilled in order for the community to provide the environment necessary to foster student success.

The following is a list of behaviors that could result in a community violation:

1. Prohibited Items: The use or possession of prohibited items. Prohibited items include open coil appliances, candles, incense, dartboards, heaters, flammable liquids, fireworks, as well as food or drink in the computer lab or computer suite areas.
2. Tobacco Products: Use or possession of smoking or other tobacco-based products including electronic cigarettes, vaping, or othersmoking/vaping devices and chewing tobacco. (See page 80 for further information regarding the College's smoke and tobacco-free campus policy.)
3. Alcohol: Possession, consumption, or distribution of alcoholic beverages (or empty containers) on any part of the campus including student vehicles. (See page 69 for further information regarding the College's alcohol policy.)
4. Improper Use of Furniture or Furnishings: 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; stacking, piling, or removing suite furnishings; or other damaging or destructive treatment or use of the furniture or furnishings.
5. Noise Violation: Causing excessive, disruptive noise. Failure to maintain appropriate noise levels in a quiet suite or during quiet hours except as permitted by hall staff.
6. Automobile Violation: Failing to register an automobile. Failure to abide by Cottey College policies regarding the use or registration of an automobile. Parking violations. (See page 69 for further information regarding the College's automobiles policy.)
7. Posting Violation: Displaying obscene or offensive visual materials within a suite or on an outside window. Items pertaining to alcohol, tobacco, or vaping, including neon signs, and other potentially offensive items may not be hung in windows, nor can they be visible to the outside through the window.
8. Improper Cohabitation: Failure to abide by policies and/or procedures in regard to overnight guests.
9. Animal Violation: Allowing an animal into the hall, except as an approved service animal or emotional support animal. Failure to abide by policies and/or procedures in regard to service animal and/or emotional support animal. (Please see page 27 for further details.) Improper treatment or handling of another person's service animal or emotional support animal.
10. Improper Exit or Entry/Unauthorized Access: Setting off a door alarm. Misuse of access privileges to Cottey College residence hall facilities, including unauthorized entry into spaces which are not intended for student use. Unauthorized access to storage, office, mailroom, or kitchen areas.
11. Safety or Wellness Violation: Tampering with safety equipment within residence halls including, but not limited to, fire alarms, fire detection/control equipment, emergency alert systems, and locks. Failure to appropriately participate in fire, tornado, or other safety drills and exercises when mandated by housing personnel.
12. Failure to Abide by Other Housing Policies and Procedures: Committing any other violation of the rules, policies, procedures, or regulations that are established by the Cottey College housing program. Failure to follow the proper procedures for room changes, check outs, etc.

### Procedure

Any student or College employee may report a community violation. At that time, a hall director or resident assistant should be called to the scene to process the community violation. The responding hall director or resident assistant will then determine if a violation has occurred. This could be determined at the scene or could require the gathering of additional information following the incident. If additional information is needed to make a determination this process will be carried out promptly by the hall director. If it is determined that a community violation has occurred, a warning will be issued with a copy going to the student involved, the hall director (if the offense occurred in a residence hall), and the director of housing.

A first offense for certain community violations will result in a written warning, and depending on the violation, an automatic sanction. Automatic sanctions will be given to students for the following community violations:

- Having food or drink in a computer lab or computer suite—\$25 fine
- Failure to register an automobile—\$25 fine
- Burning a candle or incense—\$50 fine
- Animal in the hall—\$50 fine
- Unauthorized room change—\$50 fine

When a student has received three community violations in an academic year, a grievance will be filed by the director of housing or designee that will include copies of the previous warnings and any statements the student may have submitted in response. Thereafter, the major disciplinary procedure will be followed and the student will be notified by the proper authority concerning further action. A grievance can be filed prior to three community violations at the director of housing's discretion.

In a situation where a student is apparently responsible for multiple community violations during a single incident or when a student is thought to be responsible for an Honor Code violation and a community violation, no warning will be issued. These situations will be handled as Honor Code violations and may lead to disciplinary action through the Major Violation Grievance Procedure.

### Appeal Procedure

Following the receipt of a community violation, a student has the right to appeal by submitting a written notice of appeal. The written notice should include the reason(s) for the appeal and be submitted to the director of housing within three school days of receiving the community violation. The following will be considered grounds for appeal:

1. Procedural irregularity that affected the outcome of the matter
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter
3. The investigator or a hearing panel member had a conflict of interest or bias for or against complainants or respondents generally or the specific complainant or respondent that affected the outcome of the matter.

Upon review of the basis for appeal, the appeal officer may:

1. Deny the basis for appeal, thereby affirming the finding and the sanction originally determined
2. Upon review of the hearing records
  - a. Affirm the finding and original sanction
  - b. Affirm the finding and modify the sanction
  - c. Dismiss the community violation

### **Major Violations**

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

The following is a list of behaviors, which could result in a major violation:

1. **Violent or Threatening Behavior:** violence, or the threat of violence, against any member of the College community or other conduct that intentionally or recklessly threatens, endangers, or causes reasonable apprehension for the health, life, or safety of oneself or other person(s). (See page 68 for further information regarding the College's anti-violence policy.)
2. **Harassment:** See professional conduct and no harassment policy on page 78.
3. **Hazing:** (See page 75 for further information regarding the College's hazing policy.)
4. **Gambling:** Gambling of any form is not allowed on campus.
5. **Weapons:** 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. Weapons may include, but are not limited to, B-B guns, slingshots, martial arts devices, brass knuckles, Bowie knives, daggers or similar knives, and switchblades. A harmless instrument designed to look like a firearm, weapon, or explosive, which is used by a person to cause fear in or to assault another person, is expressly included within the meaning of firearms, weapons, or explosives. The exception to this policy includes pepper spray or mace carried for personal protection.
6. **Disruptive Behavior:** Obstruction or disruption of teaching, research, administration, disciplinary procedures, or any other College activity. Disruptive behavior also includes 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.
7. **Mistreatment of Animals:** Failure to properly care for a service animal or emotional support animal. Mistreatment of animals on campus including, but not limited to, service animals or emotional support animals that are handled by students, faculty, or staff.
8. **Unauthorized Entry or Access:** Unauthorized entry and/or use of College facilities or equipment. Unauthorized use, possession, or duplication of College keys or Comet Cards.
9. **Theft or Vandalism:** Theft, possession of stolen goods, damage, or vandalism to property owned or controlled by the College, local/state municipalities, business establishments, or any person. At their discretion, students alleging theft or vandalism of their own property may also report their accusations to the Nevada Police Department. In some cases, the College may also elect to notify the Nevada Police Department.
10. **Falsification or Forgery:** Falsification, forgery, alteration, or use of College documents, records, or instruments of identification with intent to defraud the College.
11. **Drugs:** 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. (See page 73 for further information regarding the College's alcohol policy.)
12. **Disorderly/Obscene Conduct or Expression:** Disorderly conduct, disturbing the peace, creating undue noise or lewd, indecent, or obscene conduct or expression.
13. **Failure to Comply:** Failure to comply with orders or directives of College officials, faculty, security officers, hall staff, or any other law enforcement/fire department personnel acting in the performance of their duties.
14. **Prohibited Organization:** Participation within any group or program that is prohibited on campus.
15. **Misuse of Resources:** 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.
16. **Detrimental Conduct:** Conduct that is detrimental to the image or reputation of the College.
17. **Solicitation:** Solicitation is not permitted on the Cottey campus except for approved student organization fund-raising activities. Solicitation includes the selling of products on campus outside of student organization fundraising initiatives, failure to gain proper approvals for a student organization fundraising initiative, and the solicitation of P.E.O.s.
18. **Abuse of the Conduct Process:** Abuse or interference with, or failure to comply in, Cottey College

processes including conduct and academic integrity hearings including, but not limited to, the following:

- a) Falsification, distortion, or misrepresentation of information
- b) Failure to provide, destroying or concealing information during an investigation of an alleged policy violation
- c) Attempting to discourage an individual's proper participation in, or use of, the campus conduct system
- d) Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding
- e) Failure to comply with the sanction(s) or directives imposed by the campus conduct system during or at the conclusion of a conduct investigation
- f) Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

19. Violations of the Law: Violations of federal and state law and respective county and city ordinances.

20. Residence Hall Policies: 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 housing violations.

21. Other Policies and Procedures: Violation of other published Cottey College policies or rules including all residence hall policies. (See Section 5: Student Responsibilities).

22. Honor Code Violation: The above-mentioned items are not the only violations to be considered. The Cottey College community maintains that any violation of the spirit of the Honor Code is a violation and thus subject to the major violation disciplinary procedure. This does not include academic elements of the honor code, which are addressed by the academic integrity process on page 86.

## **General**

Cottey has established a Major Violation Grievance Procedure to supplement certain College Policies which designate the Major Violation Grievance Procedure as the appropriate process for evaluating allegations of prohibited behavior (other than sex- or gender-based misconduct) against students, faculty, and staff. This policy may also be used to assist in general resolution of grievances not covered by specific policies. Alleged misconduct related to discrimination or harassment based on gender, including sexual harassment will be treated according to the Title IX policy.

Any member of the Cottey community, including faculty, staff, and students, may file a grievance against a student who has violated 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 a designee. The vice president or a designee will then review the grievance and direct it to the appropriate disciplinary procedure. In the event that any grievance is deemed inappropriate for disciplinary action, the vice president or a designee will determine a more appropriate means of resolving the grievance, including mediation between parties.

## Administrative Hearing

With permission of the vice president for student life or a designee, a student willing to accept responsibility for the alleged behavior may request an administrative hearing 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 a designee and include only the involved student(s).

## Advisor

Private and informal advice and assistance on matters related to the disciplinary hearing process is available from a designee who acts as an advisor. The advisor does not attend hearings and is not part of any disciplinary

board but serves to inform those who are or may be involved in a disciplinary hearing. Students accused of violating College regulations may talk confidentially with the advisor about any matter related to the hearing process or their defense. The advisor also assists students, faculty, or staff trying to decide whether to, and how to, file and present a grievance against a student.

### Informal resolution

An informal resolution may be reached at any point during the information gathering phase of the major violation procedure. An informal resolution is an agreement between the respondent, complainant, and the vice president for student life or designee. An informal resolution may come as the result of a mediation between the parties or could be developed and agreed upon without the parties ever participating within a mediation. An informal resolution is not an admission of responsibility by the respondent and thus there is no finding of responsibility. The only exception would be if the informal resolution reached between parties includes a stipulation that the respondent admits responsibility.

### Judicial Board

The Judicial Board is chaired collaboratively by the vice president for student life and the Student Government Association (SGA) vice president. The vice president for student life is a non-voting member of the board whose role is to assist the SGA vice president in presiding over the disciplinary process and hearing. The Judicial Board features three other positions filled by members of the SGA. All student members of the Judicial Board will be appointed by the vice president for student life in collaboration with the SGA vice president. The vice president for student life will have the ultimate decision regarding appointments. The other three positions of the Judicial Board will be filled by two faculty members, and one administrator of the College.

### Mediation

Mediation is encouraged as an alternative means to resolve most disciplinary cases. The vice president for student life or a 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 a designee, in the exercise of their discretion, may decline to process a complaint until the parties in a non-academic misconduct case makes 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 a designee.

### Procedure

The vice president for student life or a designee will review the grievance and at their discretion may allow a student who accepts responsibility for the alleged behavior to request a disciplinary administrative hearing. All other grievances will be resolved through informal resolution between parties or a Judicial Board hearing. Should the grievance be reviewed by the Judicial Board, the board will determine whether the respondent is responsible or not responsible for each alleged violation. If the respondent is found responsible, the board will determine the sanctions to be issued. Sanctions can range from a written warning to dismissal.

Alleged misconduct related to discrimination or harassment based on other than sexual harassment (reports of sexual harassment will be processed under the Title IX policy) and all others will be treated according to the procedures outlined in Section 6. The major violation grievance procedure is as follows:

1. A grievance form may be obtained from a hall director, a resident assistant, the director of housing, the vice president for student life, or a designee. Individuals filing a grievance may not discuss the case prior to the hearing with any member of the Judicial Board. The grievance form must be turned in to the vice president for student life or a designee. Grievances must be filed no later than ten school days after the alleged violation occurred or is discovered.
2. Upon receipt of the grievance, the College will meet with the complainant for any additional information that is needed to move forward with the grievance. The complainant will also be provided with the contact information for an advisor, whom they may consult with throughout the process.
3. The vice president for student life or designee will then designate an investigator who will then notify

the respondent that a grievance has been filed. In this notification, the respondent will receive the contact information for an advisor, whom they may consult with throughout the process.

4. When the vice president for student life appoints the investigator, a determination will be made whether the investigator can offer the respondent the option of an administrative hearing. To pursue this option, the student must accept responsibility for the alleged behavior. If the student is offered an administrative hearing and accepts responsibility, then the vice president for student life or designee will issue a determination of sanctions to the respondent. The vice president for student life will also notify the complainant that a determination has been made through an administrative hearing and that the conduct case is closed. If an administrative hearing is not offered, or the respondent does not accept responsibility, then those involved will proceed to the next item in the procedure.

5. Following the initial intake meeting for the respondent, the investigator will begin the information gathering phase of the investigation. During this period, the responsibility falls on each party to provide a statement, any other relevant information, and the names and contact information for any parties with relevant information. When providing the names of parties with relevant information, parties should also articulate why they believe the individual can contribute to the investigative process. The investigator will reach out to parties with relevant information to gather their statements for review.

a. Please note—character statements are not deemed to be pieces of relevant information during a major violation proceeding and thus will not be accepted during the investigative process or during a Judicial Board hearing.

6. If, at any point during this information gathering phase, the investigator believes that an informal resolution could be reached between parties, the investigator may present the opportunity to the respondent and/or complainant. Either party may also request a mediation or informal resolution, but all parties must agree to participate in order to pursue an informal resolution. An informal resolution may be reached through mediation or through the investigator serving as an intermediary. The vice president for student life or designee must also sign off on any informal resolution for the case to be closed. The opportunity to reach an informal resolution ends at the conclusion of the information gathering phase of the major violation procedure.

7. Following the information gathering phase of the process, the investigator provides the gathered information to the vice president for student life or designee. At this time, Judicial Board members will review all materials. If a member of the Judicial Board seeks further clarity on any piece of information, the vice president for student life or designee may either:

a. request that the investigator follows up on the piece of information or party with relevant information to gather additional clarity or

b. the party with relevant information may be asked to be available for questions during the Judicial Board hearing.

8. The vice president for student life will schedule the hearing. The respondent and complainant will both be notified of the hearing time, date, and location.

9. Individuals present at the hearing will be the board, the complainant, the respondent, and the parties with relevant information who have been summoned by the vice president for student life or designee. In addition, the complainant and respondent may each be accompanied by a student, staff, or faculty member who serves as a support person. The student may also ask the advisor, whom they were assigned at the beginning of the major violation process, to attend. Students may not be accompanied or represented by attorneys during hearings; however, prior consultation may be advisable if subsequent criminal prosecution appears likely.

a. The support person's role is to provide moral support and comfort through their presence at the hearing; however, they are not permitted to speak or provide any form of coaching during the hearing process.

10. The purpose of the campus disciplinary hearing is to provide a fair evaluation of a respondent'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.

11. A finding of “responsible” or “not responsible” will be determined based on the facts presented at the hearing. If multiple violations are reviewed, then it is possible that a respondent may be found responsible for one part of the grievance and not responsible for another.
12. The vice president for student life or designee will promptly notify the student in writing following the Judicial Board’s determination. The notification will include whether the respondent was deemed “responsible” or “not responsible,” as well as any disciplinary action.
13. 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 a designee, the continued presence of the student on the campus poses a substantial threat to oneself or to others or to the stability and continuance of normal College functions.
14. The accused student has the right to appeal by submitting a written notice of appeal, listing the reason(s) for the appeal, 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. The appeal must be submitted within three days following the determination notification provided by the vice president for student life or designee. The following will be considered grounds for appeal:
- a. a procedural error or irregularity that 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, or
  - c. the belief that the sanction imposed is not commensurate with the findings of fact established during the hearing process.
15. 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
  - b. upon review of the hearing records
    - i. affirm the finding and original sanction or
    - ii. affirm the finding and modify the sanction; or
    - iii. dismiss the case
16. 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.
17. Following the conclusion of the appeal period or appeal review, should the respondent submit an appeal, the vice president for student life will notify the complainant whether the respondent was found to be responsible or not responsible. Should the complainant be the victim of the major violation, the complainant may also be informed of the status of the students in regard to their enrollment, residency, or other safety measures which have been put into place.

### **Judicial Board Hearing Procedure**

During disciplinary hearings, the chairperson is in control of the meeting and has the authority to rule on matters pertaining to hearing procedures. The chairperson 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. However, disciplinary hearings are recorded. These recordings, transcribed copies of 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 either party to appear at the hearing may result in the case being heard in the student’s 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 allegations.
3. The chairperson asks the respondent for a response to each allegation.

4. The chairperson asks the complainant and then the respondent to make opening statements, while highlighting any pertinent information.
5. The members of the board, as well as the complainant and respondent, may then ask questions.
6. The parties with relevant information who have been summoned by the vice president for student life or designee individually provide their statements about the circumstances of the event.
7. The respondent and the complainant may then ask questions of any parties with relevant information. The chairperson will limit questions to matters directly relating to the incident in question and may, at their discretion, terminate questioning of a party with relevant information if the question is deemed to be intimidation, irrelevant, or inappropriate.
8. The complainant and respondent each present their closing comments.
9. The board may recall anyone at any time during the hearing for clarification of statements.
10. All non-Judicial Board members are dismissed, and the board enters closed session. This deliberation is not recorded. The board determines whether the respondent 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. Following the conclusion of the hearing the vice president for student life or designee will prepare a determination letter to be sent to the respondent.

## Sanctions

The 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 if found responsible for a major violation.

The boards try 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 College community. One or more of the following sanctions may be imposed upon any student for a violation of the College's Honor Code including community violations and major violations.

1. *Warning*: An official written notice that the student has violated Cottey College policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the College.
2. *Restitution*: Compensation for damage caused to the College or any person's property, which might include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine; rather, it is a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
3. *Fines*: Reasonable fines may be imposed.
4. *Community/Cottey College Service Requirements*: For a student or organization to complete a specific supervised Cottey College or community service.
5. *Loss of Privileges*: The student will be denied specified privileges for a designated period of time.
6. *Confiscation of Prohibited Property*: Items whose presence is in violation of Cottey College policy will be confiscated and will become the property of the College. Prohibited items may be returned to the owner at the discretion of the vice president for student life or designee.
7. *Behavioral Requirement*: Requirements may include, but not be limited to, seeking academic



counseling or substance abuse screening, writing a letter of apology, etc.

8. *Education Program*: Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.

9. *Restriction of Visitation Privileges*: May be imposed on a resident or non-resident student. The parameters of the restriction will be specified.

10. *Cottey College Housing Probation*: Official notice that, should further policy violations occur during a specified probationary period, the student may immediately be removed from Cottey College housing. Regular probationary meetings may also be imposed.

11. *Cottey College Housing Reassignment*: Reassignment to another Cottey College housing room, suite, or facility. The director of housing will decide on the reassignment details.

12. *Cottey College Housing Suspension*: Removal from Cottey College housing for a specified period of time after which the student is eligible to return. Conditions for re-admission to Cottey College housing may be specified. Under this sanction, a student is required to vacate Cottey College housing within 24 hours of notification of the action, though this deadline may be extended upon application to and at the discretion of the vice president for student life or designee. This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for Cottey College housing, the student must gain permission from the vice president for student life or designee. This sanction may include restrictions on visitation to specified buildings or all College housing during the suspension.

13. *Cottey College Housing Expulsion*: The student's privilege to live in or visit any Cottey College housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.

14. *Cottey College Probation*: The student is put on official notice that, should further violations of Cottey College policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.

15. *Eligibility Restriction*: The student is deemed "not in good standing" with the College for a specified period of time. Specific limitations or exceptions may be granted by the vice president for student life and terms of this conduct sanction may include, but are not limited to, the following:

- a) Ineligibility to hold any office in any student organization recognized by the College or hold an elected or appointed office at Cottey College
- b) Ineligibility to represent Cottey College to anyone outside the Cottey College community in any way including: participating in the study abroad or international experience program, attending conferences, or representing Cottey College at an official function, event or intercollegiate competition as a player, manager, or student coach, etc.

16. *Cottey College Suspension*: Separation from Cottey College for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. Dismissal may be immediate or at the end of a semester depending upon the circumstances; however, the vice president for student life or a designee must review cases involving disciplinary dismissal imposed by the Judicial Board before it takes effect. During the suspension period, the student is banned from Cottey College property, functions, events, and activities without prior written approval from the vice president for student life. This sanction may be enforced with a trespass action as necessary. 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.

17. *Cottey College Expulsion*: Permanent separation from Cottey College. The student is banned from Cottey College property, and the student's presence at any Cottey College-sponsored

activity or event is prohibited. This action may be enforced with a trespass action as necessary. This sanction will be noted as a Conduct Expulsion on the student's official academic transcript.

18. *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 4.) 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."

19. *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) 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.

20. *Other Sanctions:* Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the vice president for student life or designee.

The following sanctions may be imposed upon groups or organizations found to have violated the Honor Code, other Cottey College policies:

1. One or more of the sanctions listed above and/or
2. Deactivation, de-recognition, loss of all privileges (including status as a Cottey College registered group/organization), for a specified period of time.

### **Grievances or Complaints That the President May Exercise Authority to Hear**

Notwithstanding anything in this Student Handbook or the College's policies to the contrary, the President of the College shall retain the authority to be exercised in her/his 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 that the President determines should be addressed exclusively by the President in the overall best interest of the College community.

The President or a designee shall determine and will advise the accused student of the procedure to be followed in connection with the hearing on the grievance. At a minimum, the accused student shall be informed of the charge, shall have the right to question any witness who testifies in regard to the grievance, and shall have a right to present a defense, including making statements on the student's behalf and presenting any other witnesses, documents and exhibits. In the event the President or a designee determines that a violation has occurred, the President or a designee may impose any sanctions that either the disciplinary board could impose

if the matter had been heard by that body, or the President or a designee may impose any other sanctions that are determined by the President or a designee to be appropriate. No appeal to the President's decision may be made; however, if the matter is heard by an administrative officer designated by the President, an appeal may be made to the President, whose decision will be final.

## **COTTEY COLLEGE DRUG AND ALCOHOL PREVENTION PROGRAM**

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 and can be located at the following link: [Drug and Alcohol Abuse Prevention Program](#). 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. The College also prepares a Biennial Review of the Drug and Alcohol Program that reviews the effectiveness of prevention programs and the enforcement of Campus policies related to drug and alcohol use. It is emailed to all members of the Campus community, and is available at this link: [Biennial Reviews & Core Reports](#).

## **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. Except as provided for in the Use of Cottey College Facilities section found below.

### **Alcohol (Cottey College Student Handbook)**

Possession of alcoholic beverages of any kind by students is prohibited on College property, including BIL Hill and the Lodge, as well as in conjunction with College activities (with the exception of the international trip consistent with the laws of the country being visited.) Students may not store alcohol in vehicles parked on College property. Students found in violation of these policies 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 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 (including pass down bottles) is prohibited, and students will be subject to disciplinary action. Possession, consumption, or distribution of alcoholic beverages (or empty containers) on any part of the campus is a Major Violation, subject to the Major Violation Grievance Procedure.

### **Drugs (Cottey College Student Handbook)**

The possession, use, or distribution of illegal and synthetic drugs is prohibited on campus or at College-sponsored events. These drugs include the following:

- illegal drugs (also includes any form of substance containing THC\*\*)

- synthetic drugs (K2 and other synthetic cannabinoids, bath salts, or other legal or illegal products which, when consumed mimic the effects of cannabis or other illegal drugs)
- over-the-counter medications for which the student has not been prescribed or that the student uses counter to the directions of a valid prescription. \*\* (see medical marijuana notation below)

\*\*Although medical marijuana may be legal in Missouri under certain restrictions, possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Campuses Regulations [EDGAR, 34 CFR Part 86], the use and/or possession of marijuana continues to be prohibited for all Cottey students on campus or at College-sponsored events. Additionally, 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 a violation of Cottey College’s Drug Policy will be subject to the institution’s Major Violation Grievance Procedure and could face disciplinary sanctions including, but not limited to, expulsion from the institution.

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 or guardians of students under the age of 21 who are alleged to be in violation of this policy. The College may contact parents or guardians 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.

### **Medical Amnesty and Good Samaritan Policy Relating to Alcohol and Drugs (Cottey College Student Handbook)**

Because Cottey College considers student health and safety of the utmost importance:

- No student seeking emergency medical treatment for the abuse of alcohol or drugs or assisting another student in obtaining such treatment will be subject to College issued punitive sanctions.
- Student(s) seeking medical amnesty will be required to attend a substance abuse education session or assessment.
- Students(s) acting as a Good Samaritan may be required to attend a substance abuse education session or assessment.
- Serious and/or repeated incidents will prompt a higher degree of concern and response and may include other sanctions at the discretion of the vice president for student life.

### **Drugs and Alcohol (Employee Manual)**

The unlawful possession, use, or distribution of illicit drugs and alcohol by employees is prohibited on College property and in conjunction with College activities, whether on or off campus.

Penalties for violation of local, state, federal, drug, and alcohol laws may include fines and imprisonment. Violators are also subject to disciplinary action, up to and including unpaid suspension and termination from employment. Violations will generally be reported to the appropriate law enforcement officials.

Pursuant to the Drug-Free Workplace Act of 1988, employees 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 5 days after such conviction.

Employees coming to work apparently under the influence of alcohol or illegal drugs are subject to immediate drug and/or alcohol testing and/or dismissal.

### **DISCIPLINARY SANCTIONS**

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, disciplinary probation, loss of privileges, financial penalties, creative sanctions (including community service and/or research paper), disciplinary 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 College sponsored or 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 non-student 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, of age College employees, guests, and non-student College employees (as qualified above) may, with written permission of the administration of the College, serve and be served 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 there 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 Minors.* 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 3-39. 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. *Drinking Intoxicating Liquors Prohibited in Certain Places.* No person shall drink intoxicating liquor in any of the following places in the City:
  - a. The halls, corridors, lobbies or public toilets of any public building.
  - b. The lobbies, waiting rooms or public toilets in any hotel or bus station.
  - c. The streets, alleys or other public thoroughfares, or in and upon publicly owned land in the city.
  - 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.

Section 23-37. 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. *Drunkenness.* 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(g).

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 21 years of age who purchases, attempts to purchase, or possesses any intoxicating liquor, or who is visibly intoxicated, 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. It is also unlawful to misrepresent your age to acquire alcohol, to alter an identification card or to have in your possession an altered or reproduced identification card indicating your age to be over 21. Sections 311.320, 311.328 and 311.329, RSMo.

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 any schoolhouse or church house in which there is an assemblage of people, met for a lawful purpose, or any courthouse, in an intoxicated and disorderly condition, or drinks or offers to drink any intoxicating liquors in the presence of such assembly of people, or in any courthouse. 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 \$1,000 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, 558.011 558.002, RSMo. Refusing to submit to a chemical test when requested to do so by a law enforcement officer can result the evidence of refusal as

admissible evidence in any proceeding related to the acts resulting in the detention, stop, or arrest. 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 \$1,000 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 E felony, *punishable by fine of up to \$10,000 and/or imprisonment for a term not to exceed four 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. 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 \$400.* Sections 577.017 and 558.002, RSMo.
6. *Possession of a Controlled Substance.* It is unlawful for any person to possess or have control of 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.* Sections 558.002 558.011, 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 558.002 and 588.011, 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 of any local or state law involving the possession or use of a controlled substance while operating a motor vehicle *will have his/her driving privileges revoked.* Section 302.405, RSMo.

7. *Distribution, Delivery, Manufacture or Production 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 C felony, *punishable by imprisonment for not less than three years and not more than ten years.* Violation of this section involving five grams or less of marijuana is a Class E felony, *punishable by imprisonment for a term not exceeding four years and/or a fine not exceeding \$10,000.* Section 558.011, RSMo.
8. *Unlawful Distribution to a Minor.* It is illegal to distribute or deliver any controlled substance to a person under 17 years of age, who is also two years younger than the person so delivering. Section 579.020, RSMo. Violation of this section is a Class B felony, *punishable by imprisonment for not less than five years or more than 15 years.* Section 558.011, RSMo.



9. *Unlawful Purchase or Transport with a Minor.* It is illegal to knowingly permit a person under the age of 17 to purchase or transport illegally obtained controlled substances. Section 579.020, RSMo. Violation of this section is a Class B felony, *punishable by a term of imprisonment of five to 15 years.* Section 558.011, RSMo.

10. *Distribution of a Controlled Substance Near Schools or Public or Governmental Assisted Housing.* It is illegal to distribute or deliver any controlled substance to a person in or on, or within 2,000 feet of, property comprising a public or private elementary or secondary school, public vocational school, a public or private junior college, or college or university. Section 579.030RSMo.

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.

11. *Trafficking Drugs.* A person commits the crime of trafficking drugs in the first degree if he/she knowingly distributes, delivers, manufactures, produces or attempts to distribute, deliver, manufacture or produce:

1. More than 30 grams but less than ninety grams of a substance containing heroin;
2. More than 150 grams but less than 450 grams of a substance containing coca leaves;
3. More than 8 grams but less than 24 grams of a substance which contains a cocaine base;
4. More than 500 milligrams but less than one gram of a substance containing LSD;
5. More than 30 grams but less than ninety grams of a substance containing PCP;
6. More than 30 kilograms but less than one hundred kilograms of a substance containing marijuana;
7. More than 4 grams but less than twelve grams of phencyclidine.
8. More than 30 grams but less than ninety grams of any material, compound, mixture or preparation which contains any quantity of the following substances having a stimulant effect on the central nervous system: amphetamine, methamphetamine, phenmetrazine, or the salts, optical isomers and salts of the optical isomers of any of the foregoing.
9. More than 30 grams of any material, compound, mixture or preparation which contains any quantity three, four-methylenedioxyamphetamine. Section 579.065, RSMo.

Violation of this law is a Class B felony, *punishable by a term of imprisonment for not less than five years and not to exceed fifteen years.* Sections 579.065 and 588.011, RSMo. Violations involving larger amounts of the controlled substances may be a Class A felony.

A person commits the crime of trafficking drugs in the second degree if he/she possesses or has under his control, purchases or attempts to purchase or brings into this state:

1. More than 30 grams but less than 90 grams of a substance containing heroin;
2. More than 150 grams but less than 450 of a substance containing coca leaves; 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 the forgoing substances.
3. More than 8 grams but less than 24 grams of certain described substances which contains a cocaine base;
4. More than 500 milligrams but less than 1 gram of a substance containing LSD;
5. More than 30 grams but less than 90 grams of a substance containing PCP;
6. More than 30 kilograms but less than 100 kilograms of a substance containing marijuana or 500 marijuana plants;

- 7. More than 4 grams but less than 12 grams of phencyclidine.
- 8. More than 30 grams but less than 90 grams of any material, compound, mixture, or preparation which contains any quantity of the following substances having a stimulant effect on the central nervous system: amphetamine, methamphetamine and phenmetrazine, or any of their salts, optical isomers and salts of their optical isomers.
- 9. More than 30 grams but less than 90 grams of any material, compound, mixture or preparation which contains any quantity of three, four- methylenedioxyamphetamine.  
Section 579.068, RSMo.

Violation of this law is a Class C felony, *punishable by a term of imprisonment of not less than three years or more than ten years*. Violation with larger amounts of these controlled substances may be a Class B felony. Sections 579.068 and 558.011, RSMo.

Any money found in close proximity to any controlled substance, or anything of value exchanged for a controlled substance, may be forfeited to the state. Section 195.140, RSMo.

Any room, structure or inhabitable structure which is used for the illegal use of a controlled substance is considered a "public nuisance" and maintaining a public nuisance is a Class E felony, *punishable upon conviction with a term of imprisonment of up to four years and/or a \$10,000 fine*. The structure is also subject to forfeiture. Sections 579.105, 558.011 and 558.002, RSMo.

- 12. *Fraudulently Attempting to Obtain Controlled Substance*. It is a Class E felony to obtain or attempt to obtain a controlled substance through fraud or false statements, *punishable upon conviction by a term of imprisonment for up to four years and/or a \$10,000 fine*. Sections 579.045, 558.011 and 558.002, RSMo.
- 13. *Unlawful Use of Drug Paraphernalia*. It is unlawful to use or possess with the intent to use drug paraphernalia for prohibited purposes. Section 579.074 RSMo. Violation of this section is a Class A misdemeanor *punishable with up to one year in prison and/or \$2,000 fine*. Sections 558.011 and 558.002 RSMo.
- 14. *Unlawful Manufacture of Drug Paraphernalia*. It is unlawful to manufactures with the intent to deliver drug paraphernalia for prohibited purposes. Section 579.076, RSMo. Violation of this section is a Class A misdemeanor, unless done for commercial purposes, *punishable with imprisonment not to exceed a year and/or a \$2,000 fine*. Where done for commercial purposes, violation is a Class E felony, *imprisonment for a term not to exceed four years and/or a \$10,000 fine*. Sections 558.011 and 558.002, RSMo.
- 15. *Possession of Imitation Controlled Substance*. It is unlawful to possess an imitation controlled substance. 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.
- 16. *Delivery or Manufacture of an Imitation Controlled Substance*. It is unlawful to deliver, possess with the intent to deliver or manufacture an imitation controlled substance. 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.
- 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. *Possession or marketing of Ephedrine.* It is unlawful to possess any methamphetamine precursor drug with intent to manufacture amphetamine, methamphetamine or any of their analogs. It is also unlawful to market, sell, distribute or advertise any of the foregoing in a manner not approved by the FDA. Section 579.082, 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.
19. *Prior Persistent Drug Offenders.* A “prior” or “persistent drug offender” is subject to *enhanced terms of imprisonment and/or fines.* For purposes of these sections, a “prior drug offender” is one who has previously been found guilty of any felony related to controlled substances. A “persistent drug offender” is anyone who has been found guilty of two or more felonies related to controlled substances. Section 579.170, RSMo.

### **Federal Sanctions**

The United States Code prohibits the following acts:

1. *Manufacture or Distribute.* The knowing or intentional illegal manufacture/creation, distribution, or dispense of a controlled substance or a counterfeit controlled substance, or the possession of a controlled substance or counterfeit substance with the intent to do any of the foregoing carries a penalty, upon conviction. 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 for sale any drug paraphernalia, to use the mails or any other facility of interstate commerce to transport drug paraphernalia, or to import or export 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 21 years of age knowingly and intentionally employs, hires, uses, persuades, induces, entices, or coerces a person under 18 years of age to distribute or manufacture controlled substances or assist in avoiding detection or apprehension of any similar offense, the *punishment shall be a term of imprisonment, a fine, or both, up to triple those usually authorized.* . 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 university, 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 constituting or 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.

**Federal Trafficking Penalties**

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	<b>First Offense:</b> Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual  <b>Second Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual	5 kgs or more mixture	<b>First Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.  <b>Second Offense:</b> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.  <b>2 or More Prior Offenses:</b> Life imprisonment
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture	100 gm or more pure or 1 kg or more mixture		

<b>PENALTIES</b>		
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<p><b>First Offense:</b> Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p><b>Second Offense:</b> Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual</p>
Flunitrazepam (Schedule IV)	1 gm or more	
Other Schedule III drugs	Any amount	<p><b>First Offense:</b> Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p><b>Second Offense:</b> Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual</p>
Flunitrazepam (Schedule IV)	30 to 999 mgs	
All other Schedule IV drugs	Any amount	<p><b>First Offense:</b> Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p><b>Second Offense:</b> Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.</p>
Flunitrazepam (Schedule IV)	Less than 30 mgs	
All Schedule V drugs	Any amount	<p><b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p><b>Second Offense:</b> Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>

#### **Federal Trafficking Penalties - Marijuana**

DRUG	QUANTITY	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 20 years, not more than life</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine not more than \$8 million if an individual, \$20 million if other than an individual</li> </ul>

Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> <li>• Not less than 5 years, not more than 40 years</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine not more than \$2 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>
Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture  more than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> <li>• Not more than 20 years</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine \$1 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 30 years</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine \$2 million if an individual, \$10 million if other than individual</li> </ul>
Marijuana	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> <li>• Not more than 5 years</li> <li>• Fine not more than \$250,000, \$1 million other than individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 10 years</li> <li>• Fine \$500,000 if an individual, \$2 million if other than individual</li> </ul>
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

Source: <https://www.deadiversion.usdoj.gov/21cfr/21usc/842.htm>

## DESCRIPTION OF SERVICES

### ALCOHOL/DRUG ABUSE TREATMENT PROGRAM

#### Counseling Office, Wellness Center, 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. To help employees balance home and work, Cottey provides an Employee Assistance Program to assist with workplace conflicts, interpersonal difficulties, marriage and family concerns, stress management, financial matters, and alcohol and drug problems. Participation is optional and confidential. Under certain circumstances participation may be required as a condition of continued employment.

### **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/diversion>

The Missouri Department of Mental Health: Alcohol and Drug Abuse

Web site: [Mental Health - Alcohol & Drug Abuse](http://www.mdmh.com/mental-health-alcohol-drug-abuse)

National Institute on Drug Abuse

Web site: [www.nida.nih.gov](http://www.nida.nih.gov)

National Institute on Alcohol Abuse and Alcoholism

Web site: [NIAAA Home](http://www.niaaa.nih.gov)

U.S. Food and Drug Administration

Web site: <https://www.fda.gov/Drugs/ResourcesForYou/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.

<b>Common Street Names</b>	Smack, Horse, Mud, Brown Sugar, Junk, Black Tat, Oxy, Oxycotton, Sippin Syrup, Purple Drank
<b>Possible Abuse Reasons and Effects</b>	Produce a general sense of well-being by reducing tension, anxiety, & aggression. Can treat pain, suppress cough, cure diarrhea, and put people to sleep
<b>Physical Dependence</b>	Yes, a consequence of chronic opioid use
<b>Psychological Dependence</b>	Yes, after physical need is gone, person may continue to think and talk about drug and use to cope with daily activities
<b>How Used</b>	Swallowed, smoked, sniffed, or injected
<b>Overdose Effects</b>	<b>Constricted (pinpoint) pupils, cold clammy skin, confusion, convulsions, slowed breathing, death</b>
<b>Withdrawal Symptoms</b>	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 Retalin®) and diet aids including Didrex®, Fastin®, and Adipex P®. Illicit drugs produced are methamphetamines, cocaine, methacathinone. Stimulants do have medically useful benefits 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.

<b>Common Street Names</b>	Bennies, Black Beauties, Cat, Coke, Crank, Crystal, Flake, Ice, Pellets, Vitamin R, Skippy, Speed
<b>Possible Abuse Reasons and Effects</b>	Produce a sense of exhilaration, enhance self-esteem, improve mental & physical performance, increase activity, reduce appetite, extend wakefulness for prolonged periods



<b>Physical Dependence</b>	Yes, tolerance in which more & more drug is needed to produce the usual effects develops rapidly
<b>Psychological Dependence</b>	Yes, especially with amphetamine, methylphenidate, methamphetamine, cocaine, & methcathinone
How Used	Pills, smoked, snorted, or injected
<b>Overdose Effects</b>	<b>High fever, convulsions, cardiovascular collapse, &amp; death</b>
<b>Withdrawal Symptoms</b>	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®

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

<b>Common Street Names</b>	Acid, Cubes, Doses, Fry, Mind Candy, Mushrooms, Shrooms, Special K, X, XTC, LSD
<b>Possible Abuse Reasons and Effects</b>	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.
<b>Physical Dependence</b>	Possible, although does not occur as rapidly as other drugs
<b>Psychological Dependence</b>	Possible, although does not occur as rapidly as other drugs
How Used	Orally or smoked
<b>Overdose Effects</b>	<b>Respiratory depression, coma, convulsions, seizures, and death due to respiratory arrest</b>
<b>Withdrawal Symptoms</b>	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.

<b>Common Street Names</b>	Aunt Mary, Grass, Hash, Joint, Mary Jane, Pot, Reefer, Smoke, Weed, Yerba, Skunk, Ganja, Dope
<b>Possible Abuse Reasons and Effects</b>	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
<b>Physical Dependence</b>	Yes, with long-term regular use
<b>Psychological Dependence</b>	Yes, with long-term regular use
How Used	Smoked or can be mixed with food or brewed as a tea
<b>Overdose Effects</b>	<b>No death from overdose of marijuana has been reported.</b>
<b>Withdrawal Symptoms</b>	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.

<b>Common Street Names</b>	Booze, brew, sauce, cold one, vino, hard stuff
<b>Possible Abuse Reasons and Effects</b>	Drinking alcohol can result in a feeling of euphoria. New drinkers may use alcohol to cope with stress or problems. Alcohol use is widely promoted and advertised making is socially normal and accepted.
<b>Physical Dependence</b>	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.
<b>Psychological Dependence</b>	Yes, alcohol causes us to become convinced that we cannot survive without it.
How Used	Drinking
<b>Overdose Effects</b>	<b>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.</b>
<b>Withdrawal Symptoms</b>	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.

<b>Common Street Names</b>	Smokes, fag, chew, dip, stix, ciggs, butts
<b>Possible Abuse Reasons and Effects</b>	Nicotine increases the activity of dopamine, a chemical in the brain that elicits pleasurable sensations. Most smokers try their first cigarette by age 18.

<b>Physical Dependence</b>	Yes, most smokers are addicted to nicotine. Long-term brain changes caused by continued exposure to nicotine result in addiction.
<b>Psychological Dependence</b>	Yes
How Used	Smoked and inhaled, chewed, through nicotine patches
<b>Overdose Effects</b>	<b>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</b>
<b>Withdrawal Symptoms</b>	Headache, nausea, irritability, anxiety, depression, increased hunger, increased desire for sweets, tobacco cravings, difficulty concentrating

**EMERGENCY TELEPHONE NUMBERS**

Nevada Police 911... or non-emergency...417-448-5100  
Nevada Ambulance 911... or non-emergency ... 417-667-5079  
Nevada Fire Department 911... or non-emergency... 417-448-5105  
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 emergency .....417-667-3355, ask for ER  
Campus Security.... ext. 2222 or 417-448-1448

**AREA TWELVE-STEP MEETINGS**

**Alcoholics Anonymous**

301 South Pine

Sunday	1 p.m.	Discussion	(O)
	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**

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.

Monday 6:30 p.m.

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.

Thursday 6:30-8:30 p.m.

For more information contact Steve Russ [steve@fbcnevada.org](mailto:steve@fbcnevada.org) or call 417-667-6036

**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)

Saturday 6-7 p.m. (O)

(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  
100 S. Prewitt St.  
Nevada, MO 64772  
417-684-2644

Community Mental Health Consultants  
815 S. Ash St  
Nevada, MO 64772  
417-667-8352

Compass Healthcare  
320 Mac Boulevard  
Nevada, MO 64772  
417-667-2262

The Wellness Company, Inc.  
300 W. Cherry  
Nevada, MO 64772

Cathy Bofetta, Psy.D  
1819 W. Austin, Suite C  
Nevada, MO 64772  
417-283-6151 leave a voice mail message

Alyson Harder  
1819 W Austin, Suite C  
Nevada, MO 64772  
417-212-5721

Jessica Allison, LCPC  
120 S. National, Suite 203B  
Ft. Scott, KS 66701  
620-223-1555

Holly Chatain, Psy.D.  
320 N. 14<sup>th</sup> St  
Rich Hill, MO 64779  
417-395-2727

Valerie Barnhart, LCP  
101 N. Commercial  
Nevada, MO 64772  
417-667-1768

## 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 their staff 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 2021, 2022, and 2023.

### **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*

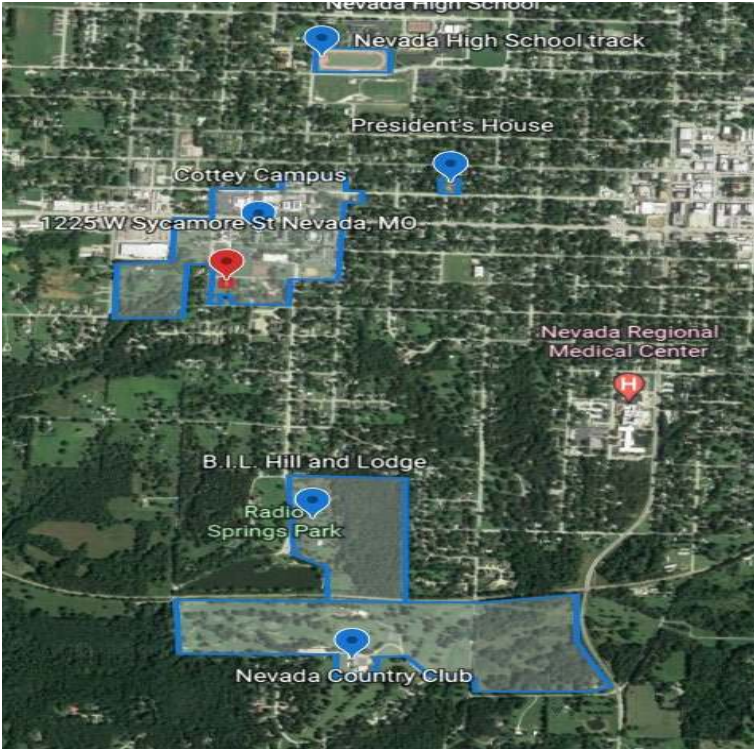
*Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).*

*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.*

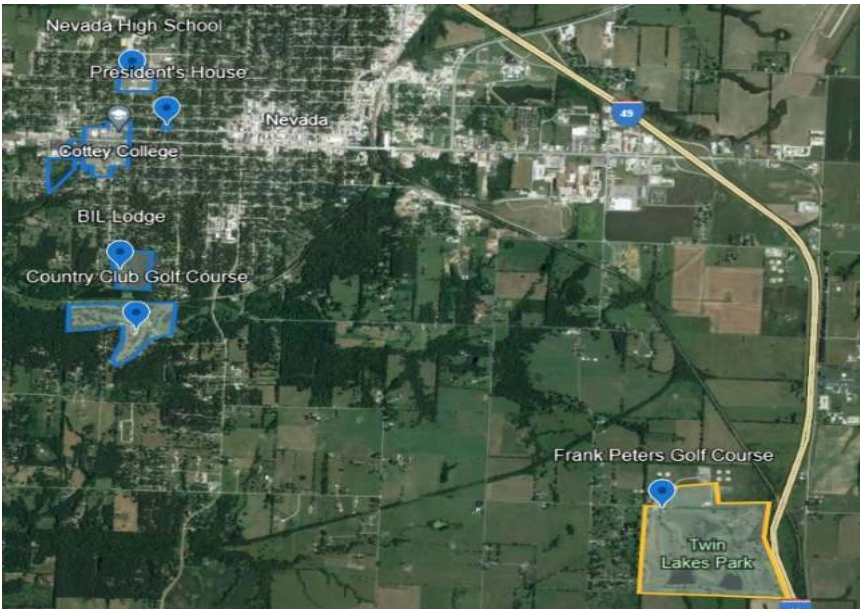
Under Clery, **public property** encompasses the following: *All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.*

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.*

On-Campus Geography map



Non-Campus Geography map



Cotley College Clery Crime Statistics Report

Offense	On-Campus Property			On-Campus Student Housing			Non-Campus Property			Public Property		
	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
<b>Criminal Homicide</b>												
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sex Offences</b>												
Rape	2	0	0	2	0	0	0	0	0	0	0	0
Fondling	0	1	0	0	0	0	0	1	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	2	0	0	1	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	2	0	0	0	0	0	2	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	1	0	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
<b>Arrests:</b>												
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0
<b>Disciplinary Referrals:</b>												
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrests:</b>												
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>Disciplinary Referrals:</b>												
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrests:</b>												
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>Disciplinary Referrals:</b>												
Liquor Law Violations	0	4	0	0	4	0	0	0	0	0	0	0

There were no crimes that were classified as unfounded on the campus of Cotley 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 2021, 2022, and 2023.

There were no hate crimes occurring on the campus of Cotley 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 2021, 2022, and 2023.



**COTTEY COLLEGE**  
**2023 ANNUAL FIRE SAFETY REPORT**  
Reporting Data from Calendar Years 2020-2022  
Published by the Office of Safety September 2022

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://www.cottey.edu/campus-security/>. Paper copies are available for individuals to pick up from the Manager of Safety, Security, and Clery, located in the Physical Plant, main office, at 1000 W. Austin. You may also make the request by phone by calling (417) 667-6333, ext. 2292. To have a copy mailed to you, send a written request to the Manager of Safety by campus mail, or by email to [mshuster@cottey.edu](mailto:mshuster@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 Previous Calendar Year
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
College Green Townhomes*	1302, 1304 A&B, 1306 W. Arch	X			X	Wood Frame	X	NA

\*College Green Townhomes are standalone residences and not a residence hall. Residents are advised of fire procedures and an emergency flip chart is in each townhome. Fire drills are not conducted in these residences.

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 Campus Emergency Procedures flip-chart including the Evacuation Plan is hung within each suite in the residence halls.



## 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 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

#### **Campus—all phones are area code (417)**

Campus Security .....ext. 2222

..... (417) 448-1448

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.....ext. 2157/2104

.....Cell (417) 684-0182

VP 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 417-448-1448**

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 notify Campus Security at 417-448-1448 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) Manager of Safety, Security, and Clery<br>417-667-6333 ext. 2292<br><a href="mailto:mshuster@cottey.edu">mshuster@cottey.edu</a> | 2) Director of the Physical Plant<br>417-667-6333 ext. 2155<br><a href="mailto:thefner@cottey.edu">thefner@cottey.edu</a> |
|---|---|

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 [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 [Emergency Procedures](#). 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 911 on a Campus extension or a cell phone—then call Campus Security at extension 2222 or 417-448-1448.
- 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. 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 PROCEDURES 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; College Green—Robertson 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 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 2021-2023 is available online at [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 locked and 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 president of Cottey College. ("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 manager 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 and in labs with equipment designed for that purpose.

### **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 and response training 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. Students residing in Campus townhomes are briefed on procedures as outlined in the Emergency Flip Chart and provided a copy to retain in each townhome. 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 [Emergency Procedures](#). The Emergency Alert System, and web information coordinated through the Office of Marketing, 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 2023, the campus practiced residence hall fire evacuations in each of the three 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 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.

### **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. At this time, we have no plans for future improvements. 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 2023-23 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, manager of Safety, the vice president for Administration and Finance, the director of Administrative Computing, the academic Safety Officer, the director of Housing, and the director of Human Resources, and is chaired by the manager of Safety, Security, and Clery. 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, 2021, through December 31, 2023. 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 2020-22**

<b>Facility</b>	<b>Address</b>	<b>Year</b>	<b>Total Fires in Each Building</b>	<b>Fire Number</b>	<b>Cause of Fire</b>	<b>Number of Injuries that Required Treatment in a Medical Facility</b>	<b>Number of Deaths Related to a Fire</b>	<b>Value of Property Damage Caused by Fire</b>
P.E.O. Hall	1000 W. Austin	2021	0	NA	NA	NA	NA	NA
		2022	0	NA	NA	NA	NA	NA
		2023	0	NA	NA	NA	NA	NA
Reeves Hall	1000 W. Austin	2021	0	NA	NA	NA	NA	NA
		2022	0	NA	NA	NA	NA	NA
		2023	0	NA	NA	NA	NA	NA
Robertson Hall	1000 W. Austin	2021	0	NA	NA	NA	NA	NA
		2022	0	NA	NA	NA	NA	NA
		2023	0	NA	NA	NA	NA	NA
College Green Townhomes**	1302, 1304 A&B, 1306 W. Arch	2021	0	NA	NA	NA	NA	NA
		2022	0	NA	NA	NA	NA	NA
		2023	0	NA	NA	NA	NA	NA