

**STUDENT
HOUSING
HANDBOOK**

**2019
2020**



BARTON
COMMUNITY COLLEGE

Housing OPEN dates:
Fall 2019 - **August 9 & 10**
Spring 2020 - **January 3**

Housing CLOSE dates:
Fall 2019 - **December 10**
Spring 2020 - **May 9**



EXPLORING BARTON'S WEBSITE

Student Services:

bartonccc.edu/student-services

Student Activities, Housing Info & Handbook, CATv

Streaming movies:

bartonccc.edu/student-life

Student Handbook:

bartonccc.edu/student-services Resources

Student Consumer Information:

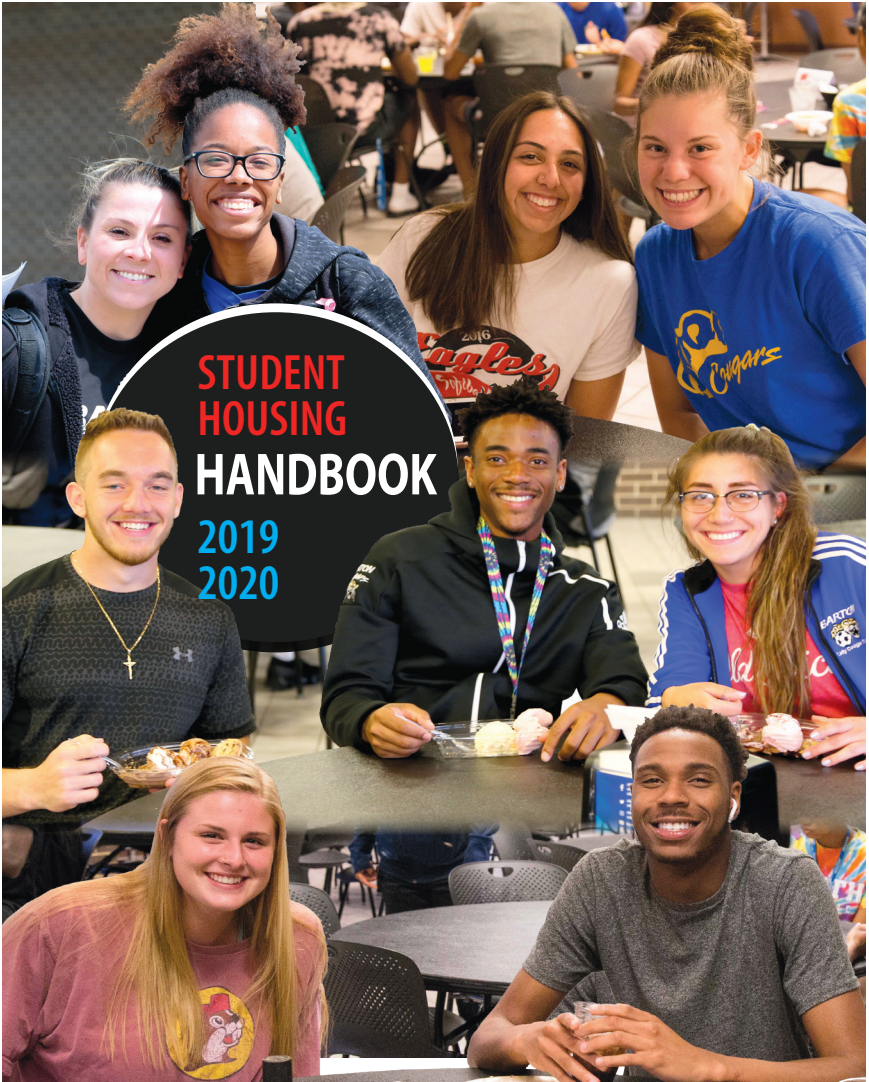
bartonccc.edu/financial-aid/student-consumer-info

Academic Policies & Procedures:

bartonccc.edu/enrollment/enrollment-services

Residential Housing:

bartonccc.edu/housing



Kansas Law and Venue: Barton Community College is located in Barton County Kansas. Any controversy or claim of any nature, arising out of or relating to or referring in any way to business done with Barton Community College, which controversy or claim cannot be amicably resolved, shall be settled in a court of competent jurisdiction in the State of Kansas. By doing business with Barton, each party consents and agrees to submit to the exclusive jurisdiction of said court and that Barton County Kansas shall be designated as the venue for the resolution of any claim.

Disability Services: Barton Community College Student Services provides and coordinates services to students with disabilities. Students are responsible for providing documentation and identifying their disability to Student Services so reasonable accommodations can be made. Accommodations are provided on an individualized, as-needed basis after the need has been identified and verified by each disabled student on a timely basis. For further information contact Disability Services Office in L-106, by phone at (620) 786-7446 or email disabilityservices@bartonccc.edu.

Non-discrimination Notice: Barton Community College is an equal opportunity provider and employer. Visit equal.bartonccc.edu for more information.

WELCOME!

To All Student Housing Residents:

Welcome to campus living! This is a time for a fresh new start in your education, friends, and new surroundings. We want you to feel comfortable during your stay at Barton.

You will learn to live, socialize and work with others in your campus community. In this process we will respect and treat others as equals.

Please familiarize yourself with the information in this handbook and accept the responsibilities of Residence Life. Our goal is to assist students with their personal growth and help develop a comfortable, safe and enjoyable environment for residents.

Respectfully yours,

Diane Engle

Director of Student Life



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Campus Phone Directory

Emergency:

Campus Safety: Ext. 217 or 620.792.9217

Local Emergency Response: (9) 911

From a College phone dial 9 first

Department	Extension	Office	Cell Phone	Location
Admissions Office	X-286	620-792-9286		P-107
Athletic Office	X-377	620-792-9377		P-13
Barton Com College		620-792-2701		P-107
Bookstore	X-229	620-792-9229		U-214
Business Office	X-321	620-792-9321		P-107
Counseling Services	X-295	620-792-9295		L-139
Enrollment Services	X-215	620-792-9215		P-107
Facility Management	X-340	620-792-9340		T-154
Financial Aid Office	X-270	620-792-9270		P-107
Head Custodian	X-399	620-792-9399		T-155
Health Nurse	X-233	620-792-9233	620-786-0392	U-206
Housing: Jonathan Dietz	X-281	620-792-9281	620-617-2788	U-102
Housing: Mark Rogers	X-285	620-792-9285	620-792-9855	U-105
Housing: Taylor Littleton			620-617-5605	Bluestem Hall
Library	X-365	620-792-9365		Learning Resource Ctr
Student Life	X-271	620-792-9271		U-126
Student Support Services	X-240	620-792-9240		Learning Resource Ctr
Vice President of Student Services	X-226	620-792-9226		L-137

Courtesy phones are in most lobbies & residence halls. Extension number can be used from these phones. Must dial 9 for an outside line. They have a local and toll free (w/calling card) calling capabilities.

Emergency Phones (phones in gray box) are located outside of buildings. Open box and push button. It will automatically dial Campus Safety.

Barton Buildings Are Tobacco Free

KsQuit.org

CONTACT INFORMATION

The student housing staff at Barton Community College is available to help you! Listed below are the people who will be assisting you with your day-to-day concerns.

Coordinator of Student Housing: Jonathan Dietz

- Full time professional employee who lives in housing
- Responsible for managing student housing
- Office – Student Union Rm U102
- Office Phone: **(620) 792-9281** Cell: **(620) 617-2788**
- Email: dietzj@bartonccc.edu

Assistant Coordinator of Student Housing: Mark Rogers

- Full time professional employee who lives in housing
- Assists with management of student housing
- Office – Student Union Rm U105
- Office Phone: **(620) 792-9285** Cell: **(620) 792-9855**
- Email: rogersm@bartonccc.edu

Residence Hall Manager: Taylor Littleton

- Part time position who lives in housing
- Assists with supervision & programming for residential students
- Cell: **(620) 617-5606**
- Email: littleton@bartonccc.edu

Campus Counselor: Jakki Maser

- Office – Learning Resource Center (Library)
L139 (NE Corner)
- Office Phone: **(620) 792-9295**
- Email: maserj@bartonccc.edu

Campus Safety Officers:

College Courtesy Phone X-217 (620) 792-9217

- Lucas Stoelting, Lead Safety Officer
Paul Besperat, Dave Brown, Michael Davis,
Joe Hathaway, Steve Morrison, Adrian Quinn
- Email: campussafetyofficegroup@bartonccc.edu

Coordinator of Facilities Management and Campus Security: Jim Ireland

- Full time employee who manages building repairs and campus safety
- Office – Technical Building Rm T153
- Office Phone: **(620) 792-9339**
- Email: irelandj@bartonccc.edu

Director of Student Life: Diane Engle

- Supervises residential housing, health nurse and student activities
- Programs student activities events
- Office: Student Union Rm U126
- Office Phone: **(620) 792-9271**
- Email: engled@bartonccc.edu

Student Health: Kathy Brock

- Office – Student Union Rm U206
- Office Phone: **(620) 792-9233**
Cell: **(620) 786-0392**
- Email: brockk@bartonccc.edu

The Student Housing, Campus Life and Student Services departments at Barton are dedicated to providing safe and comfortable living environments for all students including those whose gender identity and/or expression differs from that of the sex assigned to them at birth. Any student with questions or concerns about safety, comfort, or inclusion with regard to campus housing is encouraged to contact the Coordinator of Student Housing at (620) 792-9281 or via email at dietzj@bartonccc.edu. Due to limitations in available housing options, there is no guarantee that all of a student's preferences can be met, but we are highly committed to working with all students to find the best accommodations possible.

Housing assignments for all students are guided by the following values:

- *Respect for and affirmation of the student's identity, including gender and/or expression*
- *Prioritized attention to all students' physical safety and emotional health*
- *Enhancing the student's opportunity for success at Barton by finding the best match between the student's needs and options available*

ARRIVAL - General Information

Keys:

Keys are for use in your unit and your room and are not to be duplicated or loaned. The key remains the property of Barton. Security of items in individual student rooms is primarily the responsibility of the occupants. Primary security of items in the unit is also largely the responsibility of the residents. Residents are reminded that room and unit security starts with consistently locking room doors and unit doors. Residents should plan to have their unit/room keys with them at all times. While courtesy lockouts will be addressed by housing or Campus Safety personnel for residents with proper identification, residents are reminded that this is not the primary responsibility of these employees. Students who damage College property in their attempts to gain entrance to their unit or room will be charged the full amount that it takes to repair the damage.

Barton reserves the right to charge a nominal fee for Safety Officers and housing personnel to respond to repeated lockouts. Upon cancellation of the Student Housing contract or at the end of the academic year, keys will be returned to the Coordinator or Assistant Coordinator of Student Housing. If the room key is lost, the cost of replacing the locks in the unit is charged to the student.

(Common Violations-Building/Keys Pages 22-23)

Mail:

Mailboxes are located on the ground floor at the west entrance of the Cottonwood Hall & east entrance of the Bluestem Hall. United States mail delivery is made once a day, Monday through Friday, except on legal holidays and when campus offices are closed. Each resident is issued a mailbox and key or combination upon arrival to student housing. Resident mail should be addressed as follows:

Resident's Name
Barton Community College
Student Housing
245 NE 30 Rd.
Great Bend, KS 67530

Rooms:

Each room is equipped with an x-long twin bed, closet, bookshelf, shade, study desk, chair, mattress pad, television outlet, Ethernet and phone hookup availability for each resident.

Barton Prairie Village Resident Halls would like to encourage students to bring the following:

Bedding	Cleaning Supplies	Iron	Crock Pot	Electric Blanket
Hair Dryers Straighteners	Heating Pad	Coffee Maker w/ auto off	Microwave	Refrigerator not > 4.5 cubic foot
Sheets (X-long twin)	Stereo	Towels	Television	

Other appliances need to be approved by the housing staff.

For the protection and safety of all residents, the following **are not allowed**:

Alcohol	Candles	Drugs & Drug Paraphernalia	Electric Grill/Griddles
Electric Skillet	Fireworks	Flammable Materials	Halogen Lamps
Hookahs	Knives over 4"	Open Heating	Pets
Space Heater	Tattoo Machines	Coils/Elements (Hot Plates)	Toaster
Toaster Oven	Water Balloons	Waterbeds	Water Guns

Appliances not in use must be turned off and/or disconnected. (See page 13)

ARRIVAL - Other General Information

Accommodations for Students with Disabilities:

Facilities are provided to meet the needs of students with disabilities. Students who require accessible student housing should contact the Coordinator of Student Housing.

Air Conditioning/Heat:

Please leave windows closed during high winds and if the air conditioner or heat is being used. Please communicate with your roommate about the temperature setting for the room. When the temperature control is constantly being changed radically, issues may develop.

Cable TV:

There are 52 channels of free cable TV available in each room.

If TV doesn't pick up the available channels:

- Make sure the TV is set to cable and not antenna
- Complete a new channel scan to see if more channels are discovered
- If these steps fail, contact Housing Staff. **See page 6** for contact information.
- DISH or DIRECT TV is not an option for installation.
- TV's cannot be mounted on walls.

CATv:

Streaming movies are provided by your Residential Housing and Student Life. Streaming is available on laptop, desktop and portable devices.

- New releases are added every 30 days
- 200 older movies available each semester
- 12 seasons to television programs per academic year
- Viewing: <http://catv.bartonccc.edu>
- Must be connected to Wi-Fi. Passwords for Cougars: **Bartoncougars** or Barton Guest: **bccguest**
- Portable Devices: use Chrome or Safari Desk Top Computers: use Internet Explorer or Firefox
- A quick connect to CATv can be found: **GoBarton.com/studentlife**

If there are issues with CATv contact the Student Life Office, Union U-126 or **(620) 792-9271**

Cleaning and Maintenance:

You are responsible for keeping your room and bathroom reasonably clean and for the removal of trash. Fines may be imposed if these standards are not upheld. Outside trash receptacles are provided in the parking lots. Trash can liners are available from the housekeepers. Housekeepers will clean bathrooms once a week, provided that personal belongings are picked up and the area is easily accessible. Students are responsible for disposing room trash into outside dumpsters.

(Common Violations-Building Pages 22-23)

Facility Management personnel will take care of needed repairs in housing. Please don't try to fix the problems yourself. Please report any maintenance problem to the housing staff immediately at **(620) 617-2788** or **(620) 792-9855**.

College Identification:

Barton residents need to carry their College ID at all times. You are required to identify yourself when asked by Campus Safety or other college officials. This policy is for the safety of the entire college community. It's also required to present your College ID in the cafeteria for food service.

Commons: Hours: 9:00a – 12:00a Sunday – Thursday and until 1:00a on Friday and Saturday.

This is a communal all-purpose area located within the Sunflower Halls area. It includes a recreational area, vending machines, cooking and laundry facilities. (See **Common Area page 12** for more details)

The sunroom is equipped with comfortable seating that can be used as a study area, or a meeting place. The TV room is another relaxing area for gathering with friends, playing video games and is also used as a meeting room at various times. (See **Common Area page 12** for more details)

Cougar Text Messaging & Alert System (aka RAVE)

Register (www.getrave.com) for emergency communications & other important information via text message and email. This includes weather closings. Housing residents are strongly encouraged to sign up for this service. **When we need to quickly notify students, this is the choice of communication. After registering, you aren't finished! You need to sign into your account and join the following groups (next page) as they pertain to your involvement.**

Cougar Text Messaging & Alert System (aka RAVE) (cont.)

After registering, no groups are joined, and no messages will go to the register email address or the register cell phone.

Groups: • Barton County Campus (for closings and emergency communications)

• BCC Student Activities (notification the day of the event)

• BCC Housing (cafeteria and housing information)

Contact person for assistance: Diane Engle in the Union U-126 or engled@bartonccc.edu

Stop text messaging: text **STOP** to 67283 or 226787 from your registered mobile phone. You will no longer receive **ANY** messages from RAVE Alert.

Email:

With the start of your Barton journey, a bartoncougars.org email address is assigned to each student. This email is as important as your room keys and your Barton Housing ID. This is the avenue of communications between housing staff, faculty and the rest of your Barton family. Check this email regularly or go into settings and forward it to an email that is checked regularly.

Internet:

All areas are wireless. Cougars Password: **Bartoncougars**. When passwords change, residents will be notified by: Barton email and cougar messaging.

Consider bringing an Ethernet cord. Personal wireless routers are not allowed. This causes overlapping in the network and does not allow viable access to the free Wi-Fi provided by Barton. It also does NOT improve connectivity to the Internet.

Laundry Facilities:

The free laundry facilities are for the convenience of housing residents only. Non-residents will be charged for use of these facilities. Laundry facilities are located in the Bluestem Hall, Cottonwood Hall & Sunflower Commons.

Please be considerate of your fellow residents by leaving the laundry rooms clean. Do not leave your clothes unattended. The College cannot be responsible for lost or stolen items. If the washers or dryers do not work properly, contact **(620) 792-9340** or **(620) 617-2788** or **(620) 792-9855**. Please do not sit on the laundry machines. **(Common Violations-Building Pages 22-23)**

Outdoor Activities & Residence Halls:

If students are observed participating in any activity that a reasonable person would deem an "outdoor activity" or "water event" while inside a dorm or any indoor, non-sports related area, each participant will be fined a minimum of \$100 regardless of whether any damage occurs. Damage costs will also be passed down to all participants, not just the person who happened to throw or kick the errant ball. You do not need to be caught in the act or cause damage. If Campus Safety is reviewing old video for any reason and happens to observe a group of students enjoying a sporting event in any of the dorms or educational buildings, those students can all expect to be fined a minimum of \$100, even if there is no property damage and they weren't actually caught in the act. When weather conditions do not permit outdoor activities, please utilize our indoor facilities that are designed for sports and activities. **(Common Violations-Housing Pages 22-23)**

Parking:

Residential parking is confined to the following areas:

(a) North Meadowlark Halls

(b) South of Bison Halls

(c) Between Cottonwood Hall & Bluestem Hall

Parking in these housing parking lots at any time is restricted to vehicles that have residential parking stickers or temporary visitors parking permit. Vehicles parked in these lots without the proper stickers or permits are subject to tickets and fines.

No overnight parking:

(a) Fine Arts Building parking lot

(b) Student Union/Classroom Building parking lot

No overnight parking is from midnight till 6:00 a.m. The same time as labeled for overnight visitation. **(See Visitation on page 20)**

Parking stickers are required and may be obtained at no charge from Campus Safety. Visitors will also need a parking pass before taking a space in one of the housing parking areas. Visitor's parking pass must be placed on the front dash.

Parking stickers are to be placed on the bottom corner of the driver's side rear window.

Permits must be displayed at all times when parked in the student housing parking areas. Vehicles that display parking permits which are not in the designated location will be considered invalid and a citation may be issued. No vehicles are allowed to park or drive on the sidewalks or grass. There's camera coverage in the large parking lot between the Cottonwood & Bluestem Halls.

(Common Violations-Parking Pages 22-23)

Handicapped Parking: Those persons with state-issued disabled parking license or placard may park in an authorized disabled parking zone while displaying either the official rearview mirror hanging placard or license tag issued by the State of Kansas. Campus Safety will issue a temporary permit. The permit may be picked up at the Campus Safety Office located in the Technical Building, Room 154. Unmarked vehicles will be fined. **(Common Violations Pages 22-23)**

Personal Property:

Barton does not carry insurance on personal property; and in some cases, students away from home are not included on their parents' policies. The College strongly recommends that students obtain their own personal renter's insurance.

Presence During a Violation:

Being present where a violation of the residence hall policies or Student Code of Conduct is occurring will ordinarily constitute a violation of those policies/codes. If you are present and realize a violation is occurring, it is your responsibility to:

- 1) Leave the room and/or area immediately; and
- 2) Report violation(s) to Campus Safety or Housing immediately.

Skateboards - Scooters – Bicycles - Hoverboards

Skateboards, push scooters, bicycles and hoverboards are a fun way to get across campus. Riding inside any buildings is not allowed. **(Common Violations-Buildings Pages 22-23)**

Social Activities:

You are encouraged to take part in all of the social events and check out the clubs and organizations available on campus. Information about clubs and organizations can be found in the Student Handbook or web page www.bartonccc.edu/studentlife or you may contact the Director of Student Life, at **(620) 792-9271**. Examples of some of the activities: Movie Night at local theater, Free Bowling, Free Bingo, Dances, Free Skating, Meet & Greet in the Commons, Free Massages, Free Late Night Breakfast.

FOOD SERVICE

Food service is a part of your housing contract. Menus are planned to meet the preferences and normal nutritional standards of college-age men and women. Food is served in the attractive surroundings of our Student Union.

Three meals served five days a week and four meals on the weekend are available for you to choose from; however, missed meals cannot be "made up" later. Most meals are cafeteria style, but family-style and buffet dinners are served occasionally.

Meal Times		
<small>(can be subject to change with notice)</small>		
Breakfast:	(Monday-Friday)	7:00a – 8:30a
Continental Breakfast:	(Monday-Friday)	8:30a – 9:00a
Lunch	(Monday-Friday)	11:00a – 1:15p
Dinner:	(Monday-Thursday)	5:00p – 6:30p
Dinner:	(Friday only)	5:00p – 6:00p
Weekend Brunch:		12:00p – 12:45p
Weekend Dinner:		5:00p – 5:30p

Meal Service Guidelines:

These issues will be reviewed and a fine as much as \$50 may apply. Situations involving disorderly conduct, fighting and disrespect of a food service employee may have a higher penalty. **(Common Violations-Cafeteria Pages 22-23)**

- | | |
|---|---|
| <ul style="list-style-type: none">• You must scan your student ID to eat.• Return your dirty dishes to the drop off area.• No food or drink is to leave the cafeteria.• Dishes, utensils, glasses, red baskets are to stay in cafeteria.• Inappropriate or abusive language will not be tolerated.• No sharing of food with another person (paying or nonpaying).• Throwing anything is not allowed.• No disorderly or juvenile conduct. | <ul style="list-style-type: none">• No Fighting• Keep the noise level to a minimum.• If there's a problem, talk with the food service director.• One entrée at a time, come back as many times as you like.• Please eat what you take.• No cleats are to be worn in the cafeteria.• Please use serving utensils to place food on your plate.• Other violations which disrupts the food service operation or violates the rights of others, is forbidden. |
|---|---|

It is prohibited to allow others to use your I.D. to obtain meals from the cafeteria. Do not take food from the Union for others or yourself as this constitutes a theft of service. **(Common Violations-Cafeteria Pages 22-23)**

POLICIES

For the most part the contents herein are guidelines for helping you learn what is expected of you while residing in Student Housing. Purposeful and/or malicious violation of these guidelines could result in your dismissal from Student Housing. In order that the rights of each individual may be protected, some regulations and guidelines are necessary. Two basic guidelines to remember in determining your behavior and our action concerning that behavior are:

1. Are my actions violating the rights of my roommate or unit?
2. Are my actions violating the rights of the college (or the policies of the college)?

Alcohol, Drugs, Tobacco, Firearms, Gambling:

The following are violations of Kansas Statutes (as well as Barton Community College conduct standards) and may result in disciplinary action up to and including reporting to local law enforcement and dismissal from Student Housing and the College:

KS Stat § 41-727 Possession of alcoholic beverage by a minor.

Additionally, possession or use of alcohol by any person on the College's campuses except as allowed for special events, is prohibited regardless of age.

KS Stat § 21-5607 Furnishing alcoholic liquor or cereal malt beverage to a minor.

KS Stat § 21-5706 Unlawful possession of controlled substances.

Additionally, Barton considers items such as hookahs as drug paraphernalia.

KS Stat § 21-5708 Unlawfully obtaining or selling a prescription-only drug.

Any prescription drugs brought on campus must be contained in an appropriately labeled bottle. If College Personnel determine that ill-gotten prescription drugs have been possessed, stored, furnished, distributed, or sold on campus, it will result in immediate removal from housing.

KS Stat § 21-4010 Smoke-free Public Places

Tobacco is defined as all tobacco-derived or containing products, including, but not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes (vaping), cigars and cigarillos, hookah-smoked products, and oral tobacco (spit and spitless, smokeless, chew, snuff). Barton prohibits the use of all forms of tobacco in College buildings including gyms and sports arenas

Tobacco use is allowed at least twenty (20) feet from any building entrance.

(Common Violations-Alcohol Pages 22-23)

Gambling:

Is not permitted on campus or at any College-sponsored activity except in the case of approved student activities sponsored by the Student Life Office. **(Common Violation-Alcohol/Gambling Pages 22-23)**

Weapons:

In order to promote a safe and secure campus and learning environment, Barton Community College prohibits the possession or use of weapons on campus and at off-campus activities, other than as set forth in this policy: <http://docs.bartonccc.edu/policies/1160-weapons.pdf>.

Any person violating the weapons policy may be subject to appropriate disciplinary action including but not limited to termination, expulsion, immediate removal from campus, and/or arrest. **(Common Violations-Alcohol/Weapons Pages 22-23)**

Bystander Engagement:

The welfare of our community members is of paramount importance. At times, students on and off campus may need assistance. The college encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others, for fear that they may get themselves in trouble. (For example, a student who has been drinking might hesitate to help take a sexual misconduct victim to the Campus Safety Office.) The college applies a policy of limited immunity for students who offer help to others in need. While policy violations cannot be overlooked, the college will provide educational options, rather than punishment, to those who offer their assistance to others in need.

Candles and Incense:

Due to possible fire hazards, candles (with or without wicks), incense, oil lamps, etc., (generally anything utilizing a wick or flame, including decorative candles, and Sterno cans) are NOT allowed in the residence halls. Flameless candle warmers allowed. See explanation of common fines. **(Common Violations-Building Pages 22-23)**

Complex Damage:

If there is damage or vandalism to the total complex area of housing i.e., outside globe lights, the Commons furniture, plants, etc. and the individual(s) responsible cannot be determined, then the damage is assessed to the total housing occupancy. Therefore, report any vandalism or damage immediately.

Common Areas:

Sunflower Commons is an approved cooking area where students can cook, watch TV, play pool or ping pong, etc. **Bluestem & Cottonwood Commons** are a place to socialize, watch TV, fix easy snacks, bake a pizza, etc.

Students are required to pick up after themselves so the area is available for others. Over long weekends and holidays when custodian staff is not available, trash containers are triple-lined so trash can easily be taken by students, to the dumpster outside the building. That way the Commons areas stay fresher longer during the holidays. Cleanup is a must! Clean counter tops, stove/microwave, make sure any food & spills are off the floor and take out your trash. Sinks are not equipped with garbage disposals. If a sink or toilet is abused by forcing food, grease or other objects and become clogged or unusable, the situation will be evaluated and a fine may be assessed. Any dirty dishes left behind will be bagged and a fee paid to be returned. There is no hair washing in the Commons area sinks, due to food preparation areas. **(Common Violations-Housing Pages 22-23)**

Decorations:

From the time of check-in, the student is held responsible for damages occurring in his or her room. As a general guideline, the room must be in the same condition when checking out as it was when checking in.

For hanging pictures and posters, scotch tape, painters tape, 3M Command products or sticky tack may be used as long as it does not harm the wall, woodwork, floor or ceiling surfaces. All hanging products must be removed before checking out of the room.

Please refrain from:

Using paste, tacks, nails or staples on the walls or woodwork	Using sticky tack of any color on cork boards
Using contact paper on doors or walls	Using tape of any kind to adhere carpet to floors
Using any Styrofoam adhesive “stick up” products such as air fresheners, message board backs, etc.	

Hallway Decorations:

Depending on the quantity, excessive amounts of combustible material put up will be an issue with the fire marshal. Decorations cannot block emergency lights, exits and cannot exceed 10% of the wall space.

No duct tape, nails or tacks in ceiling or doors	No hangings of any kind from sprinklers
No lifting ceiling tiles to place decorations or other items	

Electrical Appliances:

Any appliance with an open heating element is forbidden. This includes electric grills, griddles, toaster ovens, toasters, hot plates and electric skillet. Consistent abuse in the operation of forbidden appliances will be grounds for the confiscation of the appliance (Also see page 7). **(Common Violations-Cooking Pages 22-23)**

Feral Cats:

The campus has some wild or semi-wild cats (aka feral cats) that have taken up residence in the housing area. Please do not feed the cats or kittens or invite them into your room. The cats do not have rabies shots. If bitten or scratched, individuals may require medical attention and the possibility of rabies vaccine.

Furniture:

All furniture must be left in appropriate orientation and utilized for original purpose. For example, wardrobes must remain upright and utilized for the storage of clothes. Unattached furniture located in the common areas must stay in the common areas. Room accessories are the responsibility of residents. **(Common Violations-Housing Pages 22-23)**

Gasoline and Combustibles:

Any item with a gasoline engine is prohibited in residential housing. Gas barbeque grills, charcoal, and lighter fluids are prohibited in residential buildings. **(Common Violations-Building Pages 22-23)**

Hallways are public areas:

A towel is not adequate covering along with boxers, briefs, underwear and naked are all considered indecent exposure. **(Common Violations-Building Pages 22-23)**

Maintenance Road: The road south of student housing is for maintenance vehicles only.

Pets: No pets are allowed in resident halls. **(Common Violations-Building Pages 22-23)**

Room/Unit Damage:

While normal wear and tear is acceptable, students assume full responsibility for the furnished items and agree to be responsible for all loss, breakage or other damage to the furnished items

- a) If there is damage to the lobby or unit and the individual(s) responsible can be determined, the costs of the damages will be assessed to that individual(s).
- b) If no individual(s) can be identified, the cost of repairs will be assessed to the residents of that unit.
- c) The rooms must be restored to their original status upon vacating the room. Refer to the room condition form with reference to what can be charged to you upon leaving the room.
- d) The College reserves the right to assess charges for:
 - (1) The damage or loss of College property.
 - (2) Misuse of the room or the unit that is unclean, disorderly, dirty, or damaged (e.g. thumbtack holes, paint off the walls, etc.)

- e) The doors to the unit and to your room are quite expensive to replace. Do not use thumbtacks or scotch tape to post notes when you are out of the room. Do not kick or bang the doors, they normally close and open easily.
- f) Any damage to the unit or its furnishings should be reported in writing (email) immediately to the Coordinator of Student Housing (dietzj@bartonccc.edu).
- g) Residents are responsible for any damage they or their guests may cause.
- h) Screens must remain on the windows at all times, and nothing is to be thrown or shot from the windows.
- i) Chewed gum should be disposed of in proper waste containers.
- j) Water beds are not allowed

Security and Emergency Equipment:

Emergency equipment units such as fire alarms, fire extinguishers, heat and smoke detectors, security cameras, fire doors, exit lights, emergency lights, and other equipment is in place to provide for the safety and security of students. Tampering or unauthorized use of this equipment is not allowed and can result in disciplinary action. **(Common Violations-Building Pages 22-23)**

KS Stat § 21-4110 Giving a false fire alarm is a Class A nonperson misdemeanor.

Emergency Exit Doors: Emergency exit doors are located at the ends of hallways in the residence halls. They are alarmed and only to be used in case of an emergency. Improper use will result in disciplinary action.

Exterior Entrance/Exit doors on Bluestem & Cottonwood Halls: Bluestem and Cottonwood Halls entrance and exits doors will automatically lock at midnight and unlock at 6:00a. Residents from Bluestem & Cottonwood will need to use their student ID to enter their assigned residence hall during these times. If residents have issues gaining entrance to their assigned residence hall, contact Campus Safety **(620) 792.9217** or **ext. 217** from a courtesy phone.

Propping doors open will result in a fine for tampering with safety equipment. **(Common Violations-Building Pages 22-23)**

Service Animals:

Students requiring the assistance of service animals or emotional support animals in housing must provide appropriate documentation and receive approval through Disability Services prior to obtaining the service animal. Student are encouraged to contact a Disability Services Advocate at **(620) 786-1102** or at disabilityservices@bartonccc.edu as soon as the need is known as arranging accommodations for service/ES animals can take some time, generally 30 days minimum.

Solicitation & Flyers:

To protect students against fraudulent involvements, interruption of their studies, and to insure that property of the College is not used for personal monetary gain, soliciting on College property is prohibited unless written permission has been granted by the Office of the President. Flyers that do not meet the above description need an approval stamp/signature from the Director of Student Life before they may be posted in the housing area. **(Common Violations-Building Pages 22-23)**

Trash:

Room and bathroom trash is to be disposed of **in the dumpsters** provided outside the buildings. All trash should be bagged and tied at the top. Do not place bagged trash in the common area, hallways, resident rooms, outside on the ground or regular outside trash containers. See explanation of common fines. **(Common Violations Pages 22-23)**

Trespassing:

If an individual is cited with a no trespassing order, the individual is not to return to Student Housing property including housing parking lots for any reason. If an individual does return to Student Housing, the individual will be considered trespassing and the Sheriff's Department will be notified to remove the student. **(Common Violations-Housing Pages 22-23)**

Unauthorized Access:

You are prohibited from entering restricted access areas that may include but are not limited to: roofs of residence halls/campus buildings and mechanical or custodial rooms other than those specifically provided for resident use. You may not use another student's keys or student ID to enter a residence hall or room. See explanation of common fines. **(Common Violations-Building Pages 22-23)**

PROCEDURES

EMERGENCY PROCEDURES FOR FIRES AND STORMS

For the safety of everyone, emergency procedures as they relate to storms and fire are to be followed by all residents!

Fires:

1. Evacuate the building (see evacuation procedure below)
2. Call the fire department if possible.
3. Contact Campus Safety at **(620) 792-9217**.
4. Contact Housing Coordinator at **(620) 617-2788**.

Fire Evacuation Procedure:

1. Close your window (if applicable)
2. Before leaving your room, feel your door to see if it is hot. If it is hot, do not open the door!
3. If your door is not hot, leave the room, close and lock the door and get out of the unit.
4. Proceed to the designated fire exit.
5. Move a safe distance (at least 100 ft.) Do not block emergency equipment or responders.
6. Do not return for personal belongings.

Tornadoes:

1. At the activation of the sirens, students should seek shelter in the designated Tornado shelter areas of their respective dorm residences.
 - Bison Halls** - #1-#14 shelter locations are the bathrooms and interior hallways.
 - Bluestem Hall** - bathrooms and interior hallways at the lowest level.
 - Cottonwood Hall** - bathrooms and interior hallways at the lowest level.
 - Meadowlark Halls** - #15-#20 shelter locations are the bathrooms and interior hallways.
 - Sunflower Halls** - #21-#34 shelter locations are the bathrooms.
2. Take a pillow and/or mattress to cover up with in order to be protected from possible falling debris.
3. Stay away from windows.
4. Stay in your shelter area. The siren will blow continuously until the immediate danger is over.

HOUSING PROCEDURES FOR CHECK OUT

Checking out of College Student Housing:

When moving out of College Student Housing at any time during the year, you are highly encouraged to have your room inspected by a housing staff member. You also have the option to fill out and return the "Express Check-out" envelope with the proper keys. If you prefer Express Check-Out *you assume liability for any damage charges discovered after you move out.*

The checklist below is a general guideline for preparing to check out:

1. Remove all personal items.
2. Make sure the screen is on the window where applicable.
3. Lock the window.
4. Clean the room -- this includes:
 - a. Dust the desk and all the shelves.
 - b. Take out any trash in your room.
 - c. Sweep the floor (including the area under the bed).
5. Make sure that all items and furniture that were provided by the college are returned to your room and not left in common areas.
6. Turn in keys. You are responsible for turning in both your room and mail key (if applicable). There will be a charge of \$75 for each key not returned.
7. Turn out the lights.

Permission of the Coordinator of Student Housing is needed before any exceptions will be made to allow students to stay past the closing dates. Staying past closing dates will result in additional charges. If a student does not pay for the days they stay after closing, the amount will be taken out of their deposit or added to their bill.

Roommates and Room Changes:

All rooms that are not designated as single occupancy rooms are designed, assigned and charged based on double occupancy. There is an additional fee charged for a single occupancy room. Two weeks after the start of a semester if a single occupancy room becomes available those will be assigned based on order of request. The single occupancy room fee will be applied to the student account. Should you be given the option to consolidate but choose not to take the option, we reserve the right to assign you a roommate at any time while the space is available or option to pay the single occupancy room rate. The Coordinator of Student Housing has the authority to reassign rooms, roommates, and consolidate rooms in the best interest of the resident, community, and the College.

Any student desiring to make a change in rooms may do so only with the approval of the Coordinator of Student Housing. However, the College reserves the right to assign or reassign rooms at any time during the year, if the need for change arises. Room changes are not permitted without prior permission from the housing coordinator. **(Common Violations-Housing Pages 22-23)**

Room Entry and Inspection:

Barton reserves the right for authorized Barton personnel to enter and conduct a search of a student's room for any purpose connected with maintenance, housekeeping, student health and well-being or reasonable probability of a college violation or damage to college property.

Termination of Contract:

A resident may choose to opt out of the contract for the spring semester, provided they meet at least one of the criteria. If a student decides to opt out, written notification must be provided to the Student Housing Office by the last day of fall final exams. Failure to provide written notice will result in current daily rate charges applied to student account.

Criteria: review the student handbook (bartonccc.edu/student-services) "Resident Hall Requirements" or your housing contract.

Any refunds (for students making a complete withdrawal from the college) will be prorated. The College explicitly reserves the right to cancel a contract either before or while the student occupies the room. The College may terminate the contract for violation of the College and/or Student Housing policies and regulations related to student conduct as set forth in the contract, the Student Housing Handbook and other College publications. Termination of the contract will result in continued responsibility to pay out the contract amount in full. Students who are removed from housing will be given a timeline during which they must vacate housing with all of their possessions, generally 24 to 48 hours. Students are expected to vacate and remove personal possessions within twenty-four hours upon withdrawal from the College, according to the termination date of the contract. Personal property not removed at this time will be disposed of, without liability to the College or its personnel.

Wellness Checks:

Barton will be conducting wellness checks throughout the year. These checks will be done by housing staff or Campus Safety. These checks are designed to acquaint residents with Barton personnel and give residents the opportunity to report any concerns.

Vacation Periods:

Student Housing is closed as outlined in the student housing contract.

SECURITY

At Barton the safety and well-being of our students, faculty, staff and visitors are of the utmost importance. Please review the information and view the video "Run, Hide, Fight" at www.bartonccc.edu/campus-safety.

Barton Guardian:

Barton offers a **FREE** mobile app that turns your smartphone into a personal safety device. For more information: www.bartonccc.edu/campus-safety/barton-guardian.

Campus Safety: (620) 792-9217 or ext. 217 from a courtesy phone.

Thefts and Vandalism:

Attempted or actual theft of, or damage to property and including vandalism is prohibited as stated in the Student Code of Conduct. **(Common Violations-Housing Pages 22-23)**

Please report any thefts or vandalism to Campus Safety at **(620) 792 9217** or Housing personnel at **(620) 617-2788** or **(620) 792-9855** as soon as possible. Student may contact local law enforcement by dialing 911. Give your name, room number and phone number for investigative purposes.

Crime Stoppers:

Remember that we support Crime Stoppers on our campus. If you witness a crime or have information about a crime, you can report it anonymously to Crime Stoppers at **(620) 792-1300** or **(800) 305-1300**.

Safety of your person and your property:

- Don't prop doors open
- Lock your door whenever you are in or out of your room
- Don't share your key
- Keep to the sidewalks and avoid taking shortcuts in unlit areas
- Don't leave personal belongings or books unattended in common/public areas
- Keep a list of your properties
- Never keep large sums of money in your room
- Don't put yourself in a vulnerable situation
- Always remain aware of your surroundings
- Look out for your friends and ask your friends to look out for you
- Do not leave a drink unattended or accept a drink that you didn't see opened/poured
- Park in well-lit areas
- Know your sexual boundaries and accept others' – you must have your partner's clear consent before engaging in any sexual activity

Title IX, non-discrimination, retaliation, interim remedies, consent:

Barton Community College adheres to all federal and state civil rights laws banning discrimination in public institutions of higher education. The College will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of any protected status. Barton Community College has established a detailed policy and procedure associated with all forms of discrimination including sex discrimination (which includes sexual harassment, sexual misconduct, and sexual assault/violence). That policy and procedure can be found online at http://docs.bartonccc.edu/policies/1132-Civil_Rights_Equity_Resolution.pdf.

To report an incidence of sexual harassment, sexual misconduct, or sexual assault/violence:

Anonymous or third party reporting may be made via electronic reporting form at bartonccc.edu/campussafety/file-a-report

- This reporting option preserves the greatest amount of confidentiality and won't necessarily or always result in an investigation.

Confidential reports can be made with the Barton nurse at **ext. 233 ((620) 792-9233)** or in **U 206**, the Barton counselor at **ext. 295 ((620) 792-9295)** or in **L 139**, with off campus clergy, off campus domestic/sexual violence resources or counselors or crisis centers, or local or state assistance agencies.

- This reporting option can allow for complete confidentiality yet provide referral assistance. However, strict confidentiality may prevent certain provisions or protections from full implementation.

Private reports can be made to activity directors, advisors, coaches, non-supervisory faculty, student services personnel and support staff.

- This reporting option will provide referral to appropriate resources and keep confidential personal identifying information if possible.

Formal reports can be made to the Title IX Coordinator at **(620) 786-7441**, Campus Safety Officers, vice presidents, and Equity Grievance Panel (EGP) members. **To report immediate threats or for emergency assistance, call 911.**

- This reporting will begin the official investigation process.

Retaliation is defined as any adverse action taken against a person participating in a protected activity such as alleging harassment, supporting a party bringing a grievance or for assisting in providing information relevant to a claim of harassment. Retaliation is a serious violation of College policy and will be treated as another possible instance of harassment or discrimination. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will result in a prompt investigation. Barton Community College is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

Interim Remedies are adjustments to course schedules, housing assignments, student employment and other actions that may be arranged by the College to address the short term effects of harassment, discrimination or retaliation. Should a student make a report of sexual misconduct or other discrimination, or be the focus of a complaint, a variety of interim measures can be deployed to redress harm to those involved and prevent further violations.

Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. 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.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy.

One's own intoxication/incapacity is not an excuse for failure to recognize the incapacity of the other. This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint and/or from the taking of incapacitating drugs.

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 dating relationship is not sufficient to constitute consent. Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.

Threatening Behavior:

Conduct that threatens or endangers the mental or physical health or safety of any person, including, but not limited to: physical abuse, verbal abuse, threats, intimidation, harassment, and coercion is prohibited as stated in the Student Code of Conduct. **(Common Violations-Behavior Pages 22-23)**

STUDENT HEALTH SERVICES

The college employs a Registered Nurse from August through May. Services provided include routine health checks, first aid and emergency assistance. Student Health Office is located on the upper level of the Student Union, U206.

Student Health Clinic Hours
Monday - Tuesday: 8:00 a.m. - 4:00 p.m
Wednesday: 8:00 a.m. - 5:30 p.m
Thursday: 8:00 a.m. - 1:30 p.m
Friday: 8:00 a.m. - 1:00 p.m
Open through lunch: 11:00 a.m. - 1:00 p.m.
<i>Hours are subject to change</i>

Illnesses or serious injury should be reported to the Housing Staff, Student Health Nurse or Campus Safety as soon as possible. The student will be assisted as necessary. In an emergency, every effort will be made by the Office of Student Housing to notify the student's parents and/or guardian.

Emergency Room: University of Kansas Systems-Great Bend Campus - 515 Cleveland, Great Bend - (620) 792-8833

Convenient Care Walk In Clinic: University of Kansas Systems-St Rose Health Care - 3515 Broadway, Gt. Bend - (620) 792-2511

Immunization Records:

The College's immunization policy is in accordance with the recommendations and regulations of the American College Health Association (ACHA), the Kansas State Department of Health and Environment (KDHE), and the Centers for Disease Control (CDC).

Students residing in Barton residential housing, international students, and those involved in inter-collegiate athletics and/or activities are requested to show documented proof of immunity to tetanus/diphtheria, polio, measles, mumps and rubella, or be immunized. In the event of a contagious disease outbreak it is to the student's advantage to have readily available proof of vaccine immunizations. Recent outbreaks of measles throughout the United States warrant a thorough review of immunization records with updates of vaccines. If the student has NEVER had the MMR (measles, mumps, rubella) series, now is the time to have this completed. Students who do not provide proof of measles vaccination will be required to complete an acknowledgement of potential developments that may affect them should an outbreak occur at Barton. For the health and safety of all students, housing residents are recommended to turn in immunization records to the campus nurse.

Meningitis Vaccine Requirements:

To be eligible to reside on campus, all students are required by the Kansas Board of Regents to provide documented proof of meningitis vaccine or sign a waiver declining to receive the vaccination at the present time. Information about meningitis disease and the forms required for vaccine documentation or declination are located within the online housing application. Boosters are recommended if vaccinated prior to the age of 16.

Campus Counselor:

Barton employs a licensed mental health counselor who is available to the college community free of charge. The counselor can assist with emotional problems or issues from test anxiety to relationship trouble that may be getting in the way of your academic success, as well as provide referral services for more serious issues when needed. The counselor's office is located in the northeast corner of the Learning Resource Center (LRC) L-139. You may drop in, or make an appointment through the secretary in the reception area at the north end of the LRC. Confidentiality will be maintained except in situations where there is danger of harm to self or others. For after-hours mental health emergencies, call Housing or Campus Safety and they will attempt to reach the counselor. The Center for Counseling is available for emergency situations 24-7 at **(620) 792-2544**.

Safety & Emergency Procedures:

The College is not responsible for expenses incurred for ambulance assistance and medical bills.

In an emergency:

MEDICAL EMERGENCY - Call 911 and Campus Safety - IF:

- A. Life Threatening
 - 1. Patient is not breathing
 - 2. Patient is unconscious
 - 3. Patient is severely bleeding (Not Controlled)
- B. Possible Spinal Injury
 - 1. Patient has fallen from ladder/building
 - 2. Hit by car
 - 3. Do NOT move patient
- C. Person has fallen
 - 1. Cannot get up
 - 2. In extreme pain

When dialing from off campus,
dial 911.

When dialing from a campus
phone, dial 9-911.

After hours,
Campus Safety will notify
the Student Health Nurse
or Counselor,
if needed.

Call the Nurse:

- A. After calling 911 for Life Threatening Situations
- B. Before calling ambulance for other situations (If nurse is not on campus)
- C. 911 may be called at discretion of nurse/person in charge

EMOTIONAL CRISIS - Call 911 and Campus Safety - IF:

- A. Life Threatening
 - 1. Patient has overdosed (alcohol and/or drugs)
 - 2. Patient is unconscious
 - 3. Patient is in a state of hysteria, (and nurse is unavailable)
- B. At the discretion of the nurse or person in charge
 - 1. Campus Safety - **(620) 792-9217**
 - 2. Medical or Mental Health Emergency – call 911 (9-911 from campus ph.)
 - 3. Student Health Nurse - **(620) 792-9233** or **(620) 786-0392**
 - 4. Campus Counselor - **(620) 792-9295**

VISITATION

In all residence halls, visitation is a matter of choice. Residence hall students have the inherent right to sleep and study in their own room. The right of the roommate to have a reasonable degree of privacy must be respected whenever one roommate plans to have a guest in the room. It is important for roommates to discuss the presence of all guests, and to arrive at an agreement that is acceptable to each party within the stated Student Housing guidelines. **(Common Violations Pages 22-23)**

Daily Visitation: Daily visitation hours are from 6:00 a.m. – Midnight.

Overnight Visitation:

- Overnight visitation is defined as visitation any time between the hours of midnight and 6:00 a.m.
- Overnight visitation is allowed Friday and Saturday nights only.
- No overnight visitation is allowed Sunday - Thursday nights. No exceptions. A \$100 fine per occurrence will apply to both the host and the visitor. If a visitor appears to have taken up residence, an additional fine will apply. The fine will also apply to giving refuge to a student(s) removed from housing for disciplinary reasons.
- No overnight visitation is allowed during finals weeks.
- Residents hosting a non-resident overnight visitor must notify the Coordinator of Student Housing by email 48 hours in advance (dietzj@bartonccc.edu).
- Overnight visitors must be 18 years of age.

All visitors should be escorted at all times. All visitors should be able to produce identification at all times. It is each resident's responsibility to inform their visitor of college and residence hall policies and procedures. Residents are responsible for the conduct of their visitor and are held accountable through the Student Code of Conduct and housing rules and procedures. Misconduct for rule violations will be resolved through the disciplinary procedure. Further, residents are responsible for all activities that occur in their room.

When the activities of a resident and/or visitor cause an undue disturbance to the roommate(s) or to the residence hall community, other residents' rights to privacy, to sleep, and to study in the room will take precedence. **(Common Violations-Housing Pages 22-23)**



Quiet Hours/Courtesy Hours:

Quiet hours are established in order to keep noise of any type to minimal levels so that persons may study and sleep.

10:00 p.m. - 7:00 a.m. Sunday-Thursday

12:00 a.m. - 7:00 a.m. Friday and Saturday

During final exam times - quiet hours are 24 hours every day.

Warnings will be issued to all violators present in room or hallway. After a student receives the 2nd warning a fine will be issued. (Common Violations-Housing Pages 22-23)

Courtesy Hours are in effect 24 hours a day. Although many violations of the noise policy are unintentional, it is never appropriate to leave a room with the stereo or radio on. Avoid holding phone conversations in hallways. Alarm clocks and stereos must be turned off when a resident is leaving for the weekend or vacation. Stereo speakers may not be placed in windows with the speakers directed outward. It is recommended that residents who enjoy loud music invest in headphones. In addition, any musical instrument or amplified sound is a violation of the quiet or courtesy hours policy and is not permitted. Any device that is a source of noise that violates the noise policy may be temporarily confiscated by staff.

Every community college member, including staff, has the right to sleep, study, or work in their room without undue interference. Noise that can be heard from outside a resident room, via the hallway or the windows of the room, and that interferes with, or has the potential to interfere with these rights, is prohibited. This noise policy applies to all residence hall facilities, including rooms, hallways, common areas, and the grounds immediately surrounding the resident halls.

CONDUCT AND DISCIPLINARY ACTIONS

Disorderly conduct cannot and will not be tolerated as this is viewed as an infringement upon the rights of others. Residents and guests of College Student Housing are expected to conduct themselves in a manner which shows respect for the rights of others, the College, personal property, local, state and federal laws. Residents are responsible for adherence to the Student Code of Conduct, all College policies, and all applicable local, state and federal laws, and are responsible to ensure their visitors do the same.

The Student Code of Conduct can be found online at:

<http://docs.bartonccc.edu/procedures/2611-studentcodeofconduct.pdf>

This policy applies to behaviors that take place on the campus, at College-sponsored events and may also apply off-campus and to actions online when the Barton personnel determine that the off-campus conduct affects a substantial College interest. A substantial College interest is defined to include:

- Any action that constitutes criminal offense as defined by federal or Kansas state law. These offenses include, but are not limited to, single or repeat violations of any local, state or federal law committed in the municipality where the College is located;
- Any situation where it appears that the accused individual may present a danger or threat to the health or safety of self or others;
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational interests of the College.
- Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the College's control (e.g. not on Barton Community College networks, websites or between college email accounts) will only be subject to this policy when those online behaviors can be shown to cause a substantial on-campus disruption. Otherwise, such communications are considered speech protected by the 1st Amendment.

The following chart identifies more frequently occurring conduct violations and related sanctions. The chart is not intended to be an exhaustive list of all possible violations. The sanctions noted could result from any type of policy violations. Any disciplinary action may be taken and does not depend on the issuance of a lesser action.

Common Violations and Related Sanctions			
Code of Conduct Violation	Offenses	Fine	Additional Sanctions
Alcohol - Drugs – Paraphernalia Tobacco - Gambling -Weapons			
Alcohol * Possession (during your complete educational experience)	1 st Offense 2 nd Offense	\$250 \$250 \$ 50 \$ 10	Alcohol Education Immediate removal from housing & payment of housing contract. Additional fine for hosting ** Alcohol education is not scheduled by due date, an additional \$10 daily fine until education is complete.
Alcohol (Display of empty bottles or wrappers/covers)	1 st Offense 2 nd Offense +	Warning Fine Determined	Situation will be reviewed.
Drugs/Drug Possession Paraphernalia	Zero Tolerance	\$500	Immediate removal from housing & responsible for payment of the housing contract.
Gambling	1 st Offense 2 nd Offense	\$100	Removal from housing
Tobacco Use, including smokeless & vaping	Each Time	\$250	
Weapons policy violations	Zero Tolerance	\$500	Subject to termination, expulsion, immediate removal from the campus/housing, and/or arrest. Responsible for payment of housing contract.
Possession/use of Air Soft gun, BB gun, pellet guns, water guns, tattoo machine, archery equip, knife, etc.		\$100/\$300	Each situation will be reviewed. Serious situation may result in removal from housing and payment of housing contract
Behavior			
Abusive/Disrespectful behavior towards a College Official including failure to comply/run	1 st Offense 2 nd Offense	\$250 \$250	Removal from Housing
Acts of Violence	Zero Tolerance		Removal from housing & payment of housing contract.
Threatening Behavior		\$50	Situation will be reviewed, additional fine amounts apply relative to severity of threat
Buildings			
Accessing Roofs (Unauthorized Access)	Each Time	\$250	
Candles & Incense		\$100	Repeat offenses removal from Housing
Fireworks, Gasoline, Combustible/Flammable materials	1st Offense	\$250	Removal from housing & payment of housing contract
Hallways & indecent exposure		\$100	Situation reviewed
Keys: Room & Mailbox Lockouts	Each	\$ 75 \$ 3	Replacement cost Optional Charge
Pets	Each Time + 24 hours	\$100 \$100	+ damage/cleaning costs removal from Housing
Skateboard/Scooter/Bicycle/ Hoverboard in buildings	Each Time	\$100	
Security & Emergency Equip. False Fire Alarm-Tampering with Exit Doors	Each Time	\$100 \$500	+ Maintenance Fee when applicable Removal from Housing
Solicitation & Unapproved Flyers	Review	\$50-\$75	Situation will be review
Unauthorized Access (buildings, etc. – (see accessing roof)		Fine determined	Situation will be reviewed.
Cafeteria			
Cafeteria: Meal Service Guidelines	Each Time	\$ 25-\$50	Situation will be reviewed and possible fine for all involved.
Disrespect, Disorderly Conduct, Fighting (See Behavior)		Higher Penalty	Penalty will be decided after review
Cooking			
Cooking (Failure to clean cooking areas, equip. pan, dishes)	1 st Offense 2 nd Offense 3 rd Offense	\$ 25 \$ 50 \$100	Review/Suspension of privileges/increase fine
Electrical Appliances	1 st Offense 2 nd Offense	Warning \$100	+ Confiscation + Confiscation

Common Violations and Related Sanctions (continued)

Code of Conduct Violation	Offenses	Fine	Additional Sanctions
Housing			
Furniture – being used for other purposes than designed or removing furniture from common areas.	1 st Offense 2 nd Offense 3 rd Offense	\$100 \$200	Warning Fine continues to increase by \$100
Harboring unauthorized visitors	1 st Offense 2 nd Offense	\$250	Removal from housing & payment of housing contract
Unauthorized room changes or Campus Guest taking residence in another's room	Each Incidence	\$100	
Garbage Disposal	1 st Offense 2 nd Offense	Warning \$100	Fine may increase due to repeat offense
Laundry Charge Non-Resident Sitting on machines/other vandalism	Each Time	\$100 \$100	Situation reviewed
Noise Violation	3 rd Offense 5 th Offense	\$100 \$100	Removal from housing
Outdoor Activities in dorms or educational buildings	1 st Offense	Minimum of \$100	+Damage cost will be passed down to all participants.
Theft & Vandalism:	1 st Offense	\$250	+ Restitution. Subject to termination, expulsion, removal from housing, and/or arrest. Responsible for payment of housing contract
Trash/Housekeeping	3 rd Offense	\$100	For each student in the room/or unit
Trespassing	Each Time		Each situation will be reviewed – generally, removal by local law enforcement. Sanctions related to "Failure to Comply" will also be applicable to this violation.
Vandalism/damage to property (furniture damage)	1 st Offense	\$50 - \$200	+ damage and/or repair costs
Visitation overnight violation	Each	\$100	Each situation will be reviewed Non-resident banned Removal from housing
Parking			
Parking Violations	No Housing Sticker, No Visitor Pass Overnight/On Grass Fire Lanes/Hydrant Handicap	\$10 \$10 \$10 \$20 \$25	

Barton supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989. Annual notification can be found: **Campus Safety** (bartonccc.edu/campusafety)

* "Possession" includes being present in a common area, dorm room, vehicle, etc. where alcohol, drugs, or other contraband items are visibly present.

** Hosting Fine: When one or more guests are in a room with alcohol, a housing fine will be given to the students that are assigned to that room. If no resident is present, residents' level of responsibility will be investigated.

Required education following an alcohol violation will be assigned a date and time for completion. To address health and safety concerns of students, upon a second alcohol or drug violation, the College reserves the FERPA allowed right to contact the resident's parents or legal guardian.

Damage charges associated with or resulting from any violation will be in addition to any fines imposed.

IMMEDIATE DISMISSAL - The College reserves the right to dismiss a student from College Student Housing without any previous warnings. This type of dismissal would occur in the event of malicious violations of any College policy as described in the Contract, Student Housing Handbook or other College publication and/or to provide for the immediate safety of the housing community.

OTHER - The College may elect to address conduct violations with a variety of other responses such as community service or required educational programming.

ROOMMATE TROUBLE?

Is someone driving you crazy? Congratulations! You're leading a normal college life. Even so, there are things you can do to make things better. It is important to understand that the other person may genuinely see things differently. Ah, there's the rub. Because people reason from a different set of beginnings, they will end up with a different set of conclusions.

Fear not; there's hope. It is best to avoid the warlike lose/win situation where you approach the situation in a way that only allows one person to win and forces the other to lose. For example, both sides might think in terms of "my rights," and the problem degenerates into a battle of wills. Just living with the situation isn't much better because, again, nothing is resolved, and you are still going crazy with frustration.

Negotiation is a win/win approach. This is where both sides sit down to define the problem as they see it, and both sides listen—with an open mind. Listening for feelings as well as content is essential. You may need to brainstorm together, pick out the best ideas, and form a plan. Of course, you may need to make some changes later. Remember, it is important that you be willing to compromise on some points, yield on others, and above all, be considerate. Nothing shuts cooperation down faster than an insult or raised voice. On the other hand, showing consideration and compassion will slowly bridge gaps in relationships and make for better friends. Old-fashioned forgiveness helps, too.



MEDICAL RESOURCES - Local

Mental Health and Counseling Services

College Mental Health Counselor

Learning Resources Center U-139

(620) 792-9295

Crisis Hotline

Family Crisis Center

Domestic Violence and Sexual Abuse

2008 11th St., Great Bend, KS

(620) 792-1885

Crisis Care (24-7)

Center for Counseling and Consultation

5815 Broadway Ave., Great Bend, KS

(620) 792-2544

Heart of Kansas

1905 19th St., Great Bend, KS

(620) 792-5700

College Health Services

College Nurse

Student Union U-206

(620) 792-9233

Medical Facilities

Emergency Room - 24 Hrs. - 7 days/wk.

University of Kansas Health Systems-

Great Bend Campus

515 Cleveland, Great Bend, KS

(620) 792-8833

Convenient Care Clinic - Daily

University of Kansas Health Systems-

St. Rose Health Care

3515 Broadway, Great Bend, KS

(620) 792-2511

Mon-Fri 8 am-7 pm

Sat 9 am-4 pm

Sun Noon-5 pm

Clara Barton Walk-In Clinic

250 W. 9th, Hoisington, KS

(620) 653-2386

Mon-Fri 7:30-9 am

Medical Clinics

Heart of Kansas

1905 19th St., Great Bend, KS

(620) 792-5700

M-T-W-F 8 am-Noon & 1-5 pm

Thur 8 am-Noon & 1-7 pm

Clara Barton Medical Clinic

1031 Jackson

Great Bend, KS

(620) 793-6990

M-T-Th-F 7:30 am-5 pm

OTHER RESOURCES

U Life Line - Mental health resources

www.ulifeline.org

Go Ask Alice - Alice combines helpful information on health issues. Become a "Go Ask Alice" reader

www.goaskalice.columbia.edu

Campus Health and Safety.org - Related links on effective prevention, alcohol, other drugs, violence, and mental health

www.campushealthandsafety.org

National Suicide Prevention Lifeline

1-800-273-TALK (1-800-273-8255)

Rape or Sexual Assault - Help for rape or sexual assault. Hotline. Free. Confidential.

24/7 (1-800-656-HOPE)

www.rainn.org



Your Computer & Living in Housing

It is your responsibility to maintain your computing device so that it is functional when needed for course work.

One suggestion to keep your computer protected by using anti-virus software.

Recommended FREE Anti-Virus Software:

<http://www.avg.com>

<http://www.avast.com>

**Whatever Anti-Virus Software you use,
Keep it current.**

Personal Wireless Routers are NOT allowed. This causes overlapping in the network and does not allow viable access to the *free* WiFi provided by Barton. It also does NOT improve connectivity to the internet. If you experience internet connectivity issues, please report to the coordinator of student housing.

Help Desk:

- BARTonline - <http://bartonline.org/student-services/it-help>
- Canvas – Log into the Barton Portal
<https://mybarton.bartonccc.edu>

Click on Canvas BARTonline, then click on HELP inside Canvas.

- Computer Issues

If your computer is not working properly, please see Regina in the Library for the list of suggested vendors to help you.

Computer Frequently Asked Questions:

<http://docs.bartonccc.edu/stuservices/student-life/student-housing/computer-frequently-asked-questions.pdf>



Computer Frequently Asked Questions:

- 1. I cannot access Bartonline on campus. What should I do?**
Answer: If you are having issues accessing Bartonline on campus, try switching to another browser. If access issues persist, go to: <http://bartonline.org/student-services/it-help>.
- 2. I can't open a link or a file from my online course. What's wrong?**
Answer: Look in your downloads folder or right click on the link and choose "save as" for options on where to save the file and what type of file it is, so you know what to open it with. Most files download, but do not open automatically. If the file still has difficulties, contact the instructor.
- 3. I saved my work to this computer yesterday, but it's gone today. What happened?**
Answer: Campus computers are wiped when the computer is restarted. Be sure to save your documents to a flash drive or to a trusted cloud tool e.g. Google Docs, OneDrive or email the document to yourself.
- 4. Can I print something from my own device?**
Answer: If you are in the library you may be able to, ask for assistance. Otherwise no, not to college printers.
- 5. I can't seem to print, what's happening?**
Answer: If you can't print a file, you may need to allow editing (yellow bar will appear at the top of the file). You also need to ensure your printer settings are correct and your document is being sent to the right location. If printing from an online source, try another browser. If this doesn't work, ask for assistance.
- 6. I am trying to view a video in my course shell, but I am unable to open it and view it. What do I do?**
Answer: This is usually indicated by a  shield or an  information icon on the browsers address bar. If you click on that icon, you can allow it. If it's just a big blank space, you should try a different browser. The preferred browsers are Firefox and Chrome.
- 7. I am trying to print, but the computer states it is not connected to a printer. What do I need to do?**
Answer: Make sure you save your work to a flash drive or email the document to yourself and then ask for assistance.
- 8. The computer is shutting down/or has shut down. Why?**
Answer: The library computers automatically begin to shut down 5 minutes before the library closes. A two minute warning is given. Make sure you save your work frequently. Reminder: library computers get wiped clean every night.
- 9. I am trying to print my test results. I am using Respondus (lockdown browser). But I can't print. Why?**
Answer: The purpose of lockdown browser is exam security, printing an exam (or even the results) would be an academic violation.
- 10. I am trying to print, it won't let me? I am trying to print in color, but it won't let me.**
Answer: Printing in the library requires a code. The code to print in black is embedded. Color printing is only for educational use; your homework assignment will need to say "print in color" before library staff will release the print job. See the instructions at the computer for assistance or ask library staff.
- 11. I am trying to use the library's resources (databases) from the Barton Portal, but it is asking me to log in. Why?**
Answer: If you are off-campus you may be prompted to use a username/password to access these resources. The library provides students with the username/password via the Mobile Access Guide. It can be found in your portal account just click on the "Library Resources" tab; the link is in the middle in red.

Copyrighted Material and File Sharing

Legal use of Copyrighted Material and File Sharing at Barton Community College

As a result of the issuing of regulations by the Department of Education detailing the specifics of what institutions will be expected to do in order to comply with the requirements of Higher Education Opportunity Act (HEOA), the department of Information Services at Barton Community College has taken the following steps in order to demonstrate good faith in doing due diligence to comply with the HEOA regulations. The technological issues in HEOA all relate to issues surrounding the distribution of copyrighted materials. Following are the three main requirements with a brief explanation following each one stating what action steps Barton College is taking:

1. *Make an annual disclosure that informs students that the illegal distribution of copyrighted materials may subject students to criminal and civil penalties and that describes the steps Barton will take to detect and punish illegal distribution of copyright materials.*

ACTION: Annually the Financial Aid Offices emails a notice to students on the location of all Student Consumer Information including college policy related to the use of copyrighted material and the steps the College will take to enforce its policies. It should be noted that in addition to the policies for [Appropriate Use of Computing and Information Systems and Copyright Policies](#), the Information Services department has implemented procedures that complies with the requirements of the Digital Millennium Copyright Act (DMCA).

2. *Certify that we have developed plans to effectively combat the unauthorized distribution of copyright material.*

ACTION: Currently, the Information Services department performs bandwidth shaping and traffic monitoring. The College's policy also addresses the steps to be followed in responding to DMCA notices. Essentially, an initial notice triggers a contact from the IS department with the alleged offender asking the individual to remove the offending material. A second (and any subsequent notices) will be referred to the [Dean of Information Services](#) for action.

3. *"To the extent practicable," offer alternatives to illegal file sharing.*

***ACTION:** [Educause](#) has assembled a [resource page](#) on legal media downloads and file sharing that contains links to sites where students may legally download music, video and images, and links to the resource site at EDUCAUSE.

These steps will be reviewed annually by the [Chief Information Officer](#) in June and revised as necessary to remain in compliance. Based on the monitoring data that the [Information Services Department](#) collects relative to network traffic as well as the volume of DMCA notices received, the review will assess the overall effectiveness of the College's policy and procedures to promote the legal use of copyrighted materials. Any changes to the policy and/or procedures will take effect at the commencement of the following academic year.

Hyperlink Address:

Appropriate Use of Computing & Information Systems & Copyright Policies:
<http://docs.bartonccc.edu/procedures/2111-useofcomputers.pdf>

Resource page:

<http://www.educause.edu/focus-areas-and-initiatives/policy-and-security/educause-policy/issues-and-positions/intellectual-property/legal-sources-onli>

2111 – Use of Computers/College Computing and Information Systems

College computers, computing and information systems are provided for students, employees, and other authorized users in support of the mission and ends of the College. The College limits the use of these resources to those applications which are deemed appropriate. The misapplication of College computing and information systems may lead to discipline, including separation from the College.

No user shall engage in the following:

- A. Unprofessional or unethical communications (as determined by the President or his/her designee) that detract from the College mission.
- B. Intentional corruption or misuse of college computer systems.
- C. Use of systems for illegal or criminal activity.
- D. The use of campus owned and operated computer networks, systems, software and hardware, posting of materials to electronic bulletin boards, chat rooms, mail lists, or via conventional e-mail that may be offensive to others and groups, such as profanity, defamation and harassment based on gender, race, age, disability, national origin, or other basis impermissible under the law.
- E. Viewing/observing or downloading non-educational images or material that may be considered offensive to others and groups as described in “d”.
- F. Use of the campus computing system for commercial or profit activities without prior approval from the President.
- G. Attempts to disrupt or support the disruption of college or external information technology services, systems, or users - disruptive activities include, but are not limited to:
 - a. sending unauthorized mass, chain or spam mail and/or ping bombs
 - b. knowingly transmitting any computer viruses, worms, etc.
 - c. hosting or using open mail relays on college equipment
- H. The use of group web sites for the publication or distribution of copyrighted materials or licensed software.
- I. Individual offices and laboratories may have additional limitations on the use of computers/college computing and information systems.

In addition to the restrictions above, students are not to have access to employees' computers, except by permission from the Chief Information Officer or department supervisor.

Implied Consent

Each person with access to the College's computing resources is responsible for appropriate use and agrees to comply with all applicable College and departmental policies and regulations, and with applicable City, County, State and Federal laws and regulations, as well as with the acceptable use policies of affiliated networks and systems. Each user is subject to monitoring of all communications, including e-mail.

Contact(s): Chief Information Officer

Related Form(s): None

Relevant Policy or Procedure(s): 1110 – [Use of Computers/College Computing and Information Services](#)

Approved by: President

Date: 6/3/08

Revision(s): 11/19/07; 9/21/09; 8/22/17 (minor revision)



Courtesy & Emergency Phones

Courtesy Phones:

Courtesy phones are in most lobbies. They have local and toll free (w/calling card) calling capabilities.

Building	Location
Case IH	Lobby
Classroom	Lobby
Fine Arts	North Gallery Lobby & F-30 Lobby
Kirkman	Lobby
Learning Resource Center	North, South & Northwest Lobby Entries
PE/Gym	Lobby, Practice Courts by Elevator
Science & Math	Lobby
Technical	Nursing West Hallway
Union	North Lobby & South Entrance

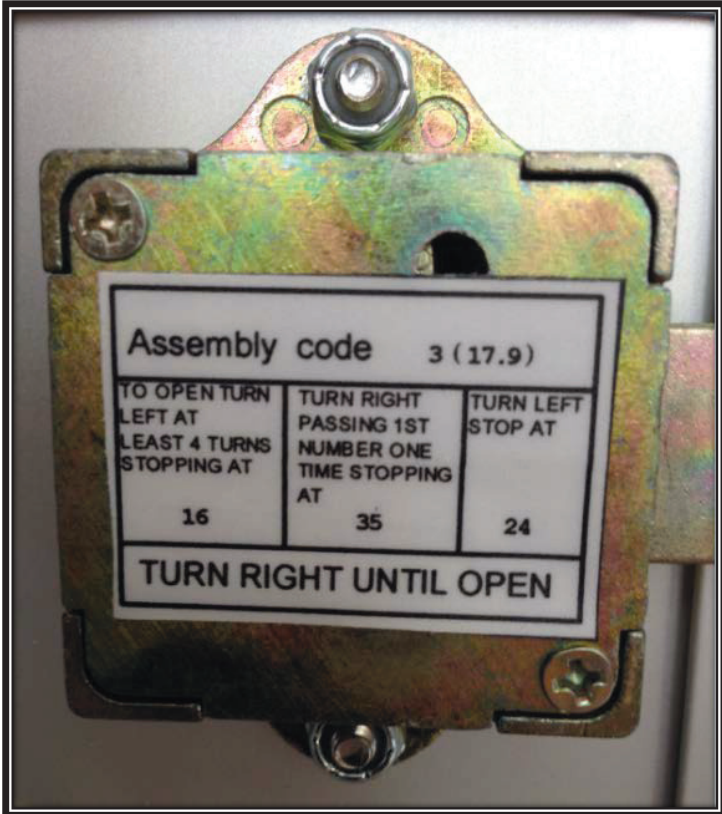
Housing	Location
Bluestem Halls	East & North Entry- 1 st , 2 nd , & 3 rd Floors Stairwells
Commons	Rec Area & East Doors by Vending Machines
Cottonwood Hall	East & West Entry-1 st Floor Lobby 2 nd & 3 rd Floors Stairwells
Meadowlark Halls	Units 15 -20

Emergency Phones: (phones are in a gray box)

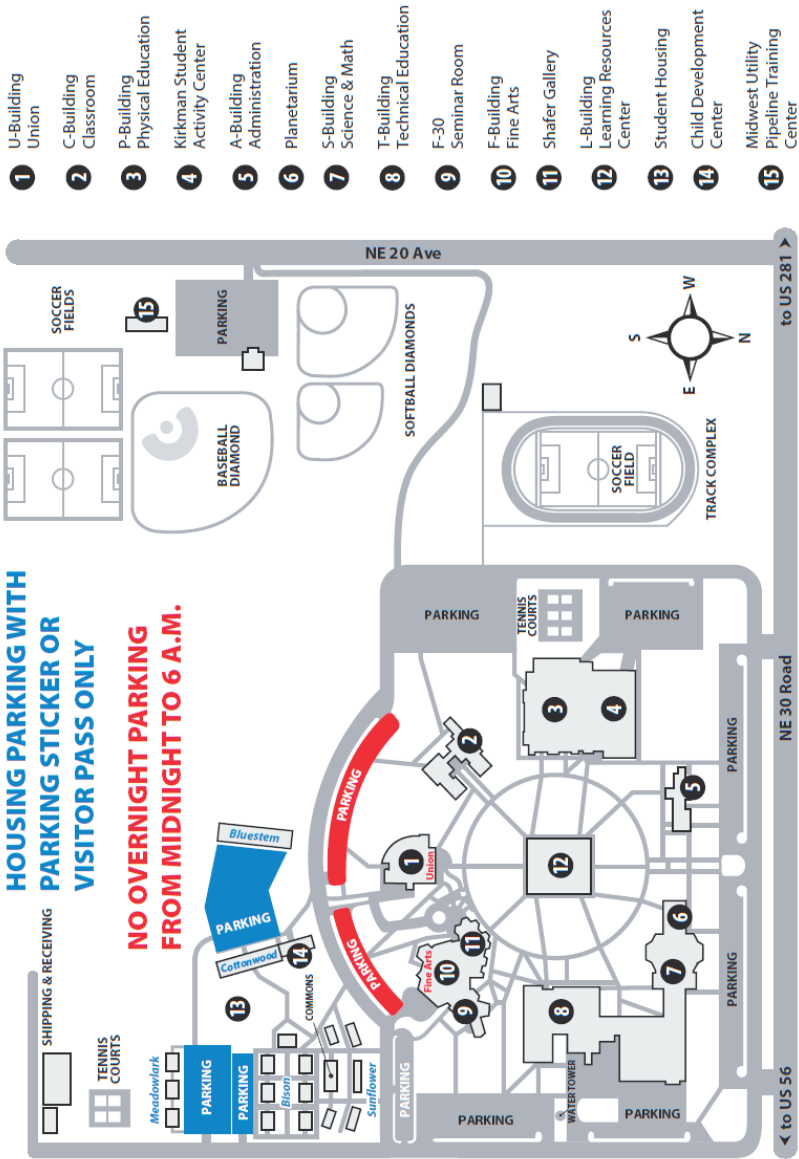
Phones located outside buildings. **Open box and push button. It will automatically dial Campus Safety.**

Building	Location
Classroom	Southwest Door
Fine Arts	West Door by the Art Gallery
Housing	Commons - Outside East Door
Learning Resource Center	Outside South Main Doors
Technical	Outside East Main Doors
Campus Safety – 620.792.9217	

Mailbox Combination Instructions for Residents in Bluestem Hall



BARTON COMMUNITY COLLEGE CAMPUS MAP

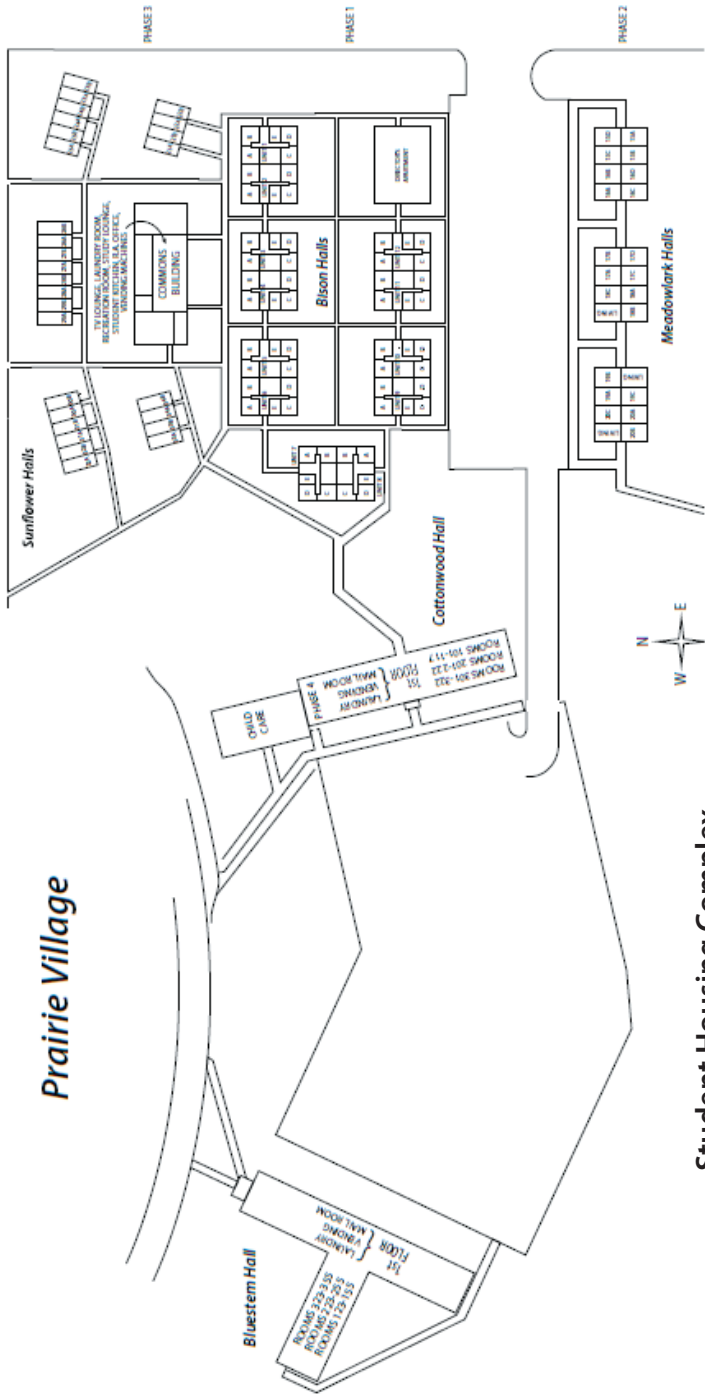


BARTON
COMMUNITY COLLEGE

Switchboard: (620) 792-2701
Security: (620) 792-9217

245 NE 30 RD • Great Bend, KS 67530
bartonccc.edu • (800) 722-6842

Prairie Village



Student Housing Complex

BARTON

COMMUNITY COLLEGE



#GoBarton



(800) 748-7594

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245 NE 30 RD • Great Bend, KS 67530

