



FORT SCOTT COMMUNITY COLLEGE

# HOUSING HANDBOOK

2024-2025

## From the Office of the FSCC Dean of Students

Welcome to Fort Scott Community College and to your new home in the residence hall! As you embark on this exciting journey, it's essential to familiarize yourself with the housing handbook. This invaluable resource is designed to ensure a safe, respectful, and enjoyable living environment for everyone. It outlines important policies, guidelines, and services available to you, helping to create a community where all residents can thrive. By understanding and adhering to the handbook, you contribute to a positive experience for yourself and your fellow students, making your time here both memorable and successful.

**Vanessa Poyner**

**Dean of Students**

**vanessap@fortscott.edu**

**Office Location: Bailey Hall – Student Services**

**Office Phone: 620-223-2700, Ext. 3500**

### **STUDENT SERVICES**

*Mission Statement*

*Through departmental collaboration, professional guidance,  
reliable support services, and a welcoming environment,*

*Fort Scott Community College's Student Services  
commits to assisting students in*

*achieving their educational objectives.*

## **INTRODUCTION**

This handbook is provided as a guideline for cooperation among the student residents, resident assistants, security and Director of Student Life. In order for housing staff to communicate information regarding your whereabouts to those seeking you, it will be necessary for you to keep housing director informed as much as possible. A two-way communication between students and housing staff will be the objective of the program.

## Housing HANDBOOK OBJECTIVES

The objectives of the policies within this handbook reflect the College's desire to foster a caring community of learners preparing to assume responsibility in a diverse and technologically advancing society.

### **The Fort Scott Community College Student Handbook Objectives:**

- to stress the safety and well-being of Fort Scott Community College and its students, faculty, and staff, including the enforcement of VAWA and SaVE Act provision, Section 304; (\*see information below)
- to maintain a safe campus, where students can enjoy their social lives;
- to provide confidential support for students seeking treatment for alcohol and/or drug-related problems;
- to be in compliance with federal statutes, Kansas laws, and Bourbon County ordinances;
- provide an atmosphere free from coercion to abuse alcohol, illegal or prescription drugs; and
- provide students with information about confidential on- and off-campus resources to address issues related to alcohol and drug use and abuse.

## RESIDENCY STATUS

Residents will be admitted and allowed to live in college-owned housing under the following conditions:

- They have a completed Housing contract, Housing application, Housing medical form and \$125 application fee on file in the FSCC Business Office.
- They are in good standing with regard to school discipline. They follow all guidelines of the Housing Contract and Housing Handbook.
- They are enrolled in and paid full tuition and fees for a minimum of twelve (12) credit hours.

•They are maintaining a cumulative grade point average (GPA) of at least 1.75 for the first semester at FSCC and a cumulative GPA of at least 2.00 for each subsequent semester at FSCC. Students not meeting the minimum GPA for the current semester are required to meet with an advisor and establish an 'academic plan'. Students will be given one academic semester to meet the minimum GPA needed to be a resident in housing. Students are expected to set an appointment with an advisor when their GPA falls below the minimum requirements, attend class consistently, and show satisfactory academic progress during the semester while on an academic plan; failure to comply may result in a dismissal from housing. Students who do not meet the minimum GPA earned during the most recently completed semester while on an 'academic plan' will be subject to dismissal from housing.

#### IMPORTANT NUMBERS

Admissions/Scholarships Office Location:  
Bailey Hall [admissions@fortscott.edu](mailto:admissions@fortscott.edu)  
620-223-2700, ext. 3520

Advising/Enrollment Office Location:  
Bailey Hall [advising@fortscott.edu](mailto:advising@fortscott.edu)  
620-223-2700, ext. 3630

Financial Aid  
Office Location: H  
edges Admin. Bldg. [financialaid@fortscott.edu](mailto:financialaid@fortscott.edu)  
620-223-2700, ext. 3522


Registrar  
Office Location:  
Bailey Hall 620-223-2700 ext. 3560


Director of Student Life, Alyssa Martin [alyssam@fortscott.edu](mailto:alyssam@fortscott.edu)  
Office Location: Boileau Hall  
Office Phone: 620-223-2700, ext. 3526


Security, Josh Elliot  
Office Location: Greyhound Hall Cell Phone: 620-253-0434  
Office Phone: 620-223-2700 Ext. 7460

# Greyhound Hall

## Greyhound Hall - First Level


**Tornado** - Go to interior hallways and bathrooms. If time permits proceed to the basement of the Dick Hedges Administration Building.


**Fire** - Vacate building and remain at least 100 feet away from building.


**EXIT**



## Greyhound Hall - Second Level


**Tornado** - Go first floor Greyhound Hall to the interior hallways and bathrooms. If time permits proceed to the basement of the Dick Hedges Administration Building.


**Fire** - Vacate building and remain at least 100 feet away from building.


**EXIT**

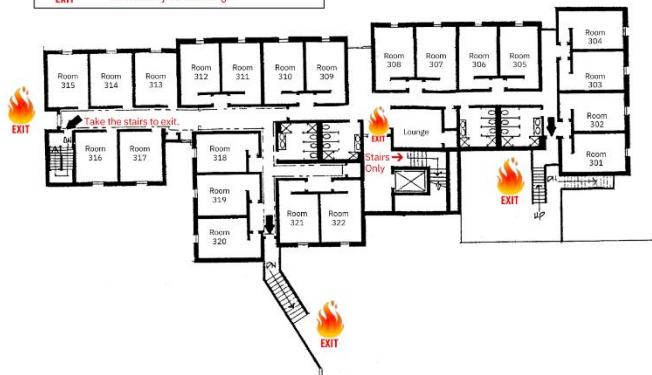


## Greyhound Hall - Third Level


**Tornado** - Go first floor Greyhound Hall to the interior hallways and bathrooms. If time permits proceed to the basement of the Dick Hedges Administration Building.

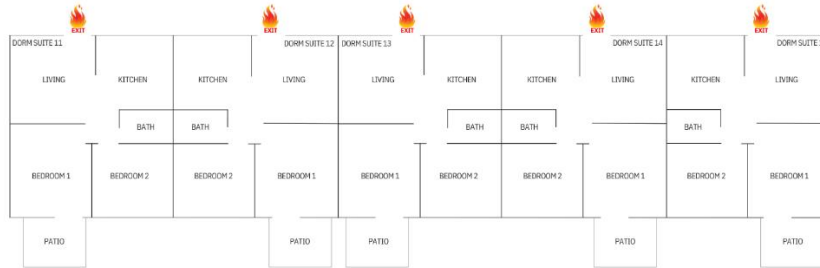

**Fire** - Vacate building and remain at least 100 feet away from building.


**EXIT**



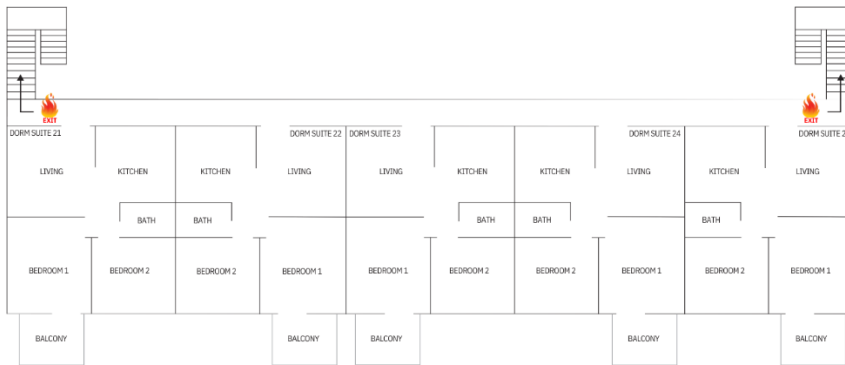
# Garrison Apartments


## Garrison Apartments - First Floor



 Fire - Vacate building by the shortest route and remain at least 100 feet away from the building

## Garrison Apartments - Second Floor



 Fire - Vacate building by the shortest route and remain at least 100 feet away from the building

# Greyhound Lodge

## Greyhound Lodge



 **Fire - Assembly point.**




 **Tornado Shelter - Basement**

 **Fire - Vacate building by the shortest route and remain at least 100 feet away from the building.**






# Boileau Hall

## Boileau Hall First Floor

	Tornado - Go to interior hallways on first floor.
	Fire - Vacate building by the shortest route and remain at least 100 feet away from building.
	Fire Extinguishers are located between Rooms 507 & 509 and Rooms 519 & 521.



## Boileau Hall Second Floor

	Tornado - Proceed to interior hallway on first floor.
	Fire - Vacate building by the shortest route and remain at least 100 feet away from building.
	Fire Extinguishers are located between Rooms 407 & 409 and Rooms 417 & 419.





## WHAT YOU MAY NEED:

### BEDDING:

- BLANKETS, BEDSPREAD, PILLOWS
- SHEETS FOR TWIN XL
- MATTRESS COVER

### PERSONAL ITEMS:

- SHOWER TOTE CADDY/BUCKET
- TOWELS, WASHCLOTHS, BATHROBE
- CLOTHING (ALL WEATHER)
- LAUNDRY DETERGENT, BASKET OR BAG
- PERSONAL GROOMING ITEMS
- TOILETRIES
- HEALTH INSURANCE CARD
- MEDICATIONS

### ROOM EXTRAS:

- WASTEBASKET
- CLEANING SUPPLIES
- BACKPACK
- PENS, PENCILS, PAPER
- CLOTHES HANGERS
- DISHES, CUPS, UTENSILS
- CURTAINS (ALL WINDOWS HAVE BLINDS)

### OTHER ITEMS TO CONSIDER:

- LAPTOP COMPUTER
- PERSONAL ELECTRONICS
- DESK OR FLOOR LAMPS
- MICROWAVE
- MINI FRIDGE
- BICYCLE AND LOCK
- SURGE PROTECTORS
- RUG
- POSTERS
- CARDS/GAMES

NO... BUT  
NO CANDLE/WAX WARMERS... BUT PLUG-IN AIR FRESHENERS.  
NO EXTENSION CORDS... BUT YOU CAN HAVE SURGE PROTECTORS.  
NO WINDOW AIR CONDITIONERS... BUT YOU CAN HAVE AN ELECTRIC FAN.

## Residence Life General Information

### ACTIVITIES

The Director of Student Life, and the Resident Assistants help organize a variety of activities for any student who wants to participate-free of charge. Please plan on participating and getting involved with campus life.

### EMERGENCIES

In case of illness or injury the following are various suggestions:

1. Let your roommates know.
2. Call 911.
3. Contact your parents.
4. Make a doctor's appointment.
5. Contact Security at 620-253-0434.
6. Contact your RA.
7. Contact CHC (Community Health Center of SEK)  
(620) 223-8040 7:00 AM – 7:00 PM (7 days a week)
8. Contact the Residence Life Office at (620) 223-2700 ext. 3526

### FOOD SERVICE

Campus Food Service will be provided by Great Western Dining Services Inc. The dining hall provides an all-you-can eat food service during the posted serving times. All food and drink must be consumed in the cafeteria. No food or drinks are to be taken from the cafeteria. Appropriate behavior in the dining area is expected of all students. The staff appreciates your cooperation and looks forward to providing a pleasant dining experience for all.

#### Monday – Friday

**Hot Breakfast**.....6:30 AM - 8:00 AM  
**Continental Breakfast**.....8:00 AM - 9:00 AM  
**Lunch**..... 11:30 AM – 1:30 PM  
**Dinner**..... 5:30 pm to 7:00 pm

#### Weekend Meals

**Brunch** .....11:30 AM – 12:30 PM  
**Dinner** .....5:00 PM – 6:00 P

**WELCOME TO FORT SCOTT/DIRECTORY**  
**Emergency Calls.....911**

Animal Care Center .....223-1770  
Bourbon Co. Health Dept. .... 223-4464  
Bourbon Co. Motor Vehicle .223-3800  
Bourbon Co. Sheriff.....223-1440  
Chamber of Commerce..... 223-3566  
Fire Department (to report fire) ..... 911  
Fort Scott Fire Dept.....223-2140  
Fort Scott Library.....223-0550  
Fort Scott Police Dept.....223-1700  
SEK CHC Clinic .....223-8040  
Recreation Office .....223-0386  
United States Post Office .....223-1410

**SEE YOUR PHONE BOOK YELLOW PAGES FOR  
LOCAL LISTINGS ON:**

Churches	Optometrists
Dentists	Doctors
Car Dealers	Mechanics

HEALTH SERVICES

**CHC/SEK Community Health Center of SEK**

2322 S. Main St.  
Fort Scott, KS 66701  
(620) 223-8040

**SEK Multi County Health Department**

524 S. Lowman St.  
Fort Scott, KS 66701  
(620) 223-4464

**SEK Mental Health Center**

401 Woodland Hills Blvd.  
Fort Scott, KS 66701  
(620) 223-5030

## **Residence life Policies**

### CONDUCT OF RESIDENTS

The student residents are expected to be responsible individuals and conduct themselves in a manner that shows respect for the rights and privacy of others. Any vandalism to property, excessive rowdiness, insubordination to employees, or infringement on the rights of other residents will be subject to disciplinary action. Any resident, who intentionally commits, attempts to commit or incites and/or aids others in committing any of the acts listed in this document and/or in the Student Code of Conduct will be subjected to disciplinary action or removal by the professional housing staff or by other college offices or officials.

### NON-DISCRIMINATION POLICY

Fort Scott Community College does not discriminate in admission or access to, or treatment in employment in its services, programs, or activities on the basis of race, color, national origin, sex (including pregnancy, sexual orientation, or gender identity), religion, age, disability, veteran status.

### HOUSING CONTRACT

A student entering housing at the beginning of the fall semester is obligated for the entire school year which ends in May. In all cases, this contract is terminated at 4:00 PM on the last day of the Spring semester. Terms for cancellation are described in housing contract. It is recommended that all residents acquaint themselves fully with the terms and conditions of the contract. Payment shall be made to the business office in the Administration building at the time of the agreed upon in the contract. Terms for termination by the college are described in the TERMINATION BY COLLEGE section of the housing contract. All termination fees apply. Requests for fees to be waived must be submitted to the Dean of Students within 10 days of checking out of housing.

### ALCOHOL and OTHER DRUGS POLICY

The college maintains a drug-free educational environment and requires all students to remain free of the unlawful and/or inappropriate use of controlled or illegal substances. The unlawful possession, use, purchase, or distribution of alcohol on college property or as part of any college activity is prohibited. The unlawful possession, use, purchase, or distribution of illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs), or paraphernalia – or the misuse of prescription drugs, including sharing, procuring, buying, or the use of prescription medication for which the student does not have a valid prescription or using in a manner different from the prescribed use, or by someone other than the person for whom it was prescribed – is prohibited in housing or on any college property and a violation of FSCC Policy and the Laws of the State of Kansas. The violation may result in expulsion from housing and arrest by Law Enforcement. Smoking/tobacco use is

not permitted anywhere in any campus owned buildings, including residence hall rooms.

### ROOM INSPECTION

Thorough inspections will be conducted randomly. cursory visual inspections of rooms may be done on a daily basis. If living area is unmannerly, needs cleaning, or is damaged, the resident will be asked to rectify the situation. Your living area is expected to be clean and orderly at all times. Failure to maintain a clean room may result in a fine. Records of inspection are kept for this purpose. The lobby and other building areas are expected to be clean each day.

### SEARCH OF STUDENT ROOMS

FSCC maintains the right to enter a student's room for health and safety reasons or when school officials suspect violations of FSCC policy or local, state, federal laws exist. Room searches may include, but shall not be limited to, searches for contraband, firearms, alcohol, drugs, or other illegal substances or items. Searches may include a search of luggage, backpacks, clothing cubicles/drawers or any other container or location within the room, hall or unit. Regular searches of public areas of housing will be conducted using a Canine Unit.

Reasonable grounds for requiring a student and room search may include but are not limited to the following:

- Incoherent communication or inexplicable behavior.
- Suspicious odors on person, clothing, and/or property.
- Possession of drug paraphernalia
- Assaults and fights
- Arrest, citation, or conviction for a substance-related offense by college or public law enforcement authorities.
- Observation of substance use or physical symptoms or manifestations of impairment, incoherency, or erratic, inexplicable conduct.
- A report of substance abuse or use provided by a reliable and credible source.

### THEFT OF STUDENT PROPERTY

The college is not liable for the theft, loss of, or damage to the personal property of the student. The protection of personal property is the student's responsibility and can be enhanced by keeping doors locked. FSCC Security personnel monitor housing area and assist with security issues. Students are encouraged to carry renter's insurance.

### PERSONAL PROPERTY

FSCC does not carry insurance on personal property, and students away from home are not always covered by their parent's policies. The college recommends

obtaining your own renter's insurance or having it added to your parent's policy. Personal property will not be stored during summer vacation. All personal property must be removed at the end of the school year. Any property left by any student will become the property of the Campus Housing and disposed of accordingly.

### VISITORS/GUESTS

Visitors are allowed from:

9:00 AM – midnight	Sunday – Thursday
9:00 AM – 1:00 AM	Friday & Saturday

### **Quiet Hours will be 11:00 PM – 9:00 AM Daily**

Residents of housing are responsible for the actions of their visitors/guests. Guests whose behavior is unacceptable will be required to leaving housing and/or college premises. All visitors are expected to vacate housing prior to the closing hours as described in this section. Baby-sitting is not permitted.

There are limited provisions for overnight guests. Overnight guests may be allowed in housing under two (2) circumstances:

1. Recruits brought in by college staff.
2. Guests of residents of housing (who have been checked in by any resident director, assistant, or housing director)

All overnight guests must be requested through the Director of Student Life office. Guests will be checked against the State Department of Justice National Sex/Drug Offender public website. For the safety of our campus and community, FSCC reserves the right to decline overnight stays upon the discovery and investigation of a requested guest on the offender list.

### HOUSING HOURS

The students will be expected to maintain housing hours that are conducive to successful study and education procedures. FSCC has "open hours" for its residents. You may come and go as you please. **Visitors are allowed in the times listed above. Quiet hours are the times listed above.**

### BURNING OF SUBSTANCES

The burning of any substances including candles, incense, cigarettes/pipes/cigars /e-cigarettes, and or oil lamps is prohibited in housing units or buildings. Spray and stick air-fresheners may be used instead of candles.

### COOKING:

For the safety of housing residents, electrical appliances, such as electric skillets, hot plates, toaster ovens, air-fryers or griddles are not permitted. Medium to small sized refrigerators are allowed in student rooms.

### RESIDENCE HALL AND ROOM DAMAGE

Damage to or theft of college property in the commons area and rooms is the joint responsibility of the occupants sharing the facility or room. The Director of Student Life will conduct an investigation to discover details of the incident. If a guilty party is not determined, all occupants will be billed for the damage or theft. Furniture in the lounges and other public areas of the residence hall is for use by all residents and their guests. Students moving furniture from any area of the building will be subjected to disciplinary action and or may be prosecuted for theft.

### ROOM EQUIPMENT:

The condition of each room is recorded before residents move into housing. If any discrepancies are found, they should be reported to the resident assistant or director within 24 hours of your initial occupancy. The student will be responsible for providing their own blankets, bed spreads, pillows, towels, wash clothes, soap, and other personal items. Sports equipment such as weights are not permitted in rooms.

### DAMAGE TO THE RESIDENCE HALL ROOMS OR EQUIPMENT

Each resident will be held responsible for all damage to the facility and furnishings. If individual responsibility cannot be determined, the cost of repairs or replacement, along with possible monetary fines, will be assessed to all occupants in the hall or unit. Any damage to the facility or its furnishings should be reported immediately to a housing director.

### REQUESTS FOR REPAIRS IN YOUR ROOM:

It is suggested that students make requests to the housing director, housing staff or members of housekeeping staff by 10:00 AM daily. Requests can be emailed to [alyssam@fortscott.edu](mailto:alyssam@fortscott.edu)

### VACATING OF/AND ADMITTING TO ROOMS:

Room accommodations are available on the Friday prior to the official opening date of each semester (unless organized by the housing director). Rooms must be vacated by 5:00 PM on the last day of the semester or as required by the housing director. Housing will be closed between semesters, during holidays, and Spring break.

### ABSENCES FROM HOUSING:

Extended absences from housing should be reported to the Housing director, Alyssa Martin.



## KEYS

Upon arrival and during check-in, the residents are issued their keys. The rooms should be kept locked at all times. The college cannot assume responsibility for personal belongings if they are lost or stolen. If your key is lost and /or stolen, a charge of \$75 will be made to your account for the replacement of a new lock. Students are not to loan room keys to other residents or to outside guests. Loaning your room key and access card to anyone is a violation. There will be a charge of \$15 for each replacement access card and a charge of \$10 for each replacement mailbox key.

## MAIL/PACKAGE DELIVERY

FSCC Staff handle and delivery all mail for the residence halls. All mail is delivered to the resident's assigned mailbox by 4:00 PM each day, Monday through Friday. Residents will receive a mailbox number and key at housing check-in. Residents who received packages will need to pick up their packages in the Bookstore between the hours of 1:00 PM – 4:00 PM Monday – Friday. Mail will be returned to sender if the students name is not on it or if it's not picked up after two (2) weeks. Stamps are available for purchase in the bookstore. If a student prefers to have his/her mail forwarded to another address he/she must contact the individual senders directly. The post office does not make address changes from the college.

**Your FSCC Mailing Address is:**  
**YOUR NAME**  
**Housing Name & Room Number**  
**802 W. 18<sup>th</sup> Street**  
**Fort Scott, KS 66701**

## NOXIOUS ODORS

A noxious odor is ANY aroma of such intensity that it becomes apparent to others. Any odor may become noxious or offensive when it is too strong. Some examples are: Cigarette, marijuana, cigar or pipe smoke, perfume, air freshener or large amounts of dirty laundry or poor hygiene. When the source of a noxious odor can be traced to a particular room or person, the occupants of that room may be subject to disciplinary action.

## PARKING

FSCC provides parking spaces for housing residents on the North side of Greyhound Hall, and the west side of Boileau Hall. Automobiles or motorcycles must have a parking permit properly displayed on the vehicle. Permits will be issued during housing check-in. All vehicles are to be operated in a safe manner and should be parked with security precautions. Bicycles, skateboards, motorized scooters and motorbikes are not permitted in the buildings or rooms for storage or repair. Vehicles should be taken home during vacation breaks. The college is not

responsible for unattended vehicles during this time. Unauthorized vehicles parked in the fire lane and/or handicap spaces will be towed at the owners expense.

### PEST CONTROL

The Residence Life Office must be informed of any situation to insure proper steps toward treatment are taken. Pests such as bed bugs require much different treatments for extermination, so informing the Residence Life Office immediately is very important. FSCC contracts with a company to spray each building for common pests monthly.

### SALES AND/OR SOLICITATION

Residents may not conduct sales or solicitation in housing for any purpose. This includes but not limited to babysitting.

### ROOM CHANGES

If you experience difficulty with one or more roommates, please feel free to visit with your RA about your concerns. Or, if you would feel more comfortable, come to the Residence Life Office. Many times, a mediator can help work out problems with all roommates being involved. After the first 20 school days, if you have really tried and things just aren't working out, contact the Residence Life Coordinator and request an assignment change. There will not always be an empty space to move into, but trades can be worked out. The Residence Life Office must approve all room trading. There is paperwork involved that must be completed before the switch can be made. Students are responsible for following all procedures for apartment changes.

### ROOM ENTRY BY STAFF

The college reserves the right for authorized personnel to enter student rooms periodically in an emergency, for maintenance purposes, at the completion of fall semester to maintain property, to ensure the health and safety of residents and facility, and for any other legally permissible interest of the College.

### ROOM ASSIGNMENT:

Room assignments in housing are made without regard to race, color, creed, or national origin. The college, through the housing director, reserves the right to change student room assignments as necessary. All changes in room assignments must be approved by the housing director or designated representative. Any request for change of room assignments will be made in writing to the housing director and signed by all parties involved. Students changing rooms without proper approval are subject to a fine as specified in this manual. Change in room assignment is permitted when it is in the best interest of the residents.

### WINDOWS

Windows of the rooms are not to be used for entrance or exit of the buildings.

### SICKNESS OR ILLNESS:

If any resident becomes ill at any time, he/she/they, or a roommate should notify the resident assistant or housing director immediately. If a housing staff member is not available, then they should contact a local physician to ensure the proper care is given. A resident assistant/director should also be notified of any chronic illness.

### CLOTHES WASHING AND DRYING:

College owned washers and dryers are installed for use by housing residents. Students are to provide their own laundry products. The fee for the use of FSCC washers and dryers is \$25 per semester. Price is subject to change without notification.

### SECURITY ANNUAL REPORT

A copy of Fort Scott Community College's Annual Security Report can be obtained by contacting the Dean of Students or by accessing the following website:

[https://fortscott.edu/wp-content/uploads/2024/01/2023-FSCC-ASR\\_1.pdf](https://fortscott.edu/wp-content/uploads/2024/01/2023-FSCC-ASR_1.pdf)

This report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings, on property owned or controlled by Cloud County Community College, and on public property within or immediately adjacent to and accessible from the campus. It also includes institutional policies concerning campus security and safety.

## **BE SMART – DON'T MAKE LIFE EASY FOR A THIEF**

Protect your belongings by using common sense and taking precautions

### PROTECT YOUR PERSONAL PROPERTY:

**LOCK YOUR DOORS** every time you leave. The best locks in the world can't prevent theft if they're not used. **MAKE A LIST** of your valuables and keep it in a safe place. Include an exact description, year purchased and serial numbers. Thieves sometimes go unpunished or property can't be returned because people can't recall or identify what they owned. **ENGRAVE YOUR VALUABLES** with an ID number.

### PROTECT YOUR BICYCLE:

**ALWAYS LOCK IT** even if you're only going to be gone for a few minutes. It only takes a few seconds for a thief to pick up a bicycle or ride it away **LOCK IT SECURELY** through both wheels and the frame. Use a heavy chain, cable or bike lock to connect it to an immovable object. **ENGRAVE YOUR BIKE** with your ID number.

### PROTECT YOUR CAR:

**ALWAYS LOCK YOUR CAR** and take the keys. Many car thieves don't have to break in – the door is already unlocked and the keys are in the ignition. **LOCK VALUABLES IN THE TRUNK** so a thief won't be tempted to break in.

PARK IN WELL-LIGHTED AREAS where there are plenty of passers-by. AVOID LEAVING YOUR KEYS where they can be picked up by others.

#### SOCIAL NETWORKING SITES

The Residence Life Office reserves the right to take disciplinary action against students that have photos and/or videos online that depict policy violations taking place in Campus Housing. Photos and/or videos of such violations are proof that violations occurred and will lead to the proper disciplinary action.

#### GROUND CARE/TRASH

Trash receptacles are provided on the grounds of housing. Students are to utilize the receptacles in disposing of paper and trash, and to maintain housing as a temporary home by keeping the areas clean and presentable for the residents and their guests. Individual wastebaskets are to be emptied in the outside trash receptacles on the college grounds.

#### VIDEO CAMERAS

Residence Halls and parking lots are under 24/7 surveillance with security cameras. This is for your safety and security. The footage captured can be used in court if the need arises. Tampering with the cameras can result in a fine, and possible criminal charges.

#### PETS/GUIDELINES FOR ASSISTANCE ANIMALS

Residents are not permitted to keep pets of any kind in the rooms or on the on-campus college-owned property. Violations will result in appropriate fines.

#### GUIDELINES FOR ASSISTANCE ANIMALS

FSCC is committed to compliance with state and federal laws regarding individuals with disabilities. A resident who desires to have a service animal or assistance animal in a residence hall must notify the Office of Disability services at least thirty (30) days prior to the date that the resident seeks to have the animal in the residence hall.

Federal regulations define a "service animal" as "...any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability..." A service animal is permitted to reside in the residence hall unless the animal's behavior necessitates removal.

For purposes of these guidelines, an "assistance animal" is defined as an animal that alleviates one or more symptoms or effects of a disability. A determination of whether a resident with a disability will be permitted to have an assistance animal in a residence hall as a reasonable accommodation will be made on a case-by-case basis by the Office of Disability Services and the Housing director.

An assistance animal maybe permitted in a residence hall as a reasonable accommodation only if:

- The resident has a disability;
- The animal is necessary to afford the resident with a disability an equal opportunity to use and enjoy the residence hall; and
- There is an identifiable relationship or nexus between the disability and the support that the animal provides.

When it is not readily apparent that there is a need for an assistance animal, the resident must provide the following documentation to the Office of Disability Services:

- Documentation of a disability
- A signed letter on professional letterhead from a licensed physician, psychiatrist, social worker or mental health professional that states:
  - The nature of the disabling condition or impairment; and
  - The Provider's professional opinion that the animal provides support that alleviates at least one of the identified symptoms or effects of the disability.

A service animal or an assistance animal will not be permitted in the residence hall that:

- Poses a direct threat to the health and safety of others;
- Causes substantial physical damage to the property of others;
- Poses an undue financial or administrative burden; or fundamentally alters the nature of housing operations.

A service animal that is disruptive, or that is not housebroken, will not be permitted in the residence hall. Whether an assistance animal is disruptive will be determined by the housing and residence life staff. Disruptive behavior by an assistance animal includes, but is not limited to, barking, jumping on individuals, growling at individuals, or the owner's failure to have the animal on a leash when in common/shared areas of the residence hall.

A resident who is permitted to have a service animal or an assistance animal in the residence hall is financially responsible for any property damage caused by the animal. The resident is responsible for the care of a service animal or assistance animal, and for cleaning up any waste created by the animal.

## **DISCIPLINARY GUIDELINES/VIOLATIONS**

The college has identified some specific behavior that is considered a violation of housing policy. Included in this behavior is burning of candles/incense in your room. Possession of alcohol, possession of illegal drugs or drug paraphernalia, and possession of weapons.

Disciplinary action (s) for violations outlined in the Fort Scott Community College Violation Report are listed below. This list includes, but is not limited to, some specific behavior that is considered a violation of housing policy.

<b><u>Type of violation</u></b>	<b><u>1<sup>st</sup> offense</u></b>	<b><u>2<sup>nd</sup> offense</u></b>	<b><u>3<sup>rd</sup> offense</u></b>	<b><u>Each add'l</u></b>
<b>Illegal Drug Paraphernalia</b>	Suspension/Expulsion			
<b>Illegal Drug/Illegal Prescription possession</b>	Suspension/Expulsion			
<b>Possession of weapons</b>	Suspension/Expulsion			
<b>Alcohol - Possession</b>	\$200	\$300	Suspension/Expulsion	
<b>Burning of Candles/Incense</b>	\$100	\$100	Suspension/Expulsion	
<b>Property Damage</b>	Cost of Repairs *	Cost of Repairs *	Cost of Repairs*	
<b>Propping open door entrances</b>	\$100	\$100	\$100	\$100
<b>Improper checkout</b>	\$100	\$100	\$100	\$100
<b>Improper use of fire extinguisher/fire exits/alarm pull stations</b>	\$100	\$100	\$100	\$100
<b>Parking – fire lane/handicap</b>	Cost of towing	Cost of towing	Cost of towing	Cost of towing
<b>Posing a general threat to the safety of others (including assaults/fighting)</b>	\$100 & possible suspension/expulsion**	\$150 & possible suspension/expulsion**	Suspension/expulsion**	
<b>Smoking/Tobacco Use</b>	\$100	\$100	Suspension/expulsion**	
<b>Trespass Violation</b>	\$100	\$100	\$100	\$100
<b>Conduct of residents</b>	\$100	\$150	Suspension/expulsion**	
<b>Dogs/Pets</b>	\$50	\$100	\$100	\$100
<b>Lost/stolen room key (replace lock)</b>	\$75	\$75	\$75	\$75

<b>Open windows for entrance/exit</b>	\$50	\$100	\$100	\$100
<b>FSCC Staff, Faculty, and Administration verbal abuse</b>	\$100*	\$150*	Suspension/Expulsion**	
<b>Unauthorized room change</b>	\$50	\$100	\$100	\$100
<b>Fire hazard (extension cord, multi-plugs, items blocking the heating/air unit, toasters, griddles, etc.)</b>	Warning	\$50	\$100	\$150
<b>Excessive Noise</b>	Warning	\$50	\$100	\$100
<b>Littering</b>	Warning	\$50	\$100	\$100
<b>Lost/Stolen Access card</b>	\$15	\$15	\$15	\$15
<b>Lost/stolen mailbox key</b>	\$10	\$10	\$10	\$10
<b>Room inspection</b>	Warning	\$50	\$100	\$100
<b>Theft of food services items:</b>				
<b>Boileau Hall</b>	\$50 per suite	\$100 per suite	\$100 per suite	\$100 per suite
<b>Greyhound</b>	\$25 per room	\$50 per room	\$50 per room	\$50 per room
<b>Unregistered Guest</b>	Warning	\$50	\$100	\$100
<b>Violation of Quiet Hours</b>	Warning	\$50	\$50	\$50
<b>Visitation Curfew</b>	Warning	\$50	\$100	\$100

\*Referred to the Dean of Students

\*\*Students who are expelled from housing are restricted from visiting housing and/or using housing parking lots. Violators are subject to trespassing charges. Additional disciplinary action (including suspension/expulsion from school) may be administered by the Dean of Students.

\*\*\* All request for fees to be waived must be submitted to the Dean of Students within 10 days of checking out.

**ADDITIONAL DISCIPLINARY ACTIONS ARE LISTED BELOW:**

Admonition:

An oral statement that a student or a group is violating the Rules of Conduct, and that further instances of misconduct may result in additional disciplinary action.

Letter of Apology:

A requirement may be made for a formal letter of apology, either public or private, to an individual, an outside agency or the college.

Written warning:



A written warning to the student filed with the housing director noting that further violations may result in additional disciplinary action.

Restrictions and Requirements:

This sanction may involve specified conditions to be performed or completed at the expense of the student including, but not limited to:

- Removal from, or administrative withdrawal from class.
- Removal from and/or restriction of access to specified facilities and/or programs.
- Institutional employment termination.
- Required attendance at meetings and/or completion of projects.
- Required participation in certain groups and/or programs.
- A requirement of a counseling assessment or a recommendation for counseling.

Loss of Privilege, including but not limited to, loss of:

- Participation in and/or attendance at any or all public events sponsored by the college.
- Representation of the college in a specified capacity.
- The right to hold office in any or all approved organizations.

Restitution:

A full and complete reimbursement for damage, destruction, or misappropriation of the property of Fort Scott Community College or of others. This restitution may take the form of appropriate service, financial payment, or other compensation. Failure to make arrangements for restitution within the specified time may result in further sanctions.

Community Service Work:

A student may be required to complete work projects to improve the college or the community.

Housing Probation:

For students residing on campus, this is a serious warning status from the housing director, which involves a written record being filed with the Dean of Students. Further misconduct during the probationary period may result in suspension or expulsion from housing. Probation may also include other sanctions.

Suspension from Housing:

This is the termination of the student's housing contract for a specified period of time. A permanent notation of the suspension is filed with the Dean of Students office. The student may apply in writing to the Dean of Students for re-admission. A student who is suspended from housing must vacate housing no later than the deadline set by the housing director or designated representative. Students who violate these restrictions are subject to the disciplinary action described in the TRESPASS section of the housing handbook. A cancellation fee will apply as stated in the housing contract under the TERMINATION BY COLLEGE section. If granted re-admission, the student may be subject to any of the other sanctions outlined in this section.

Expulsion from housing:

This is a permanent severance from the college housing and termination of the students housing contract. A permanent notation is placed on the student's record as recorded with housing director and the Dean of Students. A student who is expelled from housing is required to vacate his/her residence no later than the deadline set by housing director and/or designated representative and is no longer permitted to use or enter housing or the surrounding grounds including housing parking areas. Students who violate these restrictions are subject to the disciplinary action described in the TRESPASS section of housing handbook. A cancellation fee will apply as stated in housing contract under the TERMINATION BY COLLEGE section.

Trespass:

A student who receives a trespass sanction restricting them from housing or other facility is totally restricted from use of and entrance to any housing or facility is totally restricted from use of an entrance to any housing facility and the surrounding grounds. Failure to abide by a trespass sanction may result in other disciplinary action and/or criminal charges, including criminal trespass, and the appropriate fine.

Hold on Student Record

The college reserves the right to "hold" student records for failure to pay bills due to the college. Under such conditions, students may be prevented from registering for courses, copying or transferring transcripts, or participating in other campus activities. All housing students will be placed on a temporary housing hold between semesters. This hold will be removed following the twentieth day of the new semester.

Suspension from the College:

This is the termination of a student's enrollment at Fort Scott Community College for a specified period of time. A permanent notation is placed on the student's record as recorded in the office of the Dean of Students, and the Registrar's office. In cases of serious misconduct leading to suspension, a student's records may be frozen and may be copied, transcribed or transferred for external parties or institutions during the suspension period.

Expulsion from the College:

This is a permanent severance of a student's enrollment and association with Fort Scott Community College. A permanent notation is placed in a student's record.

## SEVERE WEATHER

### **TORNADO DRILLS:**

#### WHAT TO DO WHEN A TORNADO STRIKES

Here are a few things to keep in mind if a tornado warning is sounded:

\*\* If time permits, residents will take shelter in the basement area of the Administration building. Otherwise, take shelter in a closet or bathroom in the middle of the building under sturdy furniture. Outer walls are the first to go in a tornado, often leaving inner walls intact.

\*\* If you are in your car, drive away from the tornado if possible. If there is no time to escape, lie flat in a depression on the side of the road away from the tornado and well away from your car.

\*\* If a tornado does strike, be extremely cautious around tornado or wind- damaged structures because they could collapse or contain broken glass, live wires or leaking gas.

\*\* Unless you are a nurse or physician, stay away from tornado-damaged areas because you might hinder rescue efforts. Limit telephone use because lines can become overloaded, delaying emergency calls.

## WEATHER WORDS

### **Tornado Watch**

This means local atmospheric conditions are ripe for severe thunderstorms and tornadoes. This alert is usually issued for an area about 150 miles wide by 200 miles long for a period of three to six hours.

### **Tornado Warning**

This means a tornado has been sighted or weather radar indicates that a tornado is forming. This alert is usually issued for counties or parts of countries in the path of a possible tornado. You should head for shelter immediately.

## EMERGENCY PROCEDURES FOR POWER OUTAGE

On the FSCC campus, all resident students are advised to keep a sleeping bag and flashlight in their room. If residence halls should lose power for an extended period, the cafeteria is the designated emergency shelter. During winter weather, students dress warmly and bring blankets and sleeping bags to the cafeteria; the dining hall staff will prepare meals for normal service hours. During an emergency or if there is a power outage, student can contact resident life personnel by calling the RA or RD on duty.

## FIRE DRILLS:

The fire alarm system is a critical safety measure. Anytime the alarm sounds you are expected to vacate your room immediately and get away from the building. Know where your fire extinguisher is in your complex. Fire drills will be held at least once each semester.

## FIRE DRILL PROCEDURES

Your cooperation in following the procedures listed may be important in saving your life and the lives of other residents if a fire or similar disaster should occur. It is the responsibility of every resident to be familiar with these procedures and observe them carefully.

### \* ***WHEN THE ALARM SOUNDS -***

1. Close the windows.
2. Raise the blinds.
3. Leave only the overhead light on.
4. Wear hard-soled shoes and during cold weather wear a coat.
5. Carry a towel to be placed over your face in case of smoke.
6. Close and lock the door.
7. Check the room on either side of you to make sure your neighbors are up.
8. Go, without talking, to the nearest exit. Walk swiftly. Do not run or push.
9. When outside, face away from the building in case of an explosion.
10. Do not return to your room until the signal is given by an authorized official.

## FIRE EXTINGUISHER:

A fire extinguisher is designed to put out a small fire, not a big one. The fire extinguisher in your living unit is a multipurpose, dry chemical one, labeled ABC, which puts out most types of fire – wood, paper, cloth, flammable liquid, or electrical fires.

This is how your fire extinguisher works:

1. Pull the pin. Some units require the releasing of a lock latch, pressing a puncture lever, inversion, or other motion.
2. Aim the extinguisher nozzle (horn or hose) at the base of the fire.
3. Squeeze or press the handle.
4. Sweep from side to side at the base of the fire. Watch for re-flash. Discharge the contents of the extinguisher.

## FIRE SAFETY:

Fire extinguishers and smoke detectors are installed in all complexes in compliance with state regulations. These fire extinguishers can be used to put out small fires, such as trash receptacles or burning mattresses. Misuse of fire equipment, theft, damage, or making equipment inoperative for immediate use is considered a "breach of college and state regulations," and can result in suspension, expulsion from housing and an appropriate fine. Burning any substance indoors i.e. candles, incense, etc. is prohibited. Extension cord and multi plugs in outlets are prohibited.

## SEXUAL RESPECT & TITLE IX

### **Harassment Policy and Complaint Procedure**

Fort Scott Community College expects ALL administration, faculty, staff and students to behave in a manner that supports a positive educational environment for all. Fort Scott Community College prohibits any form of harassment based on racial, religious, sexual, national origin, age, disability and/ or any other status protected by federal, state, or local law. Fort Scott Community College also prohibits any type of retaliation against any participant in an investigation of harassment. For purposes of this policy, these prohibitions also apply to Fort Scott Community College Trustees, agents, volunteers, contractors, or persons subject to the supervision and control of Fort Scott Community College.

### **Gender-Based Harassment and Violence Policy**

Members of Fort Scott Community College, guests and visitors have the right to be free from all forms of gender and sex-based discrimination, examples of which can include acts of sexual violence, sexual harassment includes sexual assault, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College believes in a zero-tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to the attention of the Title IX Coordinator and this is then communicated to the appropriate administrator's attention, and a respondent or a complainant is found to have violated this policy, serious sanctions will be used to make sure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

### **Reduce your risk for being accused of sexual misconduct:**

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly say their intentions to you.
- Understand and respect personal boundaries.
- DON'T MAKE ASSUMPTIONS about consent; if there are any questions or it is unsure then you DO NOT have consent.
- Mixed messages from your partner are a clear indication that you should stop.
- Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
- Realize that your potential partner could be intimidated or fearful.
- Understand that consent to some form of sexual behavior does not imply consent to any other forms of sexual behavior.
- Silence and passivity CANNOT be interpreted as consent. Pay attention to verbal and non-verbal communication and body language.

Title IX Coordinator – Vanessa Poyner

Fort Scott Community College

(620) 223-2700 ext. 3500 • [vanessap@fortscott.edu](mailto:vanessap@fortscott.edu)

For more information please visit: <https://fortscott.edu/title-ix/>

## VIOLENCE AGAINST WOMEN ACT

In support of the Violence Against Women Reauthorization Act, Title IX regulations and the Clery Act, FSCC prohibits all violent offenses, FSCC's Greyhounds Take a Stand program promotes the education efforts to help stop relationship violence in support of title IX, the Violence Against Women Reauthorization Act, the SaVE Act and Clery.

Definition of Consent: To engage in sexual activity must be informed, freely given and mutual. Consent must be ongoing, throughout each instance of sexual activity, and for each form of sexual contact. Consent to one form of sexual contact does not constitute consent to all forms of sexual contact.

### **WHAT IS THE VAWA (THE VIOLENCE AGAINST WOMEN) ACT?**

The Violence Against Women Act (VAWA) is a landmark piece of legislation that sought to improve criminal justice and community-based responses to domestic violence, dating violence, sexual assault and stalking in the United States.

The passage of VAWA in 1994 and its reauthorization in 2000, 2005 and 2013, has changed the landscape for victims who once suffered in silence. Victims of domestic violence, dating violence, sexual assault and stalking have been able to access services, and a new generation of families and justice system professionals has come to understand that domestic violence, dating violence, sexual assault and stalking are crimes that our society will not tolerate.

### **THE FACTS & FIGURES**

The statistics on this page have been compiled from various sources

- On average, 24 people per minute are victims of rape, physical violence or stalking by an intimate partner in the United States — more than 12 million women and men over the course of a year.[i]
- Nearly 3 in 10 women (29%) and 1 in 10 men (10%) in the US have experienced rape, physical violence and/or stalking by a partner and report a related impact on their functioning.[ii]
- Nearly, 15% of women (14.8%) and 4% of men have been injured as a result of IPV that included rape, physical violence and/or stalking by an intimate partner in their lifetime.[iii]
- 1 in 4 women (24.3%) and 1 in 7 men (13.8%) aged 18 and older in the United States have been the victim of severe physical violence by an intimate partner in their lifetime.[iv]
- IPV alone affects more than 12 million people each year.[v]
- More than 1 in 3 women (35.6%) and more than 1 in 4 men (28.5%) in the United States have experienced rape, physical violence and/or stalking by an intimate partner in their lifetime.[vi]
- Nearly half of all women and men in the United States have experienced psychological aggression by an intimate partner in their lifetime (48.4% and 48.8%, respectively).[viii]

- Females ages 18 to 24 and 25 to 34 generally experienced the highest rates of intimate partner violence.[viii]
- From 1994 to 2010, about 4 in 5 victims of intimate partner violence were female. [ix]
- Most female victims of intimate partner violence were previously victimized by the same offender, including 77% of females ages 18 to 24, 76% of females ages 25 to 34, and 81% of females ages 35 to 49.[x]

[i-ii] [http://www.cdc.gov/violenceprevention/pdf/ipv\\_factsheet2012-a.pdf](http://www.cdc.gov/violenceprevention/pdf/ipv_factsheet2012-a.pdf)

[iii-iv] <http://www.cdc.gov/violenceprevention/intimatepartnerviolence/consequences.html> [v-vii]

[http://www.cdc.gov/violenceprevention/pdf/nisvs\\_report2010-a.pdf](http://www.cdc.gov/violenceprevention/pdf/nisvs_report2010-a.pdf)

[viii-x] <http://www.bjs.gov/content/pub/pdf/ipv9310.pdf>

### WARNING SIGNS AND RED FLAGS

It's not always easy to tell at the beginning of a relationship if it will become abusive.

In fact, many abusive partners may seem absolutely perfect in the early stages of a relationship. Possessive and controlling behaviors don't always appear overnight, but rather emerge and intensify as the relationship grows. Domestic violence doesn't look the same in every relationship because every relationship is different. But one thing most abusive relationships have in common is that the abusive partner does many different kinds of things to have more power and control over their partners. If you're beginning to feel as if your partner or a loved one's partner is becoming abusive, there are a few behaviors that you can look out for. Watch out for these red flags and if you're experiencing one or more of them in your relationship, call the hotline to talk about what's going on.

- Telling you that you can never do anything right
- Showing jealousy of your friends and time spent away
- Keeping you or discouraging you from seeing friends or family members
- Embarrassing or shaming you with put-downs
- Controlling every penny spent in the household
- Taking your money or refusing to give you money for expenses
- Looking at you or acting in ways that scare you
- Controlling who you see, where you go, or what you do
- Preventing you from making your own decisions
- Telling you that you are a bad parent or threatening to harm or take away your children
- Preventing you from working or attending school
- Destroying your property or threatening to hurt or kill your pets
- Intimidating you with guns, knives or other weapons
- Pressuring you to have sex when you don't want to or do things sexually you're not comfortable with
- Pressuring you to use drugs or alcohol



## ***Greyhounds Take a Stand Against...***

*Stalking, Bullying, Retaliation, Sexual Assault, Discrimination, Substance Abuse, Inducing Incapacitation, Prohibited Sexual Misconduct, Dating and Domestic Violence*

### HELP AND REPORTING:

If you need help or need to report a violent act such as bullying, domestic or dating violence, sexual assault, stalking or substance abuse contact the following:

#### **Fort Scott Police Department**

1604 S. National, Fort Scott, KS 66701  
Phone (620) 223-1700 (non-emergency)  
For emergency call 911

FSCC Title IX Coordinator  
Dean of Students  
Vanessa Poyner  
[vanessap@fortscott.edu](mailto:vanessap@fortscott.edu)  
(620) 223-2700 ext. 3500

FSCC Human Resource Director  
Juley McDaniel  
[juleym@fortscott.edu](mailto:juleym@fortscott.edu)  
(620) 223-2700 ext. 5201

For detailed information concerning policy or to submit an online report, please visit <https://fortscott.edu/title-ix/> .

### **GREYHOUNDS TAKE A STAND SURVEY**

What Does An Abusive Relationship Look Like?

Does your partner ever....

- Embarrass you with put-downs?
- Control what you do, who you see or talk to or where you go? Look at you or act in ways that scare you?
- Push you, slap you, choke you, or hit you?
- Stop you from seeing your friends or family members?
- Control the money in the relationship? Take your money or Social Security check, make you ask for money or refuse to give you money?
- Make all of the decisions?

- Tell you that you're a bad parent or threaten to take away your children? Prevent you from working or attending school?
- Act like the abuse is no big deal, deny the abuse or tell you it's your own fault? Destroy your property or threaten to kill your pets?
- Intimidate you with guns, knives or other weapons? Attempt to force you to drop criminal charges?
- Threaten to commit suicide, or threaten to kill you?

**If you answered 'yes' to even one of these questions, you may be in an unhealthy or abusive relationship. In this section, you'll find all sorts of information on different forms of abuse. Don't hesitate to chat or call FSCC administration and/or the resources that follow.**

National Organizations:

<http://www.thehotline.org/help/resources/#tab-id-2>

Kansas Resources

Kansas Coalition against Sexual & Domestic Violence 634 SW Harrison Street  
Topeka, KS 66603

Hotline: 1 (888) 363-2287

Office: (785) 232-9784 Fax: (785) 266-1874

Website: [www.kcsdv.org](http://www.kcsdv.org)

The Kansas Crisis Hotline: 1-888-363-2287

The Kansas Crisis Hotline is a toll-free, 24-hour statewide hotline linking victims of domestic violence and sexual assault to local services.

## GREYHOUNDS TAKE A STAND AGAINST ~ Against Bullying

### **Know the Facts**

Bullying is a widespread and serious problem that can happen anywhere. It is not a developmental phase an individual has to go through, it is not "just messing around", and it is not something to grow out of. Bullying can cause serious and lasting harm. If you need help or need to report a violent act such as bullying, domestic or dating violence, sexual assault, stalking or substance abuse for a student contact the Dean of Students by phone at 620-223-2700 ext. 3500 or for an FSCC employee contact human resources at 620-223-2700 ext. 5201.

In an emergency contact the Fort Scott Police Department at 620-223-1700. Bullying Involves

- Imbalance of Power - people who bully use their power to control or harm and the people being bullied.
- Intent to Cause Harm - actions done by accident are not bullying, the person bullying has a goal to cause harm.
- Repetition - incidents of bullying happen to the same the person over and over by the same person or group.

### **Who is a Bully?**

Anyone can be a bully by using the following techniques to intimidate, embarrass, belittle or harass someone.

- Verbal - name-calling, hassling someone, spreading rumors or making degrading comments
- Social - spreading rumors, leaving people out on purpose, interfering negatively on other relationships
- Physical - hitting, punching, shoving or by using threatening looks or gestures
- Cyber bullying - using the Internet, mobile phones or other digital technologies to harm others

*When bullying becomes physical or sexual and causes harm or damage to property or makes you feel afraid to attend classes, it can be considered to be an assault or harassment.*

### **Are Being Bullied?**

If you experience any of the following feelings caused by someone, you may be a victim of bullying.

- Feel angry, sad, lonely, or depressed
- Feel like you have no friends.
- Find that you are getting into fights.
- Want to hurt someone else or yourself.
- Feel like taking steps to defend yourself.
- Feel helpless to stop the bullying.
- Feel hopeless that anything can be done.

- Be afraid to go to be on campus, or feel anxious all the time.
- Feel bad about yourself.

### Take A Stand

- Talk to your parents and discuss how they can help you be safe.
- Talk to a college administrator, professor, and counselor.
- Contact the Vice President of Student Affairs or human resources if you are an employee.
- Talk to a reliable friend who can help you.

#### Be an Active Bystander

- Refuse to join in bullying behavior.
- Safely intervene to point out unacceptable behavior to the bully.
- Ask a college official help. You can make a positive difference in someone's life.
- Tell the victim that you want to help him or her
- Contact college officials or counselors and offer to go with them for support.

Information is from The National Center for Victims of Crime website.

In support of the Violence Against Women Reauthorization Act, Title IX regulations and the Clery Act, FSCC prohibits the above offenses.

## GREYHOUNDS TAKE A STAND ~ Against Dating or Domestic Violence Know the Facts

If you need help or need to report a violent act such as bullying, domestic or dating violence, sexual assault, stalking or substance abuse for a student contact the Dean of Students by phone at 620-223-2700 ext. 3500 or for an FSCC employee contact Human Resources at 620-223-2700 ext. 5201.

In an emergency contact the Fort Scott Police Department at 620-223-1700.

### What is Dating Violence

- shows abusive, controlling or aggressive behavior.
- displays verbal, emotional, physical, or sexual abuse.
- monitors your activities and demands explanations for your whereabouts.
  
- shows extreme jealousy and controls your relationships with others.
- belittles you by criticizing you while alone or in front of others.
- controls the relationship by making decisions for you.
- Shows disrespect by not listening or displays a lack of interest when you talk.
- physically threatens or hurts you.

### The Statistics

- 43% of dating college women report experiencing abusive dating behaviors, including physical, sexual, tech, verbal or controlling abuse.
- 29% or one out of three college women say they have been in an abusive dating relationship.
- 57% of college students who report experiencing dating violence said it occurred in college.
- 58% said they do not know how to help someone who is a victim of dating abuse
- 38% of college students say they don't know how to get help for themselves if they were a victim of dating violence

### TAKE A STAND AGAINST

#### **Controlling Behaviors**

- Not letting you hang out with friends
- Checking often to find out where you are, who you are with and what you are doing
- Telling you what to wear
- Needing to be with you all the time
- Checking your phone or Facebook

#### **Verbal or Emotional Abuse**

- Calling you names
- Jealousy
- Belittling you—cutting you down

- Threatening to hurt you, someone in your family or himself/herself if you don't do what he or she wants.

### **Physical Abuse**

- Shoving
- Punching
- Slapping
- Pinching
- Kicking
- Hair Pulling
- Strangling

### **Get Help**-If you or someone you know is a victim of Dating Violence

- Tell a Counselor or College Administrator
- For Students – Contact the Dean of Students 620.223.2700 ext. 7230
- Talk to a reliable friend who can help you with the next steps to report and seek assistance

### **Tips for Ending an Abusive Dating Relationship**

- Create a safety plan, like where you can go if you are in danger.
- Make sure you have a working cell phone handy in case you need to call for help.
- Create a secret code with people you trust. That way, if you are with your partner, you can get help without having to say you need help.
- If you're breaking up with someone you see at your high school or college, you can get help from a guidance counselor, advisor, teacher, school nurse, dean's office, or principal. You also might be able to change your class schedules or even transfer to another school.
- If you have a job, talk to someone you trust at work. Your human resources department or employee assistance program (EAP) may be able to help.
- Try to avoid walking or riding alone.
- Be smart about technology. Don't share your passwords. Don't post your schedule on Facebook, and keep your settings private.
- If you are ending a long-term or a live-in dating relationship, you may want to read our section on domestic and intimate partner violence.

#### Information Provided By

- The National Center for Victims of Crime-Advice, support and information for victims of crime.
- Love is Respect-National Youth Advisory Board provides support and guidance by text, phone or online chat.
- Women's Health.org-Health information for women of all ages.

*In support of the Violence Against Women Reauthorization Act, Title IX regulations and the Clery Act, FSCC prohibits the above offenses.*

## GREYHOUNDS TAKE A STAND ~ **Against Sexual Assault**

If you need help or need to report a violent act such as bullying, domestic or dating violence, sexual assault, stalking or substance abuse for a student contact the Dean of Students by phone at 620-223-2700 ext. 3500 or for an FSCC employee contact Human Resources at 620-223-2700 ext. 5201. In an emergency contact the Fort Scott Police Department at 620-223-1700.

### **Know the Facts**

One in three women on the planet is raped or beaten in her lifetime, adding up to one billion women violated, according to One Billion Rising. The FSCC community, including employees, students and community members are working to maintain a safe environment for study and work. This includes awareness and prevention of sexual assault or misconduct. All members of the FSCC community are expected to conduct themselves in a manner that does not infringe upon the rights of others. If you or someone you know has been sexually assaulted recently or is dealing with the long- term effects of sexual abuse, there are many helpful resources available throughout the surrounding area.

### **Sexual Violence Includes**

There are many types of sexual violence and ways for individuals to be victimized. If you experience or are aware of any of the following violent acts, this site provides additional information to assist the victims and observers to seek assistance immediately.

- Sexual Violence - Often this term is used interchangeably with rape depending on the federal state and federal laws.
- Rape - In about 8 out of 10 rapes, no weapon is used other than physical force. Anyone may be a victim of rape: women, men or children, straight or gay.
- Acquaintance Rape - Assault by an acquaintance involves coercive sexual activities by someone that the victim knows. It occurs against a person's will by means of force, duress, violence or fear of bodily injury.
- Child Sexual Abuse - Often a means of child sexual abuse occurs by an acquaintance or relative through incest.
- Dating and Domestic Violence - The issues of power and control are often at the center of dating and family violence. It occurs in all socio-economic, educational, racial, and age groups.
- Drug Facilitated Sexual Violence - This form of violence is used to compromise the individual's ability to consent prevents the sexual act from occurring. Drugs and alcohol are used to prevent the victim from protecting themselves.
- Hate Crimes - Victims of hate crimes are usually based on a dislike of another's race, religion, national origin, ethnic identification, gender, or sexual orientation.

- Incest - This crime occurs between closely related individuals such as parents and children, uncles/aunts and nieces/nephews, etc.
- Male Sexual Violence - Men and boys are also the victims of the crimes of sexual violence, sexual abuse and rape. In fact, in the U.S., over 10% of all victims are male.
- Partner Rape or Domestic Violence - This violent sexual act is committed without a person's consent and/or against a person's will. The perpetrator is the individual's current partner (married or not), previous partner, or co-perpetrator.
- Sexual Exploitation by Helping Professionals - This act involves sexual contact without consent by a person of trust such as helping professional and a victim. These individual perpetrators could be the victims' doctor, therapist, teacher, priest, professor, police officer, lawyer, etc. — and a client/patient.
- Sexual Harassment - Unwelcome advances for sexual favors by verbal or physical conduct that affects a victim's work or school performance are considered sexual harassment.
- Stalking Victims - that have been unaware of being followed for the purpose of a physical or sexual assault often have life altering experiences.
- Stranger Rape - 3 major categories include Blitz Sexual Assault by rapidly assaulting the victim with no prior contact. Contact Sexual Assault is made by the suspect trying to gain the trust of their victim by luring them out of areas where they can seek help. Home Invasion Sexual Assault when a stranger breaks and enters a victim's home.

### **What to Do If Sexually Assaulted**

- Get to a safe place for your protection.
- Get medical attention immediately. The primary purpose of medical examination is to check for physical injury, the presence of sexually transmitted diseases or pregnancy as a result of the assault. The secondary purpose of the medical examination is to aid in the police investigation and legal proceedings.
- Don't bathe or douche. Bathing or douching might be the first thing you want to do. This would literally be washing away valuable evidence. Wait until you have a medical examination.
- Save your clothing. It is all right to change clothes, but save what you were wearing. Place each item of clothing in a separate paper bag and save for the police. Your clothing could be used as evidence for prosecution.
- Report the incident to the police. It is up to you, but reporting is not the same thing as prosecution. Prosecution can be determined later.
- Contact your victim support resources. If you are a victim of a sexual assault, please secure medical attention and supporting agencies even if you decided not to contact the police.
- Talk to a professional counselor to get the emotional help that you need due to the trauma. Many sexual assault cases go unreported because the victim fears retaliation or possible humiliation if word gets around she/he has been



the victim of a sex offense. Victims tend to feel guilty as though they did something to bring it on themselves and often keep the incident to themselves or share some of the incident with a close friend. While this might be helpful in the immediate sense, we encourage you to talk to a knowledgeable counselor about your reactions to being victimized. The services that are provided both on and off campus are available to all victims of violent acts and are designed to assist in overcoming the trauma of the attack.

## GREYHOUNDS TAKE A STAND ~ Against Stalking

If you need help or need to report a violent act such as bullying, domestic or dating violence, sexual assault, stalking or substance abuse for a student contact the Dean of Students by phone at 620-223-2700 ext. 3500 or for an FSCC employee contact Human Resources at 620-223-2700 ext. 5201. In an emergency contact the Fort Scott Police Department at 620-223-1700.

### **The Facts**

Approximately 3.4 million people in the United States are victims of stalking each year. The primary target is young adults between the ages of 18-24 years old. Most victims know their stalker. About 1 in 4 victims experienced some form of cyberstalking. Stalking creates uncertainty, instills fear and can completely disrupt lives. Refer to the National Institute of Justice for a legal definition and information concerning stalking.

### Stalking Involves

- Repeated undesired contact such as phone calls, emails, letters, showing up unexpectedly, etc.
- Following or lying in wait for the individual.
- Making threats to the individual or their family.
- Any harassing or threatening behavior used to contact, track, or place fear in the individual.
- Cyberstalking includes threatening behavior to create unwanted advances using the Internet and other forms of online and computer communications. Some forms of cyber stalking can include harassment using threatening or obscene emails, live chat, texting, hacking or monitoring a victim's computer and online activity.

### **Who is a Stalker?**

- A stalker can be someone you know well or not at all. Most stalkers have dated or been involved with the people they stalk. Most stalking cases involve men stalking women, but men do stalk men, women do stalk women, and women do stalk men.
- Intimate partner stalkers frequently approach their targets, and their behaviors escalate quickly.
- Almost 1/3 of stalkers have stalked before.
- 2/3 of stalkers pursue their victims at least once per week, many daily, using more than one method.
- 78% of stalkers use more than one means of approach.
- Weapons are used to harm, or threaten victims in 1 out of 5 cases.

## **Know You Are Being Stalked**

If you experience any of the following unwanted or harassing contacts on more than one occasion during the past year that made you feel annoyed, fearful, anxious or concerned, you may be a victim of stalking.

- Receiving unwanted phone calls.
- Sending unsolicited or unwanted letters or e-mails
- Having a sense of being followed more than once by someone.
- Having someone show up at places without legitimate reasons or waiting for you.
- Finding unwanted items, presents, or flowers.
- Finding that your property has vandalized or damaged.
- Receiving threats directed at you or someone close to you.
- Finding posted information or rumors about yourself on the Internet, in a public place, or by word of mouth.

## **Decide No and Take a Stand Now**

You have a right to be safe. It is not your fault if someone is stalking you.

You should consider taking the following actions.

- Reporting the stalking to the FSPD.
- There are stalking laws in every state. The stalker may be violating other laws such as assaulting, stealing or destroying property.
- Avoiding all contact with the stalker.
- Vary your routines, including changing driving routes, places frequented.
- Limit time alone and try to not travel alone.
- Informing family, friends, supervisors, co-workers of what is going on.
- Asking for assistance from the FSCC Counseling and Advising Services, college administrators or professors.
- Keeping documentation such as a journal or log of all incidents connected to the stalking.
- All evidence received from the stalker such as letters, packages, taped telephone messages should be kept in a safe place.
- Have a safety plan including escape routes and codes to call help at work, and school.
- Change your patterns and routes depending on where and when your travel.
- Consider requesting a restraining order issued from the court.
- Communicate with your close friends, family and co-workers so that they are also aware and can report any unusual activity.

## **Be an Active Bystander**

- Listen and show support for the victim.
- Have the victim keep you and their close acquaintances informed about their travel, schedule and other information so that they can be located at all times.
- Ask others to include the victim in activities so that it will eliminate them being alone.

- Encourage the victim to ask you or someone they trust to join them if they will be out alone.
- Safely intervene to point by telling the authorities of your concern.
- Encourage the victim to have a phone at all times and include speed dial numbers on their phone.
- Help the victim create a safety plan,
- Help the victim locate a safe place if in imminent danger.
  - o police stations
  - o Residences of family or friends, especially if unknown to the perpetrators
  - o domestic violence shelters
  - o place of worship
  - o public areas

### **Additional Resources**

- Refer to the Stalking Resource Center for more information about stalking and laws in the state where you are being stalked.
- RAINN** is the Rape Abuse and Incest National Network providing support and resources for victims and those affected by the crimes.
- AWARE** website for information about their organization, Arming Women Against Rape and Endangerment.
- End Stalking in America, Inc.* provides direct and immediate one-on-one assistance to potential or current stalking victims.
- Bureau of Justice collects, analyzes, publishes, and disseminates information on crime, criminal offenders, victims of crime, and the operation of justice systems at all levels of government.
- National Center for Victims of Crime or the OVC provides resources to empower consumers and protecting privacy.
- The Office for Victims of Crime offers forums, publications, resources and f funding to assist victims.
- Community Oriented Policing Services or COPS provide information in the form of best practices for law enforcement, addressing crime-related problems, and publications by subject matter experts within the federal government, academics, and law enforcement leaders offering free publications on topics ranging from bullying in schools to computer mapping.
- Information is from The National Center for Victims of Crime website.

**In support of the Violence Against Women Reauthorization Act, Title IX regulations and the Clery Act, FSCC prohibits the above offenses.**

## GREYHOUNDS TAKE A STAND ~ **Against Substance Abuse?**

If you need help or need to report a violent act such as bullying, domestic or dating violence, sexual assault, stalking or substance abuse for a student contact the Dean of Students by phone at 620-223-2700 ext. 3500 or for an FSCC employee contact Human Resources at 620-223-2700 ext. 5201. In an emergency contact the Fort Scott Police Department at 620-223-1700.

### **Know the Facts**

In an emergency contact the Fort Scott Police Department at 620-223-1700. Alcoholism is a chronic disease that will affect a person for an entire lifetime. There are four main symptoms that are present when someone is dealing with alcohol dependence:

- Craving - having a strong need or urge to drink alcohol
- Loss of control - not being able to stop drinking once drinking has started
- Physical dependence - withdrawal symptoms such as nausea, sweating, shakiness, and anxiety after drinking has stopped
- Tolerance - needing to drink greater amounts of alcohol to get high

### **Know if There is a Problem**

If you think you might have a problem, ask yourself:

- Have you ever felt you should cut down on your drinking?
- Have you been annoyed if others expressed concern about your drinking?
- Have you ever felt guilty about your drinking?
- Have you ever had to drink first thing in the morning to steady your nerves or to get rid of a hangover?

### **Decide No and Take a Stand Now**

You have a right to be safe. Seek out the following resources if you or someone you know has a problem with substance abuse.

- Student assistance is available through FSCC's advising office.
- Employee assistance is administered through the office of Human Resources.
- FSCC offers personal counseling services to students, including drug and alcohol abuse.
- Tell your parents and talk with them about how they can help with your concern.
- Tell a college administrator, professor or friend.
- Contact the Dean of Students if you are a student, 620.223.2700 ext. 3500
- Tell a reliable friend who can provide personal assistance.

### **Be an Active Bystander if Someone You Know is Abusing Substances**

- Refuse to join in the behavior.
- Safely intervene to point out unacceptable behavior.

- Ask a college official help. You can make a positive difference in someone's life.
- Tell the individual that you want to help him or her.
- Encourage them to contact college officials or counselors and offer to go with them for support.

### **Additional FSCC Information and Resources**

FSCC's Student Code of Conduct: The student code of conduct contains guidelines for students regarding alcohol and substance abuse.

Employee Code of Conduct: The employee code of conduct contains information for employees and student employees for alcohol and controlled substances.

## **BE AN ACTIVE BYSTANDER**

### **Know the Facts**

If you need help or need to report a violent act such as bullying, domestic or dating violence, sexual assault, stalking or substance abuse for a student contact the Dean of Students by phone at 620-223-2700 ext. 3500 or for an FSCC employee contact Human Resources at 620-223-2700 ext. 5201. In an emergency contact the Fort Scott Police Department at 620-223-1700.

The Greyhounds Take a Stand program is FSCC's prevention and education efforts to help stop relationship violence in support of title IX, the Violence Against Women Reauthorization Act, the Save Act and Clery. The college asks every one of the FSCC family to be an active bystander. Being an active bystander shows that you care about the FSCC community. When you witness any troubling behavior, take action to make sure that FSCC is a safe place. Being aware, and responding are key to become an active bystander. See something, say something and do something.

There are many examples for becoming an active bystander. Observing any of the following behaviors that need you to say something to keep FSCC and our FSCC community safe.

### **Take a Stand Against These Behaviors**

- disrespectful or abusive behavior
- homophobic
- racist or sexist jokes
- discrimination
- risky behavior resulting from substance use
- hate behavior or comments
- taking advantage of power imbalances such as status, size, or level of inebriation.

### Just Ask

- Are you OK?
- Can I talk to you for a second?
- That's really not cool.

### Use Backups

1. Get your friends together- it's time to leave
2. Get your friends for back-up. Sometimes having your friends to back you up makes it easier to intervene.
3. If intervening in the situation would be dangerous for you to do, FSPD at (620) 223-1700, OR call 911—it's always an option for intervention.

### Use Distraction

1. Invite yourself to tag along
2. Hey, this party is lame, let's go somewhere else.

### Use the Silent Stare

1. Sometimes a disapproving look can be far more powerful than words

### Use Humor

1. Reduces the tension of an intervention and makes it easier for the person to hear you.
2. Do not undermine what you say with too much humor. Funny doesn't mean unimportant

### Use Disapproval

1. Say something, "I hope no one ever talks to you like that."
2. Challenge a sexist/rape joke, "I don't get it, can you explain why that joke is funny?"

### Use Friendship

1. "I gotta tell you that the way you acted makes you look like a jerk."
2. "As your friend, I thought you were better than this."

### Report It

1. Contact the Vice President of Student Affairs, tell a Faculty member or an FSCC Staff member

### **Additional Resources**

- Consumer protection and/or fraud complaints may be filed with the Kansas Attorney General's office. <http://ag.ks.gov/file-a-complaint>
- Discrimination complaints may be filed with the Kansas Human Rights Commission. <http://www.khrc.net/complaint.html>

- Complaints regarding State Authorization Reciprocity Agreement (SARA) courses delivered by SARA member community colleges may be filed by students enrolled in those courses with the Kansas Board of Regents office. [http://www.kansasregents.org/academic affairs/sara](http://www.kansasregents.org/academic%20affairs/sara)
- Kansas Community Colleges are regionally accredited by the North Central Association of the Higher Learning Commission on Colleges and Universities (NCAHLC). Complaints regarding an institution's ongoing ability to meet the Criteria of Accreditation may be filed by following the guidelines at <https://www.hlcommission.org/HLC-Institutions/complaints.html>

**To file a complaint, send a written complaint:**

Fort Scott Community College  
Board of Trustees  
2108 S Horton  
Fort Scott, KS 66701  
620.223.2700  
[saras@fortscott.edu](mailto:saras@fortscott.edu)

The written complaint should include the following information:

1. Name, current mailing address, phone number of complainant.
2. Email address
3. Dates of your enrollment
4. Details of your complaint
5. Expected outcome

The Board will reply to you within 10 business days to let you know they have received your complaint and whether it requires any additional information. The Board will let you know their tentative plan for investigating and resolving the complaint, and will update you if it takes longer than originally planned. The Board will send you a written response, usually within 45 days of receipt of your complaint, explaining the investigation and the resolution.



