

## *Student Information*

The Student Information section includes the rules, guidelines, and processes that allow the student and College to operate while assuring concern for the rights of others and their property. The topics in this section are listed alphabetically.

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### Administration of Student and Academic Codes

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The Vice President of Student Affairs (VPSA) shall be primarily responsible for the administration of the student conduct system. The Student Life Specialist (SLS) may work closely with the VPSA in resolving minor disciplinary problems resulting from the violation of regulations regarding student activities.

The Vice President of Academic Affairs (VPAA) shall be primarily responsible for the administration of the academic conduct system, in cooperation with the Dean of Instruction. On rare occasions there may be incidents that involve both student and academic conduct, at which time the Vice Presidents will consult and the more serious offense will have precedence. (The consultation is to include the necessity for having the President appoint an additional 'standby' appeals committee as a precaution to help ensure fairness of due process in this unusual situation.) .

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### Admission of Non-English Speaking Applicants (Procedure 4.010)

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Labette Community College wants to provide an opportunity for all students to attend College and have a successful experience. Experience indicates that certain criteria should be met to enroll in College courses to have a successful College experience. Since our College courses are taught in the English language, the following process has been established to enhance student success for those students whose primary language is not English.

International Students must:

**Complete the International Student Admissions Application.**

A non-refundable \$100 application fee is required at the time of Application

The Application for Admission must be submitted at least three months before the start of the semester in which the student wishes to enroll (unless the student is transferring from another institution from within the United States)

**Submit an official copy of High School/Secondary School academic transcripts**

An English translation of the grades and grading scale. Translations may be accepted from an official equivalent translation company.

If student attended a high school in the United States, an Official copy of the High School transcript must be mailed to the College.

**English Proficiency Requirements: Submit evidence of English language proficiency**

If English is not the primary language of the country, one of the English language requirement(s) listed below must be met:

Record of successful completion of high school (2.0 Cumulative GPA or higher) in which the language of instruction was English

Test of English as a Foreign Language (TOEFL) score of 513 written (PBT) or 183 computer based (CBT) or 65 internet-based (iBT)

International English Language Testing System (IELTS) score of 5.5 or higher

Completion of ELS Language Centers level 112 ([http://www.els.edu/contents/US\\_University.aspx](http://www.els.edu/contents/US_University.aspx))

Completion of an Intensive English Program at an accredited four year university.

**Complete the Statement of Financial Information and Certification of Support forms**

Submit with a certified bank statement proving financial ability to the College.

If the country is paying for the student's education, a letter from the country must be provided verifying that the student will be receiving a scholarship/funding prior to enrollment.

Submit proof of health insurance

Provide a photocopy of the health insurance card

If the student does not currently have health insurance, the student will need to purchase and provide evidence of new

coverage on or before arrival at Lafayette Community College.

### **Submit proof of Tuberculosis Testing if needed**

Students entering Lafayette Community College who are from “High Incidence” areas are defined as areas with reported or estimated incidence of  $\geq 20$  cases of TB per 100,000 population must have a Tuberculosis 2 Step Test or QuantiFERON Blood Test completed in the United States or Canada. See Procedure 4.011 for more information. High risk countries can be found by going to [www.who.int/globalatlas/dataQuery](http://www.who.int/globalatlas/dataQuery).

### **Transfer Students** (those who have previously attended another US college)

1. Complete steps 1-5 above
2. Send Official transcript from previous College/University
3. Complete the [Transfer Eligibility Form](#)

After the above requirements are met, the applicant will be considered for admission. If the applicant is accepted, an I-20 form will be issued.

### **APPEAL**

Records of individuals who have scored below the required level will be reviewed only upon written request from the student. The student should include in the request any evidence that demonstrates his or her ability to understand and to communicate in English. The review will be completed by the Vice President of Student Affairs and the Vice President of Academic Affairs. Approval for admission may include required participation in English as a Second Language classes or similar preparatory activities. Admission to certain classes or programs may be restricted until English language ability is adequately improved.

## **Alcohol/Drug-Free Campus Policy**

### **Definition of Terms**

- “College property” means any property owned, leased or rented by LCC including *hotel rooms, rental cars, and meeting rooms or facilities rented* by the College on a short or long-term basis.
- “Alcoholic beverages” as used in this policy, mean beverages, which are alcoholic liquor, or cereal malt beverages as defined in Kansas Statutes.
- “College funds” mean any funds managed and controlled within the College’s financial accounting system. Funds of the LCC Foundation are not included in this because the College does not directly control them.

### **General Regulations**

- Alcoholic beverages may not be consumed on College owned or leased property or in a College-owned or leased vehicle.
- As a general operational policy, alcohol may not be purchased with College funds.
- College employees or students may not operate a College owned or leased vehicle while under the influence of alcoholic beverages or illegal drugs or while impaired by the use of prescription medications.
- College employees/students may not transport fellow employees/students or drive in a personally owned/leased vehicle while under the influence of alcoholic beverages or illegal drugs or when impaired by the use of prescription medications during College business or College-sponsored trips.

### **Violations**

- Employees or students who violate this policy are subject to applicable disciplinary actions.
- Violation of section B-3 & 4 above will be considered a serious offense and may be punishable by termination or expulsion for a first offense.
- The College may file complaints with local law enforcement agencies or ban members of the general public who violate this policy.

### **Purpose and Scope**

The abuse of alcohol and other drugs interferes with the processes of learning, teaching, research and public service, which are the functions of Lafayette Community College. In order to accomplish its mission, and further, to comply with the Drug Free Schools and Communities Act, this policy is promulgated.

**Internal Sanctions**

Any student or employee who violates this policy shall be subject to disciplinary action, including, without limitation, probation, expulsion, suspension, or termination of campus/LCC enrollment/employment (including clinicals and internships); may be required to participate satisfactorily in an appropriate rehabilitation program; or may be referred for prosecution.

**External Sanctions**

Violation of applicable local, state, and federal laws governing the possession, use, manufacture, or distribution of alcohol and other drugs may subject violators to fines, imprisonment, and/or community service requirements. Convictions become part of an individual's criminal record and may prohibit certain career and professional opportunities.

**Health Risks**

Abuse of drugs and alcohol can result in behavioral changes; impairment of judgment and coordination; elevated/lowered blood pressure; depression; anxiety; hallucinations; convulsions; temporary and permanent loss of memory; damage to the heart, liver, brain, etc.; sterility; lowered immune system and increased infection; cancer; emphysema; chronic bronchitis, and death.

**Alcohol/Other Drug Assistance Programs**

Programs are available in the Parsons area to help LCC students/employees deal with substance abuse related issues. Federal laws ensure all persons seeking help for alcohol and/or other drug problems will be treated with respect and in a confidential manner.

**Coordination and Reference****At LCC**

Labette Community College has teamed with Labette Center for Mental Health to assist current students with the expense of mental health care if needed. If a student is in need of assistance, they should make an appointment with the Vice President of Student Affairs. The Vice President will refer the student to the Labette Center for Mental Health. The college will pay for three sessions with the Labette Center for Mental Health if the student does not have medical insurance.

**Services are also available through:**

Hotlines – 7 days a week, 24 hours a day:

Labette Center for Mental Health	(620) 421-3771
Southeast Kansas Mental Health Center	(620) 473-2241
Family Life Center	(620) 231-5863
Four County Mental Health Center	(800)499-1748

**Animals on Campus (Procedure 2.18)**

The following procedure is based on LCC Policy 2.18. The policy can be found in the LCC Policy and Procedure Manual. Please contact the Vice President of Student Affairs regarding a copy of the policy.

Pets and/or other animals are prohibited from all College facilities except for assisted service animals or animals who have received proper authorization from the Vice President of Finance and Operations for educational purposes. Permitted pets and/or other animals must be leashed or otherwise secured and shall not be left in automobiles, tethered on campus, or otherwise endangered.

**Awareness of Policies**

Each student is expected to be fully acquainted with all published College policies, copies of which are available to each student for review in the Student Affairs Office or in the LCC Library. The College will hold each student responsible for compliance with these published policies. Students are also expected to comply with all federal, state, and local laws, and any student who violates any provisions of those laws is subject to disciplinary action, notwithstanding any action taken by civil authorities because of the violation. This principle extends to conduct off campus that is likely to have an adverse effect on the College or the educational process. In the event of an infraction:

- A. The student(s) believed to have been involved will meet the respective Vice President of Academic Affairs to review the incident.
- B. Following a preliminary investigation, if sufficient evidence indicates that a violation of the Code has occurred, the Vice President of Academic Affairs will initiate the procedures for a hearing.
- C. Should the student disagree with the findings, an appeal is allowed and is to be pursued within the respective procedures.

#### **Cardinal Cards**

Each student at Labette Community College is to have an LCC CARDINAL I.D. CARD, which can be obtained from the Student Affairs Office. Replacement cost is \$5.00. CARDINAL CARDS are for identifying students that attend LCC and should not be considered an official form of identification outside the College. CARDINAL CARDS are required to enroll, add/drop and for disbursement of financial aid to students as well as the use of the Library, admission to various athletic, social and cultural events, and discounts at various area businesses.

#### **Change of Information**

Changes of information such as contact information, name, advisor, concentration, degree, etc. are processed in the Student Affairs Office.

Students are required to maintain current information.

- A student who has legally changed his/her name must provide appropriate documentation to validate the change. Financial aid, grade reports, diplomas and transcripts are issued under a student's legal name as recorded in the Student Affairs Office.
- Students are responsible for having their current mailing address on file to avoid not receiving enrollment, financial aid and any other important notices including some changes in policies/procedures. (Financial Aid checks are required to be returned to the federal government if not claimed within a very limited time period.)
- When changing advisor/concentration/degree, the proper form must be signed by the student's current advisor, and where appropriate, by the new advisor and returned to Student Affairs Office.
- Concentration changes can only be made during the first two weeks of each semester.

#### **Computer and Internet Usage (Procedure 3.25)**

Labette Community College (LCC) makes computer and Internet access available to students, faculty, staff and service area residents for their use in pursuing the educational and administrative goals of the College. Access to LCC's network, computer systems and Internet connection is granted subject to College policies, procedures and local, state, and federal laws.

Because the College gives priority to its educational mission, has only a limited number of computers, and has an Internet system limited on the amount of data it can efficiently handle, it is important that this resource is used only in ways that are ethical, legal, considerate of others, reflect academic honesty and community standards (Procedure 3.10 Library Challenged Materials), and are responsible in terms of preservation of the resource for all users at the College. Any action that fails to demonstrate respect for intellectual property, data ownership, or system security mechanisms, any action that violates individuals' rights to privacy or freedom of speech, any action that violates freedom from intimidation, harassment, and unprovoked annoyance, or any action that otherwise unreasonably interferes with another person's use is prohibited.

The following procedure is intended to serve as a basic outline for the use of computer resources at Labette Community College. These guidelines are intended to supplement, not replace, all existing laws, regulations, agreements, and contracts that currently apply to those resources. The Library also provides access for non-students who live in the College service area.

The College owns or leases the computers, software, Internet access account and auxiliary hardware such as printers, routers, scanners, etc., located on College or extension site property. Computers or hardware of any kind may only be connected to the College computer or Internet system with the permission of the Director of Information Technology.

Persons violating this procedure may be subjected to disciplinary action by the College, including but not limited to the following: service area residents may be banned from College computer labs or buildings and students may be referred to the Vice President of Student Affairs for disciplinary action. Faculty and staff will be subject to the appropriate disciplinary policy and procedures. Please refer to [Policy 2.16 Performance Improvement](#).

### **Appropriate Use**

Appropriate use of the College's information technology resources includes instruction, independent study, authorized research, independent research, and official work of the offices, departments, and recognized student and campus organizations of the College. While it is not considered to be an appropriate use, the College realizes that service area residents, employees and students will likely indulge in some recreational usage of the College's information technology resources. The College will tolerate some recreational usage as long as that usage does not violate policy, procedure, or state or federal law, and, in the case of College employees, does not interfere with the performance of the employee's duties. Viewing or downloading of non-educational or offensive material is strictly prohibited. Email or posting of any material that may be offensive to others such as; profanity, defamation, and harassment are also prohibited.

Authorized users are service area residents, employees and students of the College and others whose access furthers the mission of the College and whose usage does not interfere with other users' access to resources. In addition, a user must be authorized to use certain computing or network resources by the Director of Information Technology before accessing the resource. All persons other than employees must have direct supervision.

No employee of Labette Community College shall use their personal small/home based business to profit or advertise during a college function or on the college website or any college publication. They may not use their personal business to gain profit or customers during work hours or at LCC events. Employees may not use college facilities or equipment for gain of profit or customers for their personal business.

### **Confidentiality and Privacy of Computer Files and E-mail**

In a public institution of higher education, employees' and students' privacy should be preserved to the maximum extent possible consistent with good business practices. However, privacy or confidentiality of documents and messages stored on LCC's computer equipment cannot be guaranteed.

Authorized access to data or information contained on College computers involves both privilege and responsibility, not only for the user, but also for Information Technology personnel. LCC will treat information stored on computers as confidential in most cases. However, persons using College computers should have no expectation of privacy or confidentiality for documents and messages stored on College owned equipment. E-mail and files stored on LCC's computers may be accessed by authorized College employees for a number of valid business reasons including, but not limited to, the following purposes:

1. Troubleshooting hardware and software problems,
2. Preventing unauthorized access and system misuse,
3. Retrieving business related information and documents,
4. Investigating reports of violation of policy, procedure or state or federal law,
5. Complying with subpoenas and Open Records Law requests for information,
6. Rerouting or disposing of undeliverable e-mail.

Only personnel authorized by the President, or appropriate VP may monitor usage or access files or records that a College administrator has not otherwise given them appropriate permission or authority to view in order to perform the duties of their position. Supervisors have the authority to access files of employees working for them due to their responsibility to supervise and monitor the work of their staff. Authorized staff, including supervisors, will keep all

confidential and personal information learned through their monitoring and file accessing duties confidential and reveal only that information which is necessary to administer the College's policies and procedures and limit the dissemination of information learned through their duties to those with a business related need to know.

Staff and students must disclose their computer screen saver password, if any, or otherwise ensure that their supervisor or instructor has unrestricted access to the hard drive on the College owned computer they use. Additionally staff and students should not share any of their computer passwords with others. Staff and students should not duplicate or download any software or materials that are copyrighted, patented, trademarked, or otherwise identified as intellectual property other than for purposes allowed by law or controlling licensing agreement. If any Internet material is downloaded, it should be scanned using the College's antivirus software before use.

### **Examples of Prohibited Use**

Use of LCC's network and computer systems is not a right. It is conditioned upon compliance with this and other College procedures and policies as well as all applicable laws. Though not exhaustive, the following list is provided to inform users of the types of activities that are prohibited by this and other policies and procedures: using facilities, accounts, access codes, privileges or pass words that you are not authorized to use; viewing, copying, altering, or destroying anyone's files without explicit permission from that individual; representing yourself electronically as another user; unlawfully harassing others; creating and/or forwarding chain letters; viewing, posting, printing or mailing obscene materials; game playing that interferes with academic or administrative use by others; making, distributing, or using unauthorized copies of licensed software; unauthorized copying, reproducing, or redistributing others' text, photos, sound, video graphics, designs or other information formats; obstructing others' work by consuming large amounts of system resources, such as bandwidth, disk space, CPU time; paper, printer toner, etc.; media streaming for personal use such as, but not limited to, Netflix, Hulu, and online movie and programming content, unauthorized testing of systems and/or resources, such as using program loops, intentionally introducing destructive software e.g., "virus" software or attempting system crashes; running or otherwise configuring software or hardware to intentionally allow access by unauthorized users; attempting to circumvent or subvert any system's security measures; advertising for commercial gain; distributing unsolicited commercial advertising; disrupting services, damaging files or intentionally damaging or destroying equipment, software or data belonging to LCC or other users, which includes all work-related files stored on LCC computers; using computing resources for unauthorized monitoring of electronic communications; destroying public records in violation of LCC's Retention of Records Policy; violating any LCC or Kansas Board of Regents policy or any local, state or federal law.

If there is any doubt whether the user may engage in a specific activity using College equipment, the user has the responsibility to inquire concerning the permissibility of the activity, prior to execution. Such questions should be directed to the Director of Information Technology.

### **E-mail**

Users of e-mail should be aware that, in addition to being subject to authorized access, electronic mail in its present form cannot be kept totally secure and is, therefore, vulnerable to unauthorized access and modification by third parties. Receivers of electronic mail documents should check with the purported sender if there is any doubt about the identity of the sender or the authenticity of the contents, as they would with print documents. All LCC Adjunct and Staff (Full and Part Time) Email Accounts are required to contain an email disclaimer in the signature line. The Disclaimer should read as follows: *This message, its contents and attachments may be confidential and privileged. This email intended for the addressee(s) only and access by anyone else is unauthorized. Unless you are the intended recipient, you may not read, copy, distribute, disclose, print, retain, or use in any way the information in this message. If you have received this message in error, please reply to [username@labette.edu](mailto:username@labette.edu) and fully delete this message and any copies immediately.*

Other signature guidelines include:

- Logos must be avoided if possible. If a logo is to be used, it should receive prior approval from department Supervisor and Public Relations.

- Email Templates and Themes must be avoided as they require additional server space, and they also require additional ink to be printed. Personal Photos must also be avoided.
- Bold Font must also be limited. Font should typically be the same size or smaller than your message text. Remember you do not want your message lost in the overbearing signature.
- Quotes must be avoided unless it is directly school related and has PR and Supervisor approval.
- Signature lines must contain only required contact information. Signatures will be set to have the signature line appear once. Signatures must be set to not be included on replies and forwards.

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A signature including logo must be under 10k in size.

E-mail users should also know that even if the sender and recipient have “deleted” their copies of an e-mail from their machines, there may be copies of the electronic mail that have been archived by the College’s regular back-up of data on its file servers; therefore, the copies can be retrieved weeks or even months later.

LCC e-mail services may, subject to the previously mentioned restrictions, be used for personal communication purposes provided such use does not interfere with the operation of College information technologies including e-mail services, burden the College with additional costs, or interfere with the user's job duties or other obligations to the College.

Electronic mail may constitute a public record, such as documents subject to disclosure under the Kansas Open Records Act or other laws or as a result of litigation. However, prior to such disclosure, the College evaluates all requests for information submitted by the public for compliance with the provisions of the Act or other applicable law. In addition, electronic mail may constitute official College records. E-mails of these types may need to be retained for longer than an e-mail system is capable of retaining them. The sender/recipient should consult with the College’s designated Open Records Officer to determine if a particular e-mail message constitutes a College record or document subject to the Kansas Open Records Act.

Violation of these procedures, or the principles upon which they are based, may be considered a violation of College work rules or policy and will be treated as such. Disciplinary action will be taken in accordance with the appropriate College disciplinary policy and may also include removal of computing privileges and possible third-party prosecution in a court of law if the violation involves royalty or copyright infringement or other violation of law. In order to reduce the amount of labor College employees expend handling spam, the College is implementing the following spam blocking procedure:

Any College employee wishing to block spam for a specific site will submit to the Information Technology Department a list of the email addresses of the sites they wish to block. Any College wishing to allow an email that is currently blocked by filtering should submit the request to the Director of Information Technology.

### **E-mail Exchange site on Cell Phones**

For employees who have Internet access on their cell phone and use the Labette Exchange site, you are required to turn on the default mobile disclaimer and are warned about sending and receiving confidential information. If your cell phone is lost, immediate shut-off is required and reported to your supervisor.

### **Important Information and Work Rules**

- A. The Director of Information Technology will maintain a system to selectively block access to websites containing obscene materials (based on community standards) and/or materials that degrade the performance of the College’s computer system by consuming excessive band width, storage space or create other impediments to the intended usage of the College’s computer systems. Students and staff needing access to sites of this nature for valid academic or research purposes may contact the Vice President of Academic Affairs to obtain temporary access to the websites necessary to the academic or research purpose. Recognizing that the College has the duty to provide access to constitutionally protected ideas and thought, the College will not use “filtering” software

that indiscriminately blocks access to sites with academically acceptable content.

1. Complaints concerning obscene websites or websites that are interfering with the operations of the College's computer systems, should be forwarded to the Vice President of Academic Affairs for review and possible action.
  2. If an authorized computer user believes a blocked site is safe and necessary to the Mission of LCC, the user may submit a request to the Information Technology Director to unblock the site. If the Director of IT denies a request, the authorized computer user may petition the Vice President of Academic Affairs to unblock a blocked website if it has appropriate academic application.
  3. The petitioner or the Director of Information Technology or the Vice President of Academic Affairs may appeal the decision to the President in writing. The President will review the matter and make a final determination. No further appeal will be permitted.
- B. Students and staff should not circumvent, disable, or otherwise try to render ineffective, College instituted website blocks, content access restrictions, or password systems. Violation of this rule will be considered a serious violation of policy and procedure.
- C. Staff and students must disclose to their supervisor or instructor their computer screen saver password, if any, or otherwise ensure that their supervisor or instructor has unrestricted access to the hard drive on the College-owned computer they use. Additionally, staff and students must not share any of their computer passwords with others. Staff and students should not duplicate or download any software or materials that are copyrighted, patented, trademarked, or otherwise identified as intellectual property other than for purposes allowed by law or controlling licensing agreement. When any Internet material is downloaded, it should be scanned using the College's antivirus software before use.
- D. Staff's on-line Internet use during working hours should be primarily limited to work-related activities. Students and staff are expected to show consideration of and respect for the rights, property (whether intellectual, electronic, or material), and time of others. Following is a partial listing of the types of activities deemed to be in violation of this procedure:
1. Stealing or using another's password or data, using another person's account, or
  2. Degrading the performance of the computer system or internet system by excessive personal or College use, such as maintaining a streaming connection to the internet for long periods when not actively using the connection, using excessive Internet bandwidth for activities such as downloading large, non-business related files, using streaming media such as internet radio or video files for extended periods, running instant messaging or other internet software that uses internet resources to the extent that other users are inconvenienced by degraded performance, online streaming services for personal use such as, but not limited to Netflix, Hulu, or other online programming, or
  3. Employing abusive or objectionable language in electronic communications such as e-mail or in a computer lab or group work areas, or
  4. Using more than one machine except where required for class work; or
  5. Altering the configuration or software on any College-owned computer by changing basic computer configuration settings, deleting software or files from College-owned computers, and/or adding new software or updating existing computer software using resources from any source without permission of the Director of Information Technology, or
  6. Excessive personal use or accessing Social Media Content.
- E. In computer labs during class time, the class work takes precedence over personal use. When a lab is in use for a scheduled class, non-enrolled students and staff are not permitted to use the lab facilities without permission from the instructor.
- F. Course work takes priority over personal use even when a scheduled class is not in session. In the event a computer lab is full during non-class hours, students using the computers for personal business such as e-mail, games, etc. are expected to give up their computers to students who need the computer for course work.
- G. Computing resources must be used wisely. Do not waste them by printing large files without good reason, sending large amounts of personal email, sending chain mail, or other time or resource wasting actions. Since network disk space is limited, students should keep their files on their own diskettes unless instructed otherwise;



staff are expected to make appropriate use of network and computer-based storage and not waste storage space as well.

- H. Computing environments should be kept clean and free of hazards to the equipment and free of annoyances to the users:
1. Eating, drinking, and smoking are not allowed in any computer lab. Users are responsible for helping to keep these areas clean. Do not leave scraps of paper, printouts, or other extraneous material behind when leaving the lab.
  2. Loud conversations, horseplay and other distracting behavior should not be practiced in computer labs or group work areas. Listening to music in a computer lab should be done only through a headset with the volume set low enough that others couldn't hear.
- I. All use of computer labs must be scheduled for classroom purposes by the Office of Academic Affairs and all other usage by the Facilities Office and authorized by the Director of Information Technology. Unauthorized access to labs outside of posted hours is not permitted.
- J. Only authorized software may be used on College-owned computers. The use of personal copies of software on LCC computers without permission of the Director of Information Technology is not allowed. Information Technology personnel may remove non-authorized software or non-licensed software from College computers upon discovery.
- K. Piracy or illegal copying of computer software violates copyright law and is a punishable offense. It will not be tolerated at Labette Community College.
- L. The security of College computing equipment and data is the responsibility of all College students and staff. Anyone witnessing suspicious activity is encouraged to immediately contact the Director of Information Technology or the Vice President of Finance and Operations. Each College department is expected to pay extra attention to the security of computers and data in its control.
- M. When a problem occurs or damage is discovered in a computer lab, the first report should be to the Lab Assistant on duty. The Assistant should then convey the information to his/her supervisor. If the supervisor is unavailable, or if a Student Lab Assistant is not on duty, or if the problem is not in a computer room, please contact the Director of Information Technology.
- N. When in doubt, contact the Director of Information Technology or one of the Information Technology staff. Otherwise, do only what specifically you have been given permission to do. If you have been given permission to use a file or piece of software, use it, but do not copy it, even on paper, unless explicit permission has been given.

### **Publishing World Wide Web Pages**

Use of the Labette Community College computer network is a privilege provided to employees. As a shared resource of the College, this access is provided as both an educational tool and as a tool for receiving and disseminating information about the College's educational programs, activities, and services more efficiently. Students and staff who use the College network have the responsibility to use it in an ethical, professional, and legal manner.

Documents prepared for dissemination over the LCC network are considered a part of the College's official public documents and, as such, are considered in the same category as the College's official printed publications. All office and department home pages are expected to contain accurate information, to be written in a clear and concise style and be presented according to guidelines approved by the Web Publishing Committee and the Director of Public Relations.

Equally important, information disseminated publicly by the College's network should represent the College in a manner consistent with printed publications, i.e., all information should be appropriate for a general, worldwide audience. Information distributed by the College network for on-campus audiences only should be appropriate for the intended audience. Department heads are responsible for approving the content of their sites and for maintaining current and accurate information. Final authority regarding the content and style of all of the College network's World Wide Web pages rests with the Web Publishing Committee.

The following procedure applies to use of the Lafayette Community College network resources by offices, departments, or individuals. Authors of official College web pages are expected to abide by this procedure. Individuals publishing personal World Wide Web pages through the College network should refer to the official College procedure on personal web pages for information specific to those pages.

All current and future policies and procedures of the College are applicable and enforceable in regards to network use. These include, but are not limited to the LCC policy on nondiscrimination (including harassment), the Code of Student Conduct, and all policies printed in the student handbook, the faculty handbook, and the staff handbook. In addition, royalty, copyright and intellectual property laws, and all federal and state laws, including those regarding distribution of obscene materials, are applicable to LCC web pages -- both personal and official office/department pages.

The College prohibits the use of its network in a manner that would result in unnecessary degradation of any network resource. For example, sites that become so popular as to tie up the entire system and prevent shared use by all are prohibited.

### **The Role of Privacy on the LCC Network**

While the College respects and encourages each individual's right to privacy, it reserves the right to view all files for the purposes of administering and maintaining the system or to investigate complaints from other users or law enforcement officials. Users of the LCC network are expected to respect the privacy of other users and are prohibited from breaking into individual, departmental, office, or system files or from using another person's access code in order to obtain or alter information in those files.

### **Compliance with the Web Page Procedure**

The Web Publishing Committee, under the authority of the President has the responsibility for all materials posted on the College web pages and may investigate documents that do not comply with this policy and procedure. Questions about the policy and procedures or reports of noncompliance may be addressed to any member of the committee at any time. Upon receipt of a notice of a possible problem, the committee chair will investigate. If, in the chair's opinion, a page is not in compliance with these policies or procedures, he/she may temporarily take it off-line, pending a meeting of the Web Publishing Committee to review the problem. In the absence of the committee chair, any member of the committee may take immediate action to shut down a site temporarily pending further review by the committee. If the committee concludes that a violation of this or other College policies or of state or federal laws has occurred, the violation will be forwarded to the appropriate authority. Violations not covered by existing College policies will be handled directly by the Web Publishing Committee. In addition, where state and/or federal laws have been violated, the College reserves the right to cooperate with authorities of these jurisdictions.

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### **Disability Services**

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Lafayette Community College, in adhering to the belief that all people should have the opportunity to develop to their potential, endeavors to stimulate enthusiasm for learning and provide opportunities to develop skills and attitudes to be a fulfilled, contributing member of society. LCC, in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, ensures that no qualified person shall, solely by reason of disability, be denied access to, participation in, or the benefits of, any program or activity operated by the College.

Each person who has met the academic and technical standards for admission to, or participation in, College programs and has provided documentation from a certified professional stating the nature of the disability, shall receive the reasonable and appropriate accommodations needed to ensure equal access to educational opportunities, programs, and activities in the most integrated setting appropriate. Reasonable accommodations are those that do not fundamentally alter the nature of the program, that can be provided without undue financial or administrative burden, and that can be provided without lowering academic and other essential performance standards.

Services for LCC students who have a documented disability from a certified professional are coordinated through the ADA Coordinator in the Office of Finance and Operations (2<sup>nd</sup> floor, Student Union x1230). Many services are provided at no cost to enrolled students on an individual basis and with respect to confidentiality.

#### How to Access Accommodations

- Students with disabilities are to contact the ADA Coordinator to schedule an intake interview. During this

meeting, the discussion will focus on how the disability affects the student and what accommodations have been recommended as appropriate at a postsecondary level. Early contact with the ADA Coordinator is imperative to ensure accommodations will be in place by the first day of classes.

- Students will be required to furnish appropriate documentation of their disability. The documentation must be completed by a certified professional, and include justification and *suggested academic accommodations*. This documentation must be on file with the ADA Coordinator before accommodations can be determined.
- The ADA Coordinator will determine if the documentation is adequate to establish the existence of a qualifying disability and to support the requested accommodations. Renewal of documentation is normally required every three years and is the responsibility and expense of the student.
- Students must request accommodations each semester and requests should be made a minimum of 30 days before the first day of courses.
- Students will also be required to furnish a copy of the class schedule to the Coordinator for each semester accommodations are requested.
- Notify the ADA Coordinator immediately of schedule changes, including leaving a copy of the new schedule, with the changes marked.

Types of Accommodations May Include, But Are Not Limited To:

- Notification of instructors concerning needed accommodations
- Note taker
- Course exam accommodations
- Recorded textbooks/materials
- Sign language interpreters
- Alternate print formats
- Quiet testing rooms
- Print magnifier
- Large screen computer monitor
- Screen reading software
- Alternate lighting for testing or studying

Accommodations/Substitutions

Accommodations will only be utilized in cases where the person's inability to meet the requirement does not constitute a fundamental alteration in the nature of the course/program. Students seeking an accommodation or course substitution on the basis of a specific disability shall present documentation to the ADA Coordinator to substantiate the disability. The documentation must establish that the disability can be reasonably expected to prevent the individual from meeting course and/or degree requirements. Substitutions, which are relevant to the student's career aspirations or college concentration, will be considered.

Grievance Procedure for Students With Disabilities

Students with disabilities whose accommodations, modifications, and/or adjustments are approved and who believe that they have been discriminated against on the basis of their disability should bring these issues to the attention of the ADA Coordinator. The Coordinator will work with students, faculty and administrators to resolve disagreements regarding recommended accommodations. If the Coordinator is unable to resolve the matter informally, or if the student with a disability is not satisfied with the resolution, she/he may file a written grievance with the Vice President of Student Affairs.

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**Emergency/Evening/Weekend Procedures**

In the event of a non-instructional issue, students should act according to the Emergency Response Plan posted in each classroom. When the fire alarm sounds or you are asked to evacuate for other reasons such as gas leaks and bomb threats, leave the building immediately. Evacuate all buildings to Forest Park and away from fire hydrants. If the situation allows, take all belongings with you.

The Environmental Services personnel will notify employees and students of possible approaching tornadoes during the evening and by the Emergency Response Team during regular working hours. Students and staff will move to the shelters indicated in the

Emergency Response Plan in the classroom.

Other emergency related procedures are provided in the Emergency Response Plan posted in each classroom. In addition, an Emergency Intercom System is installed in each classroom that will allow each classroom to communicate with a central operator that will follow Lafayette Community College's Emergency Response Plan.

Lafayette Community College reserves the right to contact medical personnel in an emergency with the college being responsible for the cost.

Emergency Response Team contact names and numbers are also provided in the plan posted in each classroom.

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#### **Falsification/Misrepresentation of College Records\***

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- No student shall complete a College record dishonestly.
- No student shall alter, counterfeit, forge, or cause to be altered, counterfeited, or forged, a record, form, or document used by the College, nor shall a student knowingly/recklessly use altered, counterfeited, or forged records, forms, or documents.
- No student shall hinder or mislead or attempt to hinder or mislead a properly identified College official in the performance of his duty by providing false or misleading information or by misrepresenting the facts.

\* Example: Documents related to residency, admission, disability, etc.

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#### **Library Access (Procedure 3.12)**

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##### **Children in the Library**

The Library at Lafayette Community College exists first and foremost to serve the students, staff, faculty and administration of the College. Children under twelve years of age must be accompanied by an adult, and may not be left unattended in the Library.

##### **Study Groups**

Groups of students sent to the library for study purposes tend to become a distraction if left without a proctor. The instructor or coach of the group will give the Library staff at least 24 hours prior notice. The instructor or coach will remain with groups of five (5) or more. The Library staff reserves the right to ask any individual, sub-group, or the group as a whole to leave the Library because of inappropriate behavior.

##### **Disabled Students Services**

The Lafayette Community College Library staff shall make a reasonable effort to provide assistance to disabled students as needed to assure equal access to the library's resources and services. The students will also be referred to the ADA Coordinator in the Human Resources Office.

Assistance in the Library may take various forms depending on the disabling condition and may include but may not be limited to the following:

1. Help with literature searching.
2. Retrieval of materials from the stacks, shelves, files, etc.
3. Staff-assisted copy service at self-service rates for persons unable to use the copy machine.
4. Help with filling out of interlibrary loan forms.

##### **Tours**

Tours of the Lafayette Community College Library and its resources are available for all LCC faculty members, staff, and administration, and their students. Advance notice is suggested to provide the best experience for the students. The Library staff will schedule the tours as close to the desired date as possible. Tours may be adapted as needed.

##### **Displays**

The Library reserves the right to decline the offer of art objects, posters, and other displays. The Library Director will decide what displays will be allowed in the Library.

**LCC Library Keycard and Conduct Procedures**

Students who request a keycard will be allowed to have 24 hour access to the library for studying and computer use. This privilege will be granted as long as the following conduct procedures are followed. **Failure to follow the following conduct procedures will result in revoking of the access privileges and possibly access to library services.**

The keycard is issued to ONLY the assigned student and must be in his/her possession at all times while using the library after hours. When the library is closing, the student will be asked to present their card, if they are staying. If they are unable or unwilling to present the card at that time, or whenever asked, they will be asked to leave the library.

The individually assigned key card is NOT to be loaned to others.

NO community members are allowed to be in the library after regular closing hours.

All students will be monitored by video surveillance at ALL times while in the library.

Students are expected to follow LCC Administrative Procedure 3.13, as outlined below.

Failure to follow these guidelines will result in the loss of your keycard privilege.

**Library Conduct (Procedure 3.13)****Procedure 3.13 Summary**

Participating in any of the following behaviors will be considered violating this procedure and will result in losing your keycard, 24 library access, and possibly library privileges.

Removing or attempting to remove library material or property without authorization.

Mutilating or defacing library materials or property in any way.

Creating a disturbance or behaving in a manner that interferes with other students' use of the Library (Including but not limited to rowdiness, noise, falsely setting off fire alarms, and offensive behavior).

Harassing , threatening, or treating other students without respect or dignity, or behaving in an inappropriate or discourteous manner

Smoking or using smokeless tobacco in the Library.

Possession or consumption of alcohol or illegal drugs in the Library.

Participating in loud conversations or laughter that is disturbing to other users.

Using obscene or abusive language, downloading pornographic materials on the computer or engaging in obscene or abusive behaviors.

Blocking or in any way interfering with the free movement of other students.

Rearranging furniture or equipment from one location to another.

Users of the Labette Community College Library have the right to expect a safe and pleasant library environment free of disruptive activity, access to clean and undamaged library materials, surroundings free from food, tobacco, alcohol and drugs. Ensuring a pleasant and productive environment for study and research for all users requires that each user of the Library follow the Library's Conduct Procedures and refrain from the activities listed below:

1. Removing or attempting to remove library material or property without checking them out or without proper authorization.
2. Mutilating library materials by marking, underlining, or removing pages or portions of pages; removing bindings; injuring or defacing library materials or property in any way.
3. Creating a disturbance or behaving in a manner that interferes with normal use of the Library (Including but not limited to rowdiness, noise, falsely setting off fire alarms, and offensive behavior).
4. Harassing or threatening Library staff members or patrons.
5. Consuming food or drink around the computer areas of the Library.
6. Smoking or using smokeless tobacco in the Library.
7. Possession or consumption of alcohol or illegal drugs in the Library.
8. Treating other patrons without respect or dignity, or behaving in an inappropriate or discourteous manner.
9. Loud conversations or laughter that is disturbing to other users.
10. Obscene or abusive language.
11. Blocking or in any way interfering with the free movement of any person or persons.
12. Using radios, tape players, etc. without headphones that prevent transmission of sound to others.
13. Soliciting or selling of any kind, unless approved by the Library Director.
14. Distribution of leaflets or posting of notices not approved of by the Library Director.
15. Rearranging furniture or equipment from one location to another without permission.

The Labette Community College Library and the patrons of the Library need this procedure in order to provide a clean and healthy environment for study and research, to preserve library materials, to protect library furnishings and

equipment, and to prevent the disruption of other patrons' use of the Library. Taking part in the activities listed in this section may result in loss of library privileges, disbarment from the Library premises, College imposed sanctions and/or criminal prosecution.

### **Injury or Sudden Illness**

If a patron is injured or becomes suddenly ill and requires medical attention, the Library staff will assess the situation. A first-aid kit is available, but for more serious injuries, or if there is any doubt of the severity of a person's injury or illness, an ambulance will be called (911). The Library staff will obtain the name, address, and phone number of the ill or injured patron, of any witnesses, if appropriate, and the names of any College staff who were involved or who might have witnessed the incident. Library staff will notify the administration as soon as possible.

### **Emergencies**

In the event of a fire, a tornado, or another emergency situation, Library staff will alert the patrons to the procedures for evacuation or taking shelter. *Emergency Response Plans* are posted in the Library.

### **Location of Records**

Student records maintained by the Student Affairs Office include admissions applications, transcripts, enrollment forms, schedule change forms, and ACT & SAT scores. Financial Aid applications and records, including student earnings and disbursements, are on file in the Financial Aid Office.

Student placement test results are maintained in the Student Success Center.

A copy of the GED Testing records are stored in the GED Chief Examiner's office in the Student Success Center. Applications for admission to specific programs, test results, confidential references, and unofficial copies of transcripts are maintained in the Program Assistant's Office of the prospective department. (i.e. Nursing, Radiography, Respiratory Therapy, etc.).

A charge of \$1.00 per page will be assessed the student for reproduction of the records requested by the student. Official Academic transcripts are \$10.00 per copy. Students can print an unofficial transcript from their Red Zone account..

### **Sexual Harassment**

Sexual harassment is a form of sex discrimination that violates Title IX, Education Amendments of 1972 or Title VII of the 1064 Civil Rights Act. In its 1980 guidelines, the Equal Employment Opportunity Commission (EEOC) defines the rights and responsibilities of employers and employees in the workplace. Labette Community College prohibits sexual harassment by all employees and students in accordance with applicable Kansas and Federal laws.

The College is committed to maintaining an environment free of objectionable and disrespectful conduct and will not tolerate behavior of a sexual nature that interferes with an individual's performance or creates an intimidating, hostile, or offensive learning or working environment.

Alleged incidents of sexual harassment will be fully and promptly investigated, and appropriate disciplinary or other corrective action will be taken where the investigation indicates such harassment did occur. Students who feel they are being harassed by anyone connected to LCC should contact the Director of Human Resources at (620) 421-6700, extension 1234, or Vice President of Finance & Operations at extension 1231. Students may also contact the Vice President of Student Affairs at extension 1264.

### **Soliciting, Distributing Literature, and Advertising on College Property (Procedure 2.11)**

The following procedure is based on LCC Policy 2.11. The policy can be found in the LCC Policy and Procedure Manual. Please contact the Vice President of Student Affairs regarding a copy of the policy.

Labette Community College procedures relative to time, manner and place for the acts of soliciting, distributing and advertising on College property are established to ensure that the educational functions of the institution are not significantly interfered with by individuals or groups while providing reasonable opportunities for persons to exercise their rights of freedom of speech and expressions. Decisions regarding the acts of soliciting, advertising and distributing

literature on College property will be made on a content and subject neutral basis

Only those groups or individuals representing Colleges or non-profit organizations may use College property for the purpose of soliciting, distributing literature and/or advertising unless the Vice President of Student Affairs makes an exception. The Student Life Specialist is designated to approve or disapprove all materials to be posted. The Director of Admissions is designated to approve campus visits. The Vice President of Student Affairs may be consulted by the Student Life Specialist and/or Director of Admissions as appropriate.

#### Definitions

- A. College “property” means property under the College’s jurisdiction, either owned or leased.
- B. “Advertising” means placing or displaying printed, written, drawn materials (such as artistic documents) and/or publications on College property or on vehicles on College property.
- C. “Soliciting” means to approach persons with a plea or request, to include sale of merchandise, services, commodities or requests for funds.
- D. “Distributing literature” means to hand materials to persons or to make materials available to persons, or to place materials on College property or vehicles on College property.
- E. “Authorizing office” means the Student Life Office or Director of Admissions Office.

#### Advertising

Advertising materials must:

- A. Be factual and represent the true nature of the event, activity, service, or commodity advertised;
- B. Not claim or imply College endorsement or sponsorship;
- C. Be date-stamped by the authorizing office before posting, and be in accord with any other applicable College policies or procedures.

#### Advertising by individuals and groups

- A. Advertising on College property requires approval of the authorizing office and is subject to the procedures herein and other procedures, which may be required to effectively operate the College.
- B. On-campus groups and organizations must, when advertising activities not open to the public, confine advertising to the College property on which the activity is to occur.
- C. Off-campus groups or organizations wishing to advertise on College property must follow approved operating procedures relative thereto.
- D. Individuals may, if authorized, use designated bulletin boards for personal announcements. Such announcements are removed on a regular basis.

#### Forms of Advertising

##### Posters

- A. Posters may be displayed on bulletin boards on College property if:
- B. The poster displays the sponsoring organization’s name and the date-stamp of the authorizing office is attached.
- C. The poster is no larger than 12 x 18 inches
- D. There is only one poster on a bulletin board, which advertises the same activity.
- E. Posters may not be placed on utility posts, trees or shrubs, information or directional signs, interior or exterior building walls, doors or windows, or similar locations. Individuals or organizations violating regulations may be held liable for damages caused by posting.

##### Banners

- A. College units and recognized campus organizations may display advertising on one or both sides of a banner on College property.
- B. In locations identified by the authorizing office.
- C. To display a banner on College property, the unit or organization must request such, in writing, to the appropriate authorizing office at least 7 calendar days before the display date. If the request is approved the unit or organization must.
- D. Display the unit or organization’s name in clear, legible letters in a prominent location on the banner.
- E. To acquire approval, take the banner to the authorizing office at least two days before the display date.

- F. Place the banner in the approved location and remove the banner after the approved posting period.

### Soliciting

Individuals and groups are permitted to solicit on College property as follows:

- A. Recognized student organizations or specific College units/departments may do so if approved by the authorizing office.
- B. Off-campus companies or groups are prohibited unless the Vice President of Student Affairs makes an exception.
- C. Individuals seeking personal gain are prohibited unless the Vice President of Student Affairs makes an exception.

### Solicitation by recognized student organizations or College units

- A. Recognized student organizations wishing to solicit on College property must present a written request to the authorizing office. Such request must state the date and time for the activity and must be received at least two days in advance of the requested date. If the request is approved, the organization may solicit for the time period approved but not to exceed five calendar days. Extensions require an additional request.
- B. Solicitation may be limited to a specific area designated by the authorizing office.
- C. The activity must not, due to loud noises or interruptions, disrupt the educational activities of the College.
- D. The individual or group must request from the Facilities Director use of College-owned furniture.
- E. The individual or group may post signs, banners, or other materials at their table.  
Individual or group must remain in approved areas and not obstruct traffic.

### Distribution of Literature

- A. Distribution of literature is prohibited in areas associated with educational and administrative functions of the College, which include, but are not limited to, inside buildings or external walkways from which individuals enter and exit classrooms. An inside area which is an exception to this procedure is the first floor of the Student Union. The area will be designated by the authorizing office.
- B. Individuals or groups must remain in approved area(s) for the duration of the activity.
- C. Not wander to undesignated areas of the College property while distributing literature.
- D. Not obstruct pedestrian or vehicular traffic flow, or the free movement of any individual by any means or activities.
- E. Ensure that the activity does not, due to loud noises, disrupt the educational activities of the College.
- F. In the event there is an allegation of disruption, follow direction of authorized College officials.
- G. In addition to the procedures stated above, individuals or groups may distribute literature according to the following procedures:
- H. Handbills, pamphlets and other literature distributed on College property must display the name of the sponsoring organization or group.
- I. In the event literature distribution results in unreasonable littering of the College property by such individuals or groups, such activity may be halted by College officials.
- J. Literature may not be placed on vehicles parked on College property.
- K. If individuals or groups wish to place literature on College property for pickup by passers-by, they must do so in areas/locations designated by the authorizing office.

### Approval/Disapproval of Activities

- A. Individuals or groups may be denied, by the authorizing office, the opportunity to conduct an activity for soliciting, material distribution, and advertising on College property because of scheduling conflicts or space not being available on a particular day. Alternative days/times or places will be offered by the authorizing office.

The Vice President of Student Affairs is responsible for administration of these procedures. Any exceptions to such must be authorized by him/her.

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### **Student Code of Conduct (Policy 4.08)**

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Lafayette Community College strives to create an academic community conducive to the proper functioning of the



educational process and the development of each student. To create the atmosphere in which these goals can be pursued, the College maintains disciplinary rules and regulations. Students are expected to behave in a manner which is supportive to the mission of the College. Labette Community College reserves the right to impose disciplinary sanctions for behavioral misconduct which occurs either on campus or off campus. Violations of the Student Code of Conduct must be reported by staff to the Vice President of Student Affairs within five working days of the incident along with any action taken.

### Regulations

- A. Alcohol. The College will uphold and enforce the Kansas law concerning the possession and consumption of alcoholic liquor and beer.
- B. Tobacco. The College will uphold and enforce the Kansas law concerning the use of smoking products in public places. In addition, College Policy 2.09 prohibits the use of all tobacco products on campus.
- C. Illegal Drugs. The College supports the enforcement of the State of Kansas laws and federal laws on controlled substances. Use, possession and/or sale of such substances is prohibited whether on campus or off campus.
- D. Behavior Misconduct. Students are not to exhibit behavior, which threatens any person, harms or causes to place in harm any person, or conduct themselves in a lewd, indecent, obscene, or disorderly manner. A student may be directed to desist from behavior, which, in the opinion of a College official, is intended to or has the effect of subjecting a fellow student to this type of harassment or intimidation. A student who persists in this behavior after being so directed may be charged with failure to follow the reasonable directive of a College official.
- E. Rape. Any person has the right to say no to sexual activity. Lack of objection is not agreement to sexual contact. Any unwanted sexual activity, including date/acquaintance rape or gang rape, will not be tolerated and the "perpetrator(s)" could face both College judicial action and criminal charges.
- F. Assault. Any actual or threatened interference, physical or sexual attack, physical or verbal harassment, intimidation, or personal abuse against any member of the College community is forbidden. Face to face confrontation utilizing fighting words or racial epithets or putting any person in fear and apprehension of harm will not be tolerated.
- G. Fireworks and Other Weapons. Possession of fireworks, explosives and unlawful weapons such as those described below shall be prohibited on College property. The use of any object to cause or to attempt to cause, either injury to a person or damage to property is prohibited. The possession or use of any fireworks or explosives on the College property is in violation of College regulations. Students identified as responsible for such activity will face serious disciplinary action, including suspension/dismissal from school, as well as criminal prosecution. Storage space for firearms or other weapons is not provided on College property. The term weapon is defined in Procedure 4.08.

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### Student Code of Conduct (Procedure 4.08)

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Labette Community College will establish and maintain a fair and equitable procedure for addressing student disciplinary matters to ensure that the rights of the students, the College community, and the community-at-large are protected. Alleged and/or violations of the Student Code of Conduct must be reported to the Vice President of Student Affairs within five working days of the incident along with any action taken.

The Vice President of Student Affairs shall be primarily responsible for the administration of the student conduct system. The Vice President of Student Affairs will coordinate academic misconduct with the Dean of Instruction, as stated in Procedure 3.07 Academic Misconduct.

#### A. Applicability

This Student Code of Conduct is applicable to every student enrolled at the College, whether part time or full time

and whether in residence, by extension, or otherwise and may at times apply to persons off campus when using College facilities or participating in LCC programs or activities, including, but not limited to, off campus outings and clinical practice trips. This code is adopted pursuant to authority granted by the LCC Board of Trustees.

B. Definitions

1. College: Labette Community College.
2. College officials: those persons given the responsibility and authority by the appropriate agency or person, including trustees, regents, faculty, physical plant and administrative staff.
3. College property: property owned/used/controlled/occupied by the College, including property physically removed from a campus. This includes the Cardinal Villas.
4. Notice: correspondence (1) sent by mail, including email, addressed to the addressee at the local address, as shown on College computer records in the Office of the Registrar/Admissions; (2) personally delivered to the addressee; or (3) personal contact.
5. Preponderance of the evidence: that quantum of evidence which, when given probative force, would tend to prove that a fact is more likely to be true than not.
6. Record: all written documents, forms, copies, reports, statements, tape recordings, emails, or tangible evidence in a disciplinary action.
7. Will and Shall are used in the imperative sense.

C. Awareness of Student Code of Conduct Policies

Each student is expected to be fully acquainted with all published College policies, copies of which are available to each student for review in the Student Affairs' Office, in the Library, or online at <http://www.labette.edu/catalog/policies/Code-of-Conduct-408.pdf>. The College will hold each student responsible for compliance with these published policies. Students are also expected to comply with all federal, state, and local laws, and any student who violates any provisions of those laws is subject to disciplinary action, notwithstanding any action taken by civil authorities because of the violation.

The student is advised that specific career technical programs (as well as College athletic programs, performing arts programs, and other student organizations) publish student handbooks and program guidelines with policies and procedures associated with their respective programs. Students are advised that in addition to the guidelines and expectations outlined herein, they are expected to comply with the policies and procedures applicable to the programs with which they are affiliated. All students in all programs are entitled to the same due process.

D. Conduct Prohibited

Misconduct for which students are subject to disciplinary actions includes but is not limited to the items listed below.

1. Commission of an act that would constitute an offense under appropriate federal, state or local criminal and civil statute.
2. Failure to comply with the directives of a College official acting in the performance of his/her duties. This includes the failure to respond to a summons to the office of an administrative officer within the designated time or to present identification upon request of any college official. This summons may be issued by mail or email.
3. Furnishing false information to the College, and/or giving false testimony or other evidence at a College disciplinary or other administrative proceeding.
4. Issuance of a check without sufficient funds or otherwise failing to meet financial obligations to the College.
5. Sharing of LCC RedZone pin number or LCC e-mail address password with anyone.
6. Unauthorized throwing of any object in/from College facilities.
7. Misuse, abuse or unauthorized use of fire extinguisher or other safety equipment (such as alarms, AED's, or notification equipment).
8. Engaging in conduct that interferes with or disrupts any College teaching, research, administrative, disciplinary, public service, any other authorized activity or the peace and welfare of any person, whether on or off the campus, includes collusion.

9. Disruption of the learning environment or any behavior that detracts from the goals or diminishes the dignity, respect, or worth of other students on campus. This includes: overt disrespect for the ideas and opinions of others; disruptive talk during class; and bringing activated electronic devices to classes or computer labs without prior approval.
10. Engaging in conduct that endangers the physical or mental health or safety of any person or which causes physical injury.
11. Unauthorized possession, duplication, or use of keys (including key cards) to any College property, or unauthorized entry to or use of College property.
12. Engaging in or submitting to hazing which includes but is not limited to an initiation by an organization utilizing any dangerous, harmful, or degrading act toward a student. Includes but is not limited to:
  - a. Brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage as defined in Kansas Statutes, controlled dangerous substance, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual; and
  - b. Any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment or any other forced activity which could adversely affect the mental health or dignity of the individual.
13. Gambling in any form on College property.
14. Manufacture, possession, control, sale, transmission of, or use of any controlled substance, alcohol, or other illicit drugs on the College's property.
15. Unauthorized possession, ignition, or detonation of any explosive device, fireworks, liquid, or object which is flammable or which could cause damage by fire or explosion to persons or property on College property.
16. Attempted or actual theft of and/or damage to property of the College, or property of a member of the College community, or other personal or public property, including knowingly receiving or possessing stolen property.
17. Any forgery or fraud, including but not limited to alteration, or misuse of College documents, forms, records, meal cards or identification cards.
18. Advocating or recommending orally or in writing conscious or deliberate violation of any federal, state, or local law. Advocacy means addressing an individual or group for imminent action and setting in place such actions.
19. Unauthorized entry/use of LCC buildings, facilities, equipment, resources.
20. Not maintaining current official mailing addresses (local & permanent) in the Student Affairs Office or giving a false, invalid or fictitious address.
21. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on College property or at College-sponsored activities.
22. Receiving three (3) Academic Misconduct Notification Forms during attendance at LCC. (Refer to Procedure 3.07)
23. Receiving three (3) Tobacco Incident Forms during attendance at LCC. (Refer to Procedure 2.09)
24. Any illegitimate or unauthorized use of computer systems, resources, facilities, hardware or software. (Refer to Computer Use Policy 3.25)
25. Malfeasance or misuse of elective or appointed office in a student organization or position as a college work study, its members or the welfare of the College community.
26. Tampering with the election of any College-recognized student organization.
27. Failure to have LCC Identification Card when asked to present it on the LCC Campus.
28. Possession of an instructor's manual or other teaching material for an LCC course.
29. Physical abuse, verbal abuse, threats, intimidation, bullying, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person, whether perceived or real.
30. Verbal or written communication that has the intent or effect of subjecting any individual or group to hatred, contempt, ridicule, racist slurs, or intimidation and thereby injures the person, property, or reputation of another.
31. Violation of Procedure 2.072 – Sexual Misconduct - specifically including rape, acquaintance rape, sexual assault, dating violence, domestic violence and stalking, and related retaliation of any nature against or by any student or employee.

32. Discrimination, harassment or retaliation including harassment based on race, color, religion, gender identity, sexual orientation, national origin, age, disability, or status in any group protected by state or local laws, including all forms of sexual harassment.
33. Unless otherwise provided in College policy, possession of a weapon, firearm, explosive and/or facsimile of a weapon on the College's properties, including any weapon designed to fire any projectile as well as the associated paraphernalia is not permitted. These include but are not limited to:
  - a. A bludgeon, sand club, metal knuckles, or throwing star, or any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
  - b. a tear gas or smoke bomb or projector or any object containing a noxious liquid, gas or substance;
  - c. a spring gun; (i.e. paintball guns, bb guns, air rifles, pellet guns, etc.)
  - d. any facsimile of the above weapons.The only exceptions will be for military personnel, law enforcement officers, for in-class use by instructors teaching or students enrolled in courses utilizing firearms, and as authorized in College Policy 2.12 with regard to concealed carry of firearms.
34. Failure to comply with a directive of College officials acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
35. Obstructing or disrupting a police response or the response of the Emergency Response Team.
36. Littering or posting of notices in non-designated spaces or without approval from the appropriate College personnel and unauthorized distribution or sale of goods on campus.
37. Use of bicycles, skateboards, roller blades, and any other non-motorized vehicle or equipment (except wheelchairs) outside of designated areas.
38. Violation of any other published College policies, procedures, rules, or regulations.

#### E. Disciplinary Proceedings

College disciplinary proceedings may be initiated against a student charged with a violation of this Student Code of Conduct even if the same factual situation is the basis for pending or potential criminal prosecution and/or civil litigation. Proceedings under this Code of Conduct may be carried out prior to, simultaneously with, or following any such separate civil or criminal proceedings.

When the Vice President of Student Affairs receives information that a student has allegedly violated a published College policy or procedure, she/he shall investigate the alleged violation. The Vice President of Student Affairs may discuss, consult and advise with the individuals involved.

- Faculty and staff must submit a Behavior Misconduct Form to report violations of Procedure 4.08. The forms are available on Public Folders and on the RedZone Faculty Page.
- Full-time and adjunct faculty must submit Academic Misconduct Notification Forms to the Vice President of Student Affairs and the Dean of Instruction. The forms are available on Public Folders and on the RedZone Faculty Page.
- Faculty, staff, and students must submit Tobacco Incident Forms for students to the Vice President of Student Affairs. The forms are available on Public Folders and on the RedZone Faculty Page.
- Faculty, staff, and students may also submit a violation via written correspondence (letter or email) or by contacting the Vice President of Student Affairs via phone call or in person.

The Vice President of Student Affairs or such other person as designated by the President is authorized to take any interim action necessary to maintain campus safety, integrity of the process, and/or protection of student rights and institutional rights during the formal investigation and determination process.

The student shall be given written notice via the student's Lafayette Community College email of the complaint and charges against him/her within five (5) College working days of receipt of the complaint. The student shall have five (5) College working days after receipt of the notice to respond in writing or in person at a date scheduled by the Vice

President of Student Affairs to the charges.

An initial investigation will be completed by the Vice President of Student Affairs or such other designee of the President regarding the charges. Interviews may be completed with the individual who filed the complaint and/or the student as a part of the investigation.

The Vice President of Student Affairs or such other designee of the President, shall, as soon as possible after the investigation, render a decision that may include dismissal of the complaint or imposition of any discipline set forth herein. Written notice of the decision detailing the allegation, the finding, and the sanction imposed or recommended shall be served upon the student in person, by mail and/or by email.

If the Vice President of Student Affairs or such other designee of the President finds that the student has violated College policy, procedure, rules, or regulations, disciplinary action shall be taken. The Vice President of Student Affairs or other designee shall impose such discipline as he/she determines is warranted taking into consideration the seriousness of the offense.

Disciplinary actions, all of which become student records, include but are not limited to:

- *Warning*: A written notice to the student that a violation of a published College policy or procedure has occurred and that the continuation of such conduct or action could result in further disciplinary action.
- *Restricted privileges*: Denial or restriction of one or more privileges granted to students. These may be, but are not limited to, the use of an automobile, access to specific areas of campus, dining privileges, visitation privileges, restricted privilege to attend classes or events, or participation in athletics or other extracurricular activities. The restriction may be imposed for a definite term or period of time.
- *Discretionary Sanctions*: Work assignments, service to the college, or other related discretionary assignments.
- *Restitution*: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- *Disciplinary probation*: A finding that the student is not in good standing, and that his continued enrollment is conditioned upon adherence to published College policies. Probation may be imposed only for a definite term but automatically imposes the following:
  - A student on disciplinary probation or additional disciplinary sanctions is ineligible to hold or be elected to an office of any student organization recognized by the College;
  - A student on disciplinary probation or additional disciplinary sanctions may not represent the College in any special honorary role, e.g. SKILLS USA Conference, choir tour, athletic competition.
- *Suspension*: Separation from the College for a definite period of time, after which the student is eligible to return. Conditions or readmission may be specified. The Vice President of Student Affairs has the option of requiring the individual to attend a screening/assessment appointment at the student's expense prior to permitting readmission.
- *Expulsion*: Expulsion is the permanent severance from Labette Community College. When a student is expelled, *they will be informed in writing, if they are on college property, that the local authorities will be contacted.*

■ *Expelled Student Procedure*

- A student can be banned from campus when an incident is reported that could be threatening to one or more individuals or considered a threat at the college. The ban is considered a temporary ban and will not exceed ten working days while an investigation is being completed. The student will receive a letter indicating this is the case and will be made aware of the process.
- When a student is expelled, they will receive a letter from the Vice President of Student Affairs indicating expulsion as well as any time limits and conditions that have been placed on the student. Depending on where the student is at in the Discipline Process, they will have the opportunity to attend a hearing or appeal the decision.
- At the time of a temporary ban or an expulsion, the Administration Team will be notified of the expulsion, the reason, and will include a picture of the student.
- The Administration Team then determines which staff members within departments should be notified of the temporary ban or expulsion without giving the reason unless deemed necessary. A

statement regarding FERPA and the confidentiality of the issues will be made at this time. In addition, staff will be told that additional communication will occur as warranted, based on where the individual is in the hearing/appeal process. Some of the following staff should be informed:

- Instructors the student has for the current semester, as well as full-time faculty, will be informed by the Dean of Instruction.
- Staff sitting on the “front line” of customer service areas, i.e. Admissions Desk, Business Office Desk, Receptionist, Library.
- Academic Advisor.
- Director of Facilities.
- Coach and Student Organization Advisors if appropriate.
- If a student is cleared to be back on campus, the Vice President of Student Affairs will contact the individuals listed above indicating such as well as any restrictions that have been placed on the student. The Dean of Instruction will then inform the instructors.
- If a student is expelled from onground classes (Main Campus, Cherokee Center, Extension Sites), the Vice President of Student Affairs will make a recommendation on whether the student should remain in any online courses he or she might be enrolled in. The student may be allowed to complete these courses for the semester but then will not be allowed to re-enroll at LCC.
- Each disciplinary situation is different so the timeline, persons informed, and process may be modified based on unique circumstances.
- A listing of all expelled students will be kept on file by the Administration Team with the Vice President of Student Affairs providing updates as needed.
- Any student who is expelled for one of the following offenses, as terms defined in Appendix A to Part 99 of Title 34 of the Code of Federal Regulations, will have the expulsion noted on the student’s academic transcript as “non-academic expulsion” at the time the disciplinary decision is made. It will be removed if, after any appeal, the decision is reversed.
  - Assault offense;
  - Criminal homicide – murder or non-negligent manslaughter;
  - Kidnapping; or
  - Forcible sex offense.

If a student is reinstated after the expulsion, it is only after a complete reconsideration of the case by the Vice President of Student Affairs).

#### F. Appeals

Any decision of the Vice President of Student Affairs or such other person as designated by the President may be appealed by the accused or the complainant. The student should follow Labette Community College Student Grievance Procedure 4.081 to appeal the decision.

### Student Directory Information

Under Section 438 of the General Education Provision Act as amended, Part 99, Privacy Rights of Parents and Student, Subsection 99.37, educational institutions may disclose to the public personally identifiable information about students provided that it is classified as directory information.

A student may have a confidentiality flag placed on their directory information by contacting the Registrar’s Office. The confidentiality flag prevents any information from being released and will remain on the student’s record until the student requests it to be removed.

The following is considered directory information:

Name	Degrees & awards received
Address	Dates of attendance
Student ID number	Date of graduation
Email Address	Date of birth
Current telephone number	Place of birth
Current enrollment status	Concentration
Activity/Athletic Program information	Previous institution most recently attended
Photograph	

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**Student Grievance (Procedure 4.081)**

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The Labette Community College Administration and Board of Trustees recognizes the right of students to express their grievances and to seek a solution concerning disagreements of practices or differences of interpretation of policy and procedure that might arise between the college and its students. Should a grievant feel, after oral discussion with the College Official (faculty or staff member with whom you have the grievance), that the student's rights under Labette Community College Policy and Procedure have been violated, the student may file a grievance.

1. The grievant shall, present the facts, in writing, to the proper College Official, within five (5) working days after the grievant is aware of or reasonably could have been made aware of the facts upon which the grievance is based. The decision of such official shall be made, in writing to the grievant student's Labette Community College email, within five (5) working days. If the College Official is an instructor and/or Program Director, the grievance is filed with the College Official's supervisor (Dean of Instruction or Career Technical Education Director).
2. Should the grievant decide that the reply of the College Official is unsatisfactory, the grievant shall, within five (5) working days, submit an appeal to the appropriate vice president. The vice president will either consider the appeal or refer the appeal to another vice president for disposition. The decision of the vice president shall be made, in writing to the grievant student's Labette Community College email, within five (5) working days.
3. Should the grievant decide the reply of the vice president is unsatisfactory, the grievant shall, within five (5) working days, submit an appeal to the college president. The decision of the president shall be made, in writing to the grievant student's Labette Community College email, within five (5) working days.
4. Should the grievant decide that the reply of the college president is unsatisfactory; the matter may be appealed, within ten (10) working days, to the Board of Trustees. The Board of Trustees shall hear the appeal no later than their next regularly scheduled meeting. The decision of the Board of Trustees, upon such review, shall be final.

If the individual to whom the grievance or appeal should be presented is involved in the grievance, the grievant may submit the grievance or appeal to the next higher level in the grievance process (i.e. Vice President, President, or Board of Trustees). The individual receiving the grievance/appeal may respond or refer it to an appropriate employee for disposition.

In addition to utilizing the statutorily created political subdivisions of the state complaint process can be found at <http://www.labette.edu/about/consumer-information.html>.

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**Student Records (Procedure 4.09)**

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Students will be granted access to their personal College records within a period of 15 working days after the request has been made. All records pertaining to the student shall not be removed from the office where the records are maintained.

Students shall have an opportunity for a hearing to challenge the content of the student's College records, to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

No personal College records of a student will be released to any person or agency outside the institution without the written consent of the student. However, if a parent or guardian can provide documentary evidence that the student is still a dependent of that person, they would then have a right to the student's educational records without the student's permission. Such proof would consist of the most recent year's Federal Income Tax return listing the student as a dependent, which should be presented to the Registrar. The Registrar will then notify the appropriate Dean, who will inform the individual instructors in the change in the student's privacy status. The College shall provide a form for this purpose.

Dissemination of personally identifiable data specifically authorized by federal law shall not include information, which would permit personal identification of a student (including social security numbers).

Authorized persons, agencies, or organizations desiring access to the records of a student will sign a written form, which shall be kept permanently with the file of the student, but only for inspection by the student. (See also Procedure 4.06 Student Directory Information)

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### **Tuberculosis Prevention (Procedure 4.011)**

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#### Tuberculosis Prevention

Tuberculosis continues to be a highly infectious, potentially life threatening disease. Because of the increase in tuberculosis worldwide, and in response to the Kansas State Statute 28-1-30 as well as the Centers for Disease Control and Prevention's (CDC) recommendations regarding strategies for TB control, Labette Community College has implemented the following prevention recommendations.

#### Testing requirements

A TB Skin Test (Mantoux tuberculin skin testing – PPD) or the TB Blood Test (QuantiFERON) is required for the following Labette Community College Students and Staff:

New and re-entering foreign-born, nonimmigrant students and staff member from high risk countries (see definition) or who have lived in a high-risk country for 3 months or more.

Any domestic Labette Community College student or staff member who has participated in international travel to a high-risk area and remained in a high-risk area (see definition below). Testing should be done 6-12 weeks after the student's return.

Any domestic Labette Community College student or staff member who has lived in a high-risk area (see definition) for greater than three months, who has not had subsequent PPD testing.

This testing must be done in the United States or Canada. Test results from outside the United States or Canada will not be accepted.

The cost of the testing is the responsibility of the student or staff member. Tests are available at local county health departments.

#### Student Enforcement

Students completing the LCC Admissions Application will be asked three questions per Kansas State Statute 28-1-30. If the response is “yes” to any question, the Vice President of Student Affairs will contact the student to determine if the student is “high-risk” and should be tested. A student determined to be a high-risk student shall not attend classes and the hold will remain until one of the following conditions are met:

Completion of testing requirements for “high risk” students and a determination by the Vice President of Student Affairs that the student does not have active TB.

Confirmation with the Vice President of Student Affairs that the student is from or traveled to a “low risk” country.

Proof that the student received a negative TB Test within the last six months. The test must have been completed in the United States or Canada.

If a student does not complete the TB testing when required, the student will not be allowed to attend class. Students who do not complete the TB section on the Admissions Application will be contacted and not allowed to attend class until the information is provided.

In accordance with Kansas State Statute 28-1-30, a student who is not in compliance with this regulation shall not be eligible to enroll for a subsequent semester or to obtain an official academic transcript or diploma until the student is compliant with this regulation.

The Vice President of Student Affairs will maintain data regarding TB testing and compliance of the form provided by the Kansas Department of Health and Environment.



Staff Enforcement

Staff that travel outside the United States to high risk countries for 3 or more months will be required to complete the TB testing. This testing will be confirmed by the appropriate Vice President.

Definition of high-risk/low-risk country\*

“High Incidence” areas are defined as areas with reported or estimated incidence of  $\geq 20$  cases of TB per 100,000 population.

High Risk - Students or Staff from these countries MUST be tested.

“Low Incidence” areas are defined as areas with reported or estimated incidence of  $\leq 20$  cases of TB per 100,000 population.

Low Risk –Students or Staff from these countries are not required to be tested.

\*Source: World Health Organization (For future updates, refer to [www.who.int/globalatlas/dataQuery](http://www.who.int/globalatlas/dataQuery))

**Use of Tobacco Products (Procedure 2.09)**

The following procedure is based on LCC Policy 2.09. The policy and full procedure can be found in the LCC Policy and Procedure Manual. Please contact the Vice President of Student Affairs regarding a full copy of the policy and procedure.

The College expects that every student, employee, and visitor will respect the Tobacco-Free Policy that has been adopted by the College. Lafayette Community College has implemented the following sanctions in violation of the policy/procedure:

Students

When a student is observed using a tobacco product in violation of the policy, the person who observed the behavior tells the student that he or she is in violation of the College’s Policy, referencing the Tobacco Free Policy. The student is asked for their name and their student id number so the observer can complete the Tobacco Incident Form. If the student indicates they do not have or know their id number, he or she is then treated as a visitor to campus violating the policy. If the student provides the necessary information, the observer completes the form and submits the form to the Vice President of Student Affairs.

First offense: The Vice President of Student Affairs will send a warning letter to the student reminding him/her of the College’s Tobacco Free Policy.

Second offense: The Vice President of Student Affairs will send a letter to the student, fining him/her \$25 for violating the College’s Tobacco Free Policy. A hold will be placed on the student’s record until the fine is paid.

Third offense: The Vice President of Student Affairs will send a letter to the student, notifying him/her that they have violated the LCC Student Code of Conduct and therefore, will be required to attend a hearing and follow the guidelines of LCC Student Code of Conduct Procedure 4.08. Penalties include, but are not limited to, fines, special projects, probation, and suspension.

Fourth offense: The student will be expelled from Lafayette Community College as a part of further violation of the LCC Student Code of Conduct Procedure 4.08.

**Violence on Campus (Procedure 2.13)**

The following procedure is based on LCC Policy 2.13. The policy can be found in the LCC Policy and Procedure Manual. Please contact the Vice President of Student Affairs regarding a copy of the policy.

Any student, employee or other person who sees an act of violence in progress should immediately notify the Vice

President of Academic Affairs, Dean of Instruction, the Vice President of Student Affairs, Vice President of Finance and Operations, or the Director of Human Resources. Any student, employee or other person who feels they have been subjected to violence or the threat of violence, harassment, or bullying by one or more students, College staff or any other person connected to the College should:

Write a letter or speak to the person or persons you feel are responsible unless you feel you are in immediate danger. Tell them their actions, comments or requests are unwelcome and let them know you will report them to the College if they don't stop. In many cases, confronting the person(s) will stop the offensive actions.

*Note: You do not have to perform the first step in the process if you feel uncomfortable confronting the person(s) or fear violence or retaliation if you do so. If you have been subjected to physical violence or threats of serious physical injury, the College also encourages you to also report the incident to the proper law enforcement officials.*

If step 1 above doesn't stop the problem or you are uncomfortable confronting the person or you feel that you are in immediate danger, file a formal complaint (oral or written) with the Vice President of Academic Affairs, Dean of Instruction, the Vice President of Student Affairs, Vice President of Finance and Operations, or the Director of Human Resources. If the alleged harassment or violence involves any of Vice Presidents, Dean of Instruction or the Director of Human Resources, the complainant may contact the President and file a formal complaint or, if the alleged incident directly involves the President, the complainant may contact a member of the Board of Trustees directly to file a formal complaint.

If necessary in his or her opinion, the College official receiving the complaint should take prompt action to lessen the likelihood of further intimidation or violence pending the outcome of the investigation. Examples of appropriate actions the College official, with the approval of the President or appropriate vice president/Dean of Instruction, may use include: notification of law enforcement personnel, reassignment of work duties or class schedules, suspension with pay for employees, temporary suspension from classes and College activities for students, and banning the individual from campus. The purpose of intervention at this stage of the complaint is to prevent escalation of the problem and is not intended as punishment. In addition, the College official may contact the Threat Assessment Team as outlined in Procedure 4.14.

Students may make use of the student grievance policy as outlined in the Procedure 4.081 (also listed in the College Catalog) as an alternate method to file a harassment or violence complaint if they choose. Employees of the College may also use the appropriate College grievance policy as an alternative to pursue formal claims of violation of these policies if they wish.

Labette Community College takes all types of harassment and violent behavior seriously. The College will mediate, if requested by the victim, every informal complaint filed by a student and attempt to resolve the informal complaint to the student's satisfaction. The College will also fully and impartially investigate every formal complaint (oral or written) involving violence, threat, harassment, or intimidation. In cases where the investigation confirms our policies have been violated, the College will take the appropriate corrective action to end the violence or intimidation including making full use of the disciplinary policies of the College and legal action as appropriate. Please refer to Policy 2.16 Performance Improvement for employees and Policy 4.08 Student Code of Conduct.

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#### **Disruptive Acts and Weapons On Campus or Activities (Procedure 2.12)**

Subject to change pending Legislation

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The college administration and staff are responsible for handling any disturbance caused by adults or students. The final decision for determining if assistance is needed is the responsibility of the President or any Vice President. In the absence of these individuals, the determination shall be made by the staff member designated to be in charge of the facility or activity. The President shall be notified of any serious problem on the campus.

Anyone in violation of this procedure or other College policy or procedure concerning the possession of weapons shall be directed to leave the premises immediately and not return without prior approval from the President. Failure to comply with such order will result in a report to law enforcement.

Reports of Weapon Possession: Any College employee, student or other person with knowledge of someone possessing weapons on College property or at College functions is directed to immediately contact the President, any of the College Vice Presidents/Dean's/Director of Human Resources or the Director of Facilities. Upon notification, the responsible College official will immediately take steps to assess the danger to College staff and students as well as to the public and by using their discretion and knowledge of the situation, eliminate any danger present through appropriate means.

The following information should be gathered from the person reporting the weapon and/or from other sources if possible.

1. Name and description of the person with the weapon.
2. Type of weapon and its location, if known.
3. Current location of the person and whether there are any other persons in the area.
4. Whether any threats have or are being made and to whom they are directed.
5. Does the person appear to be upset, angry, intoxicated or irrational?

All incidents involving the possession of lethal weapons should be taken seriously, and when the responsible College official reasonably believes that there is a potential for violence or serious injury, the College official should notify local law enforcement personnel and allow them to handle the situation. The College official should also take steps to keep potential victims and third parties away from potentially hazardous areas.

The College official should use their judgment in whether to approach the person reported to have a weapon or to let the police handle the matter. The main responsibility of the College official is to help ensure the safety of students, employees, the general public and their self. However, before approaching anyone suspected of having a weapon, the official should notify other College officials and inform them of the situation, secure the area to prevent students and employees from entering, and enlist the aid of other employees before approaching the person if possible.

**Removal of the weapon and the person carrying it from the College property or activity without incident is the primary objective of the College official. Confiscation of the weapon should only be attempted by the police or where there is clearly no present danger.**

Violation of the Weapons on Campus policy will be considered to be a serious offense. The College will make full use of its disciplinary policies and the legal system up to and including termination of employment for employees and expulsion from school for violators. Please refer to Policy 2.16 Performance Improvement and Procedure 4.08 Student Code of Conduct. The College may also initiate or fully participate in legal actions brought against violators.

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#### **Weather Cancellations**

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When snow, ice, or other bad weather threatens the normal class schedule, students should listen to local radio stations, especially KLKC, KKOW, KSYN and KGGF and local television stations, especially KODE, KSN, FOX, and KOAM regarding changes in the schedule. Each student will also receive a phone call/message on the home phone number they listed with the Admissions office during enrollment, from LCC's Emergency Alert Telephone System. Cancellation of classes is also posted on LCC's website at [www.labette.edu](http://www.labette.edu). If the radio, television, or website does not state that LCC classes have been canceled, students should assume that classes will be held on the normal schedule.

Announcements regarding day classes will be made after 6:15 am and evening and evening extension classes after 3:15 pm. Extension classes will not be held if the facility in which they are meeting is closed that day.