

A stylized collage of faces in blue, gold, and black, overlapping and tilted at various angles, creating a dynamic background.

BARTON
COMMUNITY COLLEGE

STUDENT HOUSING
HANDBOOK 2024 -2025

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

Disability Services: Barton County Community College Student Services provides and coordinates services to students with disabilities. Students are responsible for providing documentation and identifying their disability to Student Services so reasonable accommodations can be made. Accommodations are provided on an individualized, as-needed basis after the need has been identified and verified by each disabled student on a timely basis. For further information contact Student Services in the north end of the Library or **(620) 792-9240**.

FALL 2024

Housing Opens August 16th
& Closes December 16th

SPRING 2025

Housing Opens January 3rd
& Closes May 12th

housing.bartonccc.edu
studentlife.bartonccc.edu

WELCOME

Residents,

What an exciting time this is for students, families and staff alike. As you transition to the next stage of your life, many of you will be experiencing new found freedoms and the responsibilities that go along with them.

The purpose of this handbook is to provide you with information and resources to help you navigate those freedoms and responsibilities. Please hang on to this book as it will provide you with important information for settling into life in Student Housing.

You are on the cusp of a unique opportunity to impact your community. Please treat each other well, and make contributions that result in a community you can be proud of.

Respectfully yours,

Jonathan Dietz
Director of Student Life

TABLE OF CONTENTS

Welcome	4
Introduction	7
Contact Information	8
Courtesy & Emergency Phones	8
Emergency Numbers	9
General Housing Information	
Keys	11
Mail	11
Rooms & Items Not Allowed	11
Accommodation for students with disabilities	12
Air Conditioning & Heat	12
Cable TV & CATv	12
Cleaning & Maintenance	12
College ID	13
Commons	13
Email	13
Internet	13
Laundry Facilities	13
Outdoor Activities & Residence Halls	14
Parking	14
Personal Property	14
Presence During a Violation	15
RAVE Guard App	15
Roommate Trouble	15
Skateboards, Scooters, Bicycles, Hoverboards	15
Social Activities	15
Food Services	16
Visitation	17
Policies & Procedures	
Policies	19
Alcohol, Drugs, Tobacco, Firearms, Gambling	19
Bystander Engagement	20
Candles & Incense	20
The Clery Act	20
Common Areas	20
Decorations	21
Electrical Appliances	21
Feral Cats	21
Furniture	21
Gasoline & Combustibles	21
Hallways	21
Maintenance Road	22
Pets	22
Room/Unit Damage	22
Security & Emergency Equipment	22
Service Animals	23
Solicitation & Flyers	23

TABLE OF CONTENTS

Trash	23
Trespassing	23
Unauthorized Access	23
Procedures	23
Fires	23
Fire Evacuation Procedure	24
Housing Checkout	24
Roommates & Room Changes	24
Room Entry & Inspection	25
Termination of Contract	25
Tornadoes	25
Wellness Checks	25
Vacation Periods	25
Health & Safety	
Security	27
Campus Safety	27
Crime Stoppers	27
Missing Student	27
RAVE Guard App	27
Safety of your person & your property	27
Theft & Vandalism	28
Title IX, Campus SAVE Act	28-29
Threatening Behavior	29
Health Services	29
Immunization Records	30
Meningitis Vaccine Requirements	30
Campus Counselor	30
Safety & Emergency Procedures	31
Conduct & Disciplinary Action	
The Student Code of Conduct	33
Immediate Dismissal	33
Common Violations & Related Sanctions	34-35
Computers	
Personal Computers	37
Computer FAQ's	38
Copyrighted Material & File Sharing	39-40
Campus Maps	41-42

INTRODUCTION

The Residence Life, Campus Life, and Student Services departments are dedicated to providing safe and comfortable living environments for all students. Any student with questions or concerns about their opportunity for a successful campus housing experience is encouraged to contact the Residence Life Coordinator at **(620) 792-9281** or via email at housing@bartonccc.edu. Due to limitations in available housing options, there is no guarantee that all of a student's preferences can be met, but we are highly committed to working with all students to find the best accommodations possible.

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

- Respect for the student
- Prioritized attention to all students' physical safety and emotional well-being
- Enhancing the student's opportunity for success at Barton by finding the best match between the student's needs and options available

CONTACT INFORMATION

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

Residence Life On-Call Number: (620) 617-2788

Coordinator of Residence Life: The full-time professional employee, who resides in housing, and is responsible for managing student housing.

Mariah White

Office: Student Union Rm U102

Phone: (620) 792-9281

Email: whitem@bartonccc.edu

Assistant Coordinator of Residence Life: The full-time professional employee, who resides in housing, and assists with the management of student housing.

Vacant at Time of Publishing

Office: Student Union Rm U105

Phone: (620) 792-9285

Email:

Student & Residence Life Assistant: The full-time professional employee, who resides in housing, and is responsible for planning activities, coordinating programming and providing supervision for residential students.

Eugene Dixon

Phone: (620) 786-1147

Email: dixoneu@bartonccc.edu

Director of Campus Safety:

Lucas Stoelting

Phone: (620) 792-9217 **From College Courtesy Phone, dial 217*

Email: stoeltingl@bartonccc.edu

Campus Nurse:

Jenni Bauer

Office: Student Union Rm U206

Phone: (620) 792-9233 Cell: (620) 786-0392

Email: bauerj@bartonccc.edu

Campus Counselor:

Jakki Maser

Office: Learning Resource Center (Library) L139 (NE Corner)

Phone: (620) 792-9295

Email: maserj@bartonccc.edu

Director of Facility Management: The full-time employee who manages building repair.

Jim Blevins

Office: Technical Building Rm T153

Phone: (620) 792-9339

Email: blevinsj@bartonccc.edu

Director of Student Life: Supervises Student & Residence Life and Student Health Services, oversees the programming of student activity events, and conducts investigations into conduct concerns.

Jonathan Dietz

Office: Student Union Rm U126

Phone: (620) 792-9271

Email: dietzj@bartonccc.edu

COURTESY & EMERGENCY PHONES

Courtesy Phones:

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

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

Emergency Phones:

Phones are located outside buildings in gray boxes. Open box and push button. It will automatically dial Campus Safety **(620) 792-9217, Ext. 217**.

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

Emergency Numbers

Ambulance / Fire / Police:

Dial 911 (Dial 9-911 from Campus Phones)

Medical Facilities (Convenient Care Clinic - University of Kansas Health Systems):

St. Rose Health Care, 3515 Broadway, Great Bend | (620) 792-2511

Medical Facilities (Emergency Room - University of Kansas Health Systems):

Great Bend Campus, 514 Cleveland, Great Bend | (620) 792-8833

Poison Control Center:

KU Medical Center, Kansas City, KS 66160 | (800) 332-6633

Family Crisis Center:

PO Box 1543, Great Bend, KS 67530 | (620) 792-1885 (24 hrs.)

The Center for Counseling and Consultation:

5815 Broadway, Great Bend, KS 67530 | (620) 792-2544 (24 hrs.)

GENERAL HOUSING INFORMATION



GENERAL HOUSING INFORMATION

Keys

Keys are for use in your unit and your room and are not to be duplicated or loaned. The key remains the property of Barton. Security of items in individual student rooms is the responsibility of the occupants. Residents are reminded that room and unit security starts with consistently locking room doors and unit doors. Residents are expected to have their unit/room keys with them at all times. Students who damage College property in their attempts to gain entrance to their unit or room will be charged the full amount that it takes to repair the damage. Students are reminded that Renter's Insurance is an option for them through various companies.

Barton reserves the right to charge a nominal fee for Safety Officers and housing personnel to respond to lockouts. Upon cancellation of the Student Housing contract or at the end of the academic year, keys will be returned to the Coordinator or Assistant Coordinator of Residence Life. If the room key is lost, the cost of replacing the locks in the unit is charged to the student. (See [Common Violations on pages 34-35](#)).

Mail

Mailboxes are located on the ground floor at the west entrance of the Cottonwood Hall & east entrance of the Bluestem Hall. Each resident is issued a mailbox and key or combination upon arrival to student housing. Resident mail should be addressed as follows:

Resident's Full Legal Name

Barton Community College
Student Housing
245 NE 30 Rd.
Great Bend, KS 67530

**Students should never list their Barton address as their "Permanent Address".*

Rooms

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

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

Alcohol	Drugs and drug paraphernalia, including hookahs, pipes, etc.	Electric grills and griddles	Electric skillets	Water guns
Fireworks	Flammable materials including candles and incense	Halogen lamps	Waterbeds	Knives over 4"
Open heating coils and elements including hot plates	Pets	Space heaters	Tattoo machines	Toasters and toaster ovens
Water balloons				

Appliances not in use must be turned off and/or disconnected. (See [page 21](#)).

GENERAL HOUSING INFORMATION

Accommodations for students with disabilities

Access to facilities are provided to meet the needs of students with disabilities. Students who require accessible student housing should contact the Coordinator of Residence Life.

Students who are eligible for and require academic accommodations please email Disability Services at disabilityservices@bartonccc.edu.

Air Conditioning & Heat

Please leave windows closed during high winds and when the air conditioner or heat is being used. Please communicate with your roommate about the temperature setting for the room. When the temperature control is not kept steady, issues are likely to develop.

Cable TV

There is free cable TV available in each room.

If TV doesn't pick up the available channels:

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

CATv

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

- New releases are added every 30 days.
- 200 older movies available each semester.
- 12 seasons to television programs per academic year.
- Viewing: catv.bartonccc.edu.
- Must be connected to Wi-Fi. Cougars Password: **Bartoncougars**. Barton Guest Password: **Go2Barton**.
- A quick connect to CATv can be found: studentlife.bartonccc.edu.
- If there are issues with CATv contact the Student Life Office, Union U-126 or **(620) 792-9271**.

Cleaning & Maintenance

You are responsible for keeping your room and bathroom reasonably clean and for the removal of trash. Fines may be imposed if these standards are not upheld. Outside trash receptacles are provided in the parking lots. Trash can liners are available from the housekeepers. Housekeepers will clean bathrooms once a week, provided that personal belongings are picked up and the area is easily accessible. Students are responsible for disposing room trash into outside dumpsters. (See [Common Violations on pages 34-35](#)).

Facility Management personnel will take care of needed repairs in housing. Please don't try to fix the problems yourself. Please report any maintenance problem to the housing staff immediately by emailing housing@bartonccc.edu or by calling the Residence Life On-Call staff at **(620) 617-2788**.

GENERAL HOUSING INFORMATION

College Identification

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

Commons

Open 24/7. This is a communal all-purpose area located within the Sunflower Halls area. It includes a recreational area, vending machines, cooking and laundry facilities.

The sunroom is equipped with comfortable seating that can be used as a study area, or a meeting place. The TV room is another relaxing area for gathering with friends, playing video games and is also used as a meeting room at various times.

Email

Communication regarding Residence Life and other areas of campus will be sent to you via email at your "cougar.bartonccc.edu" email address. Check this account daily.

Internet

All areas are wireless. Cougars Password: **Bartoncougars**.

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

Laundry Facilities

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

Please be considerate of your fellow residents by leaving the laundry rooms clean. Do not leave your clothes unattended. The College cannot be responsible for lost or stolen items. If the washers or dryers do not work properly, contact **(620) 617-2788** or **(620) 792-9855**. Please do not sit on the laundry machines. (See [Common Violations on pages 34-35](#)).

GENERAL HOUSING INFORMATION

Outdoor Activities & Residence Halls

If students are observed participating in any activity that a reasonable person would deem an “outdoor activity” or “water event” while inside a dorm or any indoor, non-sports related area, each participant will be fined regardless of whether any damage occurs. Damage costs may be passed down to all participants. (See [Common Violations on pages 34-35](#)).

Parking

Residential parking is confined to the following areas:

- a. North Meadowlark Halls
- b. South of Bison Halls
- c. Between Cottonwood Hall & Bluestem Hall

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

No overnight parking:

- a. Fine Arts Building parking lot
- b. Student Union/Classroom Building parking lot

No overnight parking from midnight till 6:00 a.m. The same time as posted for overnight visitation. (See [Common Violations on pages 34-35](#)).

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

Permits must be displayed at all times when parked in the student housing parking areas. Vehicles that display parking permits which are not in the designated location will be considered invalid and a citation may be issued. No vehicles are allowed to park or drive on the sidewalks or grass. (See [Common Violations on pages 34-35](#)).

Handicap Parking:

Those persons with state-issued disabled parking license or placard may park in an authorized disabled parking zone while displaying either the official rearview mirror hanging placard or license tag issued by the State of Kansas. Campus Safety will issue a temporary permit. The permit may be picked up at the Campus Safety Office located in the Technical Building, Room 154. Unmarked vehicles will be fined. (See [Common Violations on pages 34-35](#)).

Personal Property

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

GENERAL HOUSING INFORMATION

Presence During a Violation

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

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

Guardian App

The Guardian App is a FREE app provided by Barton that turns your mobile phone into a personal safety device. It provides features such as direct lines to Campus Safety or emergency services, a safety timer with GPS location, and a text service for repairs and anonymous tips. It can be downloaded via the app store with the use of your college email. For more information for to: bartonccc.edu/campusafety/barton-guardian.

Roommate Trouble

Is someone REALLY irritating you? Don't worry, that's part of leading a normal college life. As you navigate living in this new environment with a roommate and suitemates that you may have just met, you are bound to have disagreements and grievances. It is important to keep in mind that the other person brings their own set of norms and experiences with them.

Instead of approaching a situation where one person must be right and the other wrong, give negotiation a try. Negotiation is a win/win approach. This is where both sides sit down to define the problem as they see it, and both sides listen with an open mind. Listening for feelings as well as content is essential. You may need to brainstorm together, pick out the best ideas, and form a plan.

Of course if you reach an impasse, you should reach out to housing personnel for assistance in resolving your issue. We can provide assistance through mediation and/or roommate contracts.

Skateboards, Scooters, Bicycles, Hoverboards

Skateboards, push scooters, bicycles and hoverboards are a fun way to get across campus. Riding inside any building is not allowed. (See **Common Violations** on pages 34-35).

Social Activities

You are encouraged to take part in all of the social events and check out the clubs and organizations available on campus. Information about clubs and organizations can be found in the Student Handbook, online at studentlife.bartonccc.edu, or you may contact the Director of Student Life, at **(620) 792-9271**.

GENERAL HOUSING INFORMATION

Food Services

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

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

CAFETERIA HOURS

Monday - Thursday

Breakfast: 7 - 8:30 am - continental until 9 am

Lunch: 11 am - 1:15 pm

Dinner: 5 - 6:30 pm

Saturday & Sunday

Brunch: 12 to 12:45 pm

Dinner: 5 - 5:30 pm

Friday

Breakfast: 7 - 8:30 am - continental until 9 am

Lunch: 11 am - 1:15 pm

Dinner: 5 - 6 pm

Meal Service Guidelines:

These issues will be reviewed and a fine as much as \$50 may apply. Situations involving disorderly conduct, fighting and disrespect of a food service employee may have a higher penalty. Not bringing your student ID to the cafeteria is a violation of policy and a fine may apply. At times, serving hours are adjusted due to special events, severe weather, etc. These changes are communicated to residents through RAVE Alerts. (See [Common Violations on pages 34-35](#)).

- You must scan your student ID to eat.
- Return your dirty dishes to the drop off area.
- No food or drink is to leave the cafeteria.
- Dishes, utensils, glasses, red baskets are to stay in cafeteria, except ice cream in a cone.
- Inappropriate or abusive language will not be tolerated.
- No sharing of food with another person (paying or nonpaying).
- Throwing anything is not allowed.
- No disorderly or juvenile conduct.
- No Fighting
- Keep the noise level to a minimum.
- If there's a problem, talk with the food service director.
- One entrée at a time, come back as many times as you like.
- Please eat what you take.
- No cleats are to be worn in the cafeteria.
- Please use serving utensils to place food on your plate.
- Other violations which disrupt the food service operation or the rights of others, are forbidden.

It is prohibited to allow others to use your ID to obtain meals from the cafeteria. Do not take food from the Union for others or yourself as this constitutes a theft of service. (See [Common Violations on pages 34-35](#)).

GENERAL HOUSING INFORMATION

Visitation

In all residence halls, visitation is a matter of choice. Residence hall students have the inherent right to sleep and study in their own room. The right of the roommate to have a reasonable degree of privacy must be respected whenever one roommate plans to have a guest in the room. It is important for roommates to discuss the presence of all guests, and to arrive at an agreement that is acceptable to each party within the stated Student Housing guidelines. (See [Common Violations on pages 34-35](#)).

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

Overnight Visitation:

- Overnight visitation is defined as visitation any time between the hours of midnight and 6:00 a.m.
- Overnight visitation is allowed Friday and Saturday nights only.
- No overnight visitation is allowed Sunday - Thursday nights. No exceptions. A \$100 fine per occurrence will apply to both the host and the visitor. If a visitor appears to have taken up residence, an additional fine will apply.
- No overnight visitation is allowed during finals weeks.
- Residents hosting a non-resident overnight visitor must submit their request by Thursday at 5 p.m. via the Overnight Visitation Form that can be found in eRez Life. Any questions should be directed to housing@bartonccc.edu. The request should include a photocopy or picture of the guest's driver's license or state ID. Parking passes for visitors must be obtained from the Campus Safety Office.
- Overnight visitors must be 18 years of age.

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

When the activities of a resident and/or visitor cause an undue disturbance to the roommate(s) or to the residence hall community, other residents' rights to privacy, to sleep, and to study in the room will take precedence. (See [Common Violations on pages 34-35](#)).

Quiet Hours/Courtesy Hours:

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

- **Sunday-Thursday: 10:00 p.m. - 7:00 a.m.**
- **Friday & Saturday: 12:00 a.m. - 7:00 a.m.**
- **During Final Exam Times: Quiet Hours are 24 Hours Every Day**

Warnings may be issued to all violators present in room or hallway. After a student receives the 2nd warning a fine will be issued. (See [Common Violations on pages 34-35](#)).

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

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

POLICIES & PROCEDURES



POLICIES & PROCEDURES

Policies

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

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

Policies remain in effect at all times, regardless of semester or academic break.

Alcohol, Drugs, Tobacco, Firearms, Gambling

The following are violations of Kansas Statutes (as well as Barton Community College conduct standards) and may result in disciplinary action up to and including reporting to local law enforcement and dismissal from Student Housing and the College: ([See Student Code of Conduct at bartonccc.edu](#), also [see Common Violations on pages 34-35](#)).

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

Minimum fine \$200, community service, alcohol education program, suspension of driver's license. Additionally, possession or use of alcohol by any person on the College's campuses except as allowed for special events, is prohibited regardless of age.

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

Class B person misdemeanor, minimum fine \$200.00.

KS Stat 21-5706 Unlawful possession of controlled substances.

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

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

Obtaining/possession – Class A nonperson misdemeanor, subsequent incidents nondrug severity level 9 nonperson felony.

Selling – nondrug severity level 6 nonperson felony.

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

KS Stat 21-4010 Smoke-free Public Places.

Tobacco is defined as all tobacco-derived or containing products, including, but not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes (vaping), cigars and cigarillos, hookah-smoked products, and oral tobacco (spit and spit-less, smokeless, chew, snuff). Barton prohibits the use of all forms of tobacco in College buildings including gyms and sports arenas Tobacco use is allowed at least twenty (20) feet from any building entrance. ([See Common Violations on pages 34-35](#)).

Drug Free Workplace Act of 1988 and Drug Free Schools and Communities Act:

U.S. Department of Education regulations and the Higher Education Act require ANNUAL NOTIFICATION of the following information to all students and employees. Please take a few minutes to review this important material.

- Standards of Conduct: Students and employees are expected to abide by all applicable alcohol and drug laws, and to abstain from use of alcohol and illegal drugs while on campus and during school-sponsored activities, unless its use is in accordance with Policy 1220-Service of Alcoholic Beverages for Special Events, or as allowed by law by Barton's Housing Staff within their private residences. In addition, smoking and smokeless tobacco are prohibited in college facilities and college vehicles.
- Applicable Legal Sanctions: Local, state, and federal laws relate to the unlawful possession, use, or distribution of illicit drugs and alcohol. (See Kansas Statutes noted above)
- Health Risks Associated with the Abuse of Alcohol or Use of Illicit Drugs: The consumption of alcohol and drugs of any level may have serious risks, such as altered mood (anxiety, apathy, paranoia,

POLICIES & PROCEDURES

psychosis); altered behavior (impaired coordination); sleep disorders, addiction, altered breathing and heart rate; communication of infectious disease; distorted senses; unconsciousness leading to coma; and permanent damage to the liver, heart and central nervous system leading to death.

- Drug and Alcohol Programs: All students are eligible for basic assessment and/or referral by the Student Support Services Counselor, the Student Nurse, or the Vice President of Student Services. These individuals can be contacted at the following numbers: Counselor **(620) 792-9295**; Nurse **(620) 792-9233**; VP of Student Services **(620) 792-9226**. Referral to other treatment providers can be found at **800-662-HELP**, or at findtreatment.samhsa.gov.
- Disciplinary Sanctions: Barton will impose disciplinary sanctions on students and employees for violations of these standards of conduct. Sanctions may include fines, suspension, counseling, verbal warning, Performance Improvement Plan, expulsion or termination of employment as provided in the Student Code of Conduct procedure, and may include referral for prosecution.

Confidentiality: All information received by Barton through the drug-free program is confidential. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and College policies.

Gambling:

Is not permitted on campus or at any College-sponsored activity except in the case of approved student activities sponsored by the Student Life Office. (See [Common Violations on pages 34-35](#)).

Weapons:

In order to promote a safe and secure campus and learning environment, Barton Community College prohibits the possession or use of weapons on campus and at off-campus activities, other than as set forth in this policy: docs.bartonccc.edu/policies/1160-weapons.pdf. Any person violating the weapons policy may be subject to appropriate disciplinary action including but not limited to termination, expulsion, immediate removal from campus/campus housing and/or arrest. (See [Common Violations on pages 34-35](#)).

Bystander Engagement

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

Candles & Incense

Due to possible fire hazards, candles (with wicks), incense, oil lamps, etc., (generally anything utilizing a wick or flame, including decorative candles, and Sterno cans) are NOT allowed in the residence halls. Flameless candle warmers allowed. (See [Common Violations on pages 34-35](#)).

The Clery Act

In compliance with the Student Right-to-Know/Campus Security Act and the Jeanne Clery Disclosure of Campus Security Policy/Campus Crime Statistics Act, it is the policy of Barton Community College to make available to all prospective/current students and college staff Barton's Annual Security and Fire Safety Report, by October 1 of each year. The report includes campus crime statistics and log, Campus Safety Authority information, procedures for reporting emergencies or crimes and issuing timely warnings, information about facilities and Safety Officer authority, and jurisdiction, crime, sexual

POLICIES & PROCEDURES

assault/misconduct and drug and alcohol prevention programming, sex offender and missing student, and fire safety information. The most current report as well as several previous years of Barton's reports are available at bartonccc.edu/campusafety/crimesecurityact.

Common Areas

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

Students are required to pick up after themselves so the area is available for others. Over long weekends and holidays when custodian staff is not available, trash containers are triple-lined so trash can easily be taken by students, to the dumpster outside the building. That way the Common areas stay fresher longer during the holidays. Cleanup is a must! Clean counter tops, stove/microwave, make sure any food & spills are off the floor and take out your trash. Sinks are not equipped with garbage disposals. If a sink or toilet is abused by forcing food, grease or other objects and become clogged or unusable, the situation will be evaluated and a fine may be assessed. Any dirty dishes left behind will be bagged and a fee paid to be returned. There is no hair washing in the Commons area sinks, due to food preparation areas. (See [Common Violations on pages 34-35](#)).

Decorations

From the time of check-in, the student is held responsible for damages occurring in his or her room. As a general guideline, the room must be in the same condition when checking out as it was when checking in. For hanging pictures and posters, scotch tape, painters tape, 3M Command products or sticky tack may be used as long as it does not harm the wall, woodwork, floor or ceiling surfaces. All hanging products must be removed before checking out of the room.

Please refrain from:

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

Hallway Decorations:

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

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

Electrical Appliances

Any appliance with an open heating element is forbidden. This includes electric grills, griddles, toaster ovens, toasters, hot plates and electric skillet. Consistent abuse in the operation of forbidden appliances will be grounds for the confiscation of the appliance (Also see page 11). (See [Common Violations on pages 34-35](#)).

Refrigerators and microwaves must be plugged straight into the outlet. Surge protectors and extension cords must be plugged straight into the outlet and not connected to another surge protector or extension cord.

POLICIES & PROCEDURES

Feral Cats

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

Furniture

All furniture must be left in appropriate orientation and utilized for original purpose. For example: wardrobes must remain upright and utilized for the storage of clothes. Unattached furniture located in the common areas must stay in the common areas. Room accessories are the responsibility of residents. (See Common Violations on pages 34-35).

Gasoline & Combustibles

Any item with a gasoline engine is prohibited in residential housing. Gas barbeque grills, charcoal, and lighter fluids are prohibited in residential buildings. (See Common Violations on pages 34-35).

Hallways are public areas

Adequate clothing is required. A Towels, boxers, briefs, underwear and nude are all considered indecent exposure. (See Common Violations on pages 34-35).

Maintenance Road

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

Pets

No pets are allowed in resident halls. (See Common Violations on pages 34-35).

Room/Unit Damage

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

- a. If there is damage to the lobby or unit and the individual(s) responsible can be determined, the costs of the damages will be assessed to that individual(s).
- b. If no individual(s) can be identified, the cost of repairs will be assessed to the residents of that unit.
- c. The rooms must be restored to their original status upon vacating the room. Refer to the room condition form with reference to what can be charged to you upon leaving the room.
- d. The College reserves the right to assess charges for:
 - The damage or loss of College property.
 - Misuse of the room or the unit that is unclean, disorderly, dirty, or damaged (e.g. thumbtack holes, paint off the walls, etc.)
- e. The doors to the unit and to your room are quite expensive to replace. Do not use thumbtacks or scotch tape to post notes when you are out of the room. Do not kick or bang the doors, they normally close and open easily.
- f. Any damage to the unit or its furnishings should be reported immediately to the Residence Life on-call staff by calling **(620) 617-2788** or by emailing housing@bartonccc.edu.
- g. Residents are responsible for any damage they or their guests may cause.
- h. Screens must remain on the windows at all times, and nothing is to be thrown or shot from the windows.

POLICIES & PROCEDURES

- i. Chewed gum should be disposed of in proper waste containers.
- j. Water beds are not allowed.

Security & Emergency Equipment

Emergency equipment units such as fire alarms, fire extinguishers, heat and smoke detectors, security cameras, fire doors, exit lights, emergency lights, and other equipment is in place to provide for the safety and security of students. Tampering with or unauthorized use of this equipment is not allowed and can result in disciplinary action. (See [Common Violations on pages 34-35](#)).

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

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

Exterior Entrance/Exit doors on Bluestem & Cottonwood Halls: Bluestem and Cottonwood Halls entrance and exits doors will automatically lock at midnight and unlock at 6:00 a.m. Residents from Bluestem & Cottonwood will need to use their student ID to enter their assigned residence hall during these times. If residents have issues gaining entrance to their assigned residence hall, contact Campus Safety **(620) 792-9217** or **Ext. 217** from a courtesy phone. Propping doors open will result in a fine for tampering with safety equipment. (See [Common Violations on pages 34-35](#)).

Service Animals

Students requiring the assistance of a service animal or emotional support animal (ESA) in housing must provide appropriate documentation to Disability Services. Emotional support animals (ESA's) must be pre-approved by Disability Services prior to bringing the ESA into campus housing. Students are encouraged to contact Disability Services at **(620) 786-1102** or at disabilityservices@bartonccc.edu as soon as the need is known. Consideration of accommodations for emotional support animals generally takes 15-30 days and approval is not guaranteed.

Solicitation & Flyers

To protect students against fraudulent involvements, interruption of their studies, and to insure that property of the College is not used for personal monetary gain, soliciting on College property is prohibited unless written permission has been granted by the Office of the President. Informational flyers need an approval stamp/signature from the Director of Student Life before they may be posted. (See [Common Violations on pages 34-35](#)).

Trash

Room and bathroom trash is to be disposed of in the dumpsters provided outside the buildings. All trash should be bagged and tied at the top. Do not place bagged trash in the common area, hallways, resident rooms, outside on the ground or regular outside trash containers. (See [Common Violations on pages 34-35](#)).

Trespassing

If an individual is removed from Housing for any reason, and is cited with a no trespassing order, the individual is not to return to Student Housing property including housing parking lots for any reason. If an individual does return to Student Housing, the individual will be considered trespassing and the Sheriff's Department will be notified to remove the student. Fines may also apply. (See [Common Violations on pages 34-35](#)).

POLICIES & PROCEDURES

Unauthorized Access

You are prohibited from entering restricted access areas that may include but are not limited to: roofs of residence halls/campus buildings and mechanical or custodial rooms other than those specifically provided for resident use. You may not use another student's keys or student ID to enter a residence hall or room. (See **Common Violations on pages 34-35**).

Procedures

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

Fires

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

Fire Evacuation Procedure

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

Housing Checkout

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

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

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

Permission of the Residence Life Coordinator is needed before any exceptions will be made to allow students to stay past the closing dates. Staying past closing dates will result in additional charges.

POLICIES & PROCEDURES

Roommates & Room Changes

All rooms that are not designated as single occupancy rooms are designed, assigned and charged based on double occupancy. Barton reserves the right to assign you a roommate at any time while the space is available. The Residence Life Coordinator has the authority to reassign rooms, roommates, and consolidate rooms in the best interest of the resident, community, and the College.

Any student desiring to make a change in rooms may do so **only with the approval of the Coordinator of Residence Life**. However, the College reserves the right to assign or reassign rooms at any time during the year, if the need for change arises. Room changes are not permitted without prior permission from the Residence Life Coordinator. Any unauthorized room moves are subject to a fine. (See **Common Violations on pages 34-35**).

Room Entry & Inspection

Barton reserves the right for authorized Barton personnel to enter and conduct a search of a student's room for any purpose connected with maintenance, housekeeping, student health and wellbeing or reasonable probability of a college violation or damage to college property. In circumstances other than dire emergencies, Barton personnel will knock and announce themselves before entering rooms.

Termination of Contract

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

Criteria: review the student handbook "Resident Hall Requirements" at housing.bartonccc.edu.

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

POLICIES & PROCEDURES

Tornadoes

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

Wellness Checks

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

Vacation Periods

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

HEALTH & SAFETY



HEALTH AND SAFETY

Security

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

Campus Safety

(620) 792-9217 or **Ext. 217** from a courtesy phone.

Missing Student

If a student residing in on-campus housing is missing, members of the College community should immediately notify Barton Campus Safety at **(620) 792-0217**. Campus Safety will generate a report and follow up, including with law enforcement if necessary. A student is considered missing when he or she has not been seen in 24 hours and whose whereabouts are unknown. All on-campus housing residents have the opportunity to confidentially identify someone to be contacted by the College in case a student is considered to be missing. Students have the opportunity to register a confidential contact person while completing their housing application in eRezlife. A student can also update the information at any time in their eRezlife account. This is confidential and will only be accessible by authorized campus officials and law enforcement if a student is determined to be missing. More information is available at docs.bartonccc.edu/procedures/2180-missingstudent.pdf.

Guardian App

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

Safety of your person & your property

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

HEALTH AND SAFETY

Thefts & Vandalism

Theft and damage to property, including vandalism, is prohibited as stated in the Student Code of Conduct. (See [Common Violations on pages 34-35](#)).

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

Title IX, non-discrimination, retaliation, supportive measures, consent

Barton Community College adheres to all federal and state civil rights laws banning discrimination in public institutions of higher education.

- The College will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of any protected status.
- Barton Community College has established a detailed policy and procedure associated with all forms of discrimination including sex discrimination (which includes sexual harassment, sexual misconduct, and sexual assault/violence). Cheryl Brown serves as the Title IX Coordinator and oversees implementation of the policy. That policy and procedure can be found online at [docs.bartonccc.edu/policies/1132-Civil_Rights_Equity_Resolution.pdf](https://bartonccc.edu/policies/1132-Civil_Rights_Equity_Resolution.pdf).

Cheryl Brown serves as the Title IX Coordinator and oversees implementation of the College's policy on sexual harassment and misconduct, and nondiscrimination. Reports of discrimination, harassment and/or retaliation should be made to the Title IX Coordinator promptly. There is no time limitation for the filing of complaints. If the accused person is no longer enrolled or working at the College, the complainant is still entitled to supportive measures. The College acts promptly on all reports, and every effort is made to preserve the privacy of reports.

How to report an incidence of sexual harassment, sexual misconduct, or sexual assault:

- Making a report is not the same as filing a complaint!
- You can report to the Title IX Coordinator in L-138 at **(620) 786-7441**, or to Campus Safety Officers.
- You may report directly to activity directors, advisors, coaches, faculty, student services personnel and support staff, who must then report to the Title IX Coordinator.
 - » The above two reporting option will provide referral to appropriate resources and keep private personal identifying information.
- Anonymous or third party reporting may be made via electronic reporting form at titleix.bartonccc.edu and click on file-a-report. If you report this way, please know that Barton may be limited in how it can respond.
- You can report to the Barton nurse at **(620) 792-9233, Ext. 233** or in U 206, or the Barton counselor at **(620) 792-9295, Ext. 295** or in L 139. Because of their professional licensing, these people keep your report confidential.
- You may also contact off-campus clergy, off campus domestic/sexual violence resources or counselors or crisis centers, or local or state assistance agencies.
- The last two options can allow for complete confidentiality yet provide referral assistance. However, strict confidentiality may prevent certain provisions or protections from full implementation.
- **To report immediate threats or for emergency assistance, call 911.**

Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the College's control (e.g. not on Barton Community College networks, websites or between college email accounts) will only be subject to this policy when those online behaviors can be shown to cause a substantial on-campus disruption. Otherwise, such communications are considered speech protected by the 1st Amendment.

HEALTH AND SAFETY

Off-campus discriminatory or harassing speech by employees may be regulated by the College when such speech impacts an employee's official or work-related capacity outside of work.

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

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

Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.

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

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

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. Silence or the absence of resistance alone is not consent. **A person can withdraw consent at any time during sexual activity** by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.

Threatening Behavior

Conduct that threatens or endangers the mental or physical health or safety of any person, including, but not limited to: physical abuse, verbal abuse, threats, intimidation, harassment, and coercion is prohibited as stated in the Student Code of Conduct. (See [Common Violations on pages 34-35](#)).

HEALTH AND SAFETY

Health Services

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

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

Cost of ambulance and healthcare needs will be the responsibility of the student.

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

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

Urgent Care: XpressWellness
3800 10th Street, Great Bend | (620) 603-4216

Immunization Records

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

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

Meningitis Vaccine Requirements

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

HEALTH AND SAFETY

Campus Counselor

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

Safety & Emergency Procedures

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

MEDICAL EMERGENCY - CALL 911 AND CAMPUS SAFETY - IF:

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

CALL THE NURSE - IF:

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

EMOTIONAL CRISIS - CALL 911 AND CAMPUS SAFETY - IF:

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

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

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

CONDUCT & DISCIPLINARY ACTION



CONDUCT & DISCIPLINARY ACTIONS

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

The Student Code of Conduct

The Student Code of Conduct can be found online at docs.bartonccc.edu/procedures/2611-student-codeofconduct.pdf.

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

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

Immediate Dismissal

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

Other

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

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

VIOLATIONS AND RELATED SANCTIONS			
CODE OF CONDUCT VIOLATION	OFFENSES	FINE	ADDITIONAL SANCTIONS
Alcohol - Drugs - Paraphernalia Tobacco - Weapons			
Alcohol Possession* (During your complete educational experience at Barton)	1st Offense 2nd Offense Hosting Late Fee	\$250 \$250 \$ 50 \$ 10	Confiscation + Alcohol & Other Drug Education. Immediate removal from housing & payment of housing contract. Additional fine for hosting**. Alcohol education is not scheduled by due date, an additional \$10 daily fine until education is complete.
Alcohol (Display of empty bottles or wrappers/covers)		Fine to Be Determined	Situation will be reviewed.
Drug/Paraphernalia Possession* (During your complete educational experience at Barton)	1st Offense 2nd Offense	\$250 \$250	Confiscation + Alcohol & Other Drug Education. Immediate removal from housing & responsible for payment of the housing contract.
Tobacco Use (Including smokeless & vaping)	Each Time	\$250	
Weapons Policy Violations	Zero Tolerance	\$500	Subject to termination, expulsion, immediate removal from the campus/housing, and/or arrest. Responsible for payment of housing contract.
Possession/Use of Air Soft Guns, BB Guns, Pellet Guns, Gater Guns, Tattoo Machine, Archery Equip, Knives, etc.		\$100/\$300	Each situation will be reviewed. Serious situation may result in removal from housing and payment of housing contract.
Behavior			
Abusive/Disrespectful Behavior Towards a College Official (Including failure to comply/run)	1st Offense 2nd Offense	\$250 \$250	Each situation will be reviewed. Serious situation may result in removal from housing and payment of housing contract.
Acts of Physical Violence / Threatening Behavior / Bullying			These serious conduct violations will be reviewed situationally, and fine amounts applied relative to severity. Possible removal from housing and payment of housing contract.
Buildings			
Candles & Incense	1st Offense 2nd Offense	\$25 \$100	+ Confiscation. + Confiscation. Repeat Offenses could result in removal from housing.
Fireworks, Gasoline, Combustible/Flammable Materials	1st Offense 2nd Offense	\$250	Removal from housing & payment of housing contract.
Hallways & Indecent Exposure		\$100	Situation will be reviewed.
Keys: Room & Mailbox Lockouts	Each	\$ 75 \$ 3	Replacement cost. Optional charge.
Unauthorized Pets	Each Time + 24 hours	\$100 \$100	+ Damage/cleaning costs & removal from housing.
Skateboard/Scooter/Bicycle/ Hoverboard in Buildings	Each Time	\$50	
Tampering with Security & Emergency Equipment (Including exit doors & setting false fire alarms)	Each Time	\$100 \$500	+ Maintenance fee when applicable. Removal from housing.
Solicitation & Unapproved Flyers	Review	\$50-\$75	Situation will be reviewed.
Unauthorized Access		Fine to Be Determined	Situation will be reviewed.
Cafeteria			
Cafeteria: Meal Service Guidelines	Each Time	\$ 25-\$50	Situation will be reviewed and possible fine for all involved. Penalty will be decided after review.
Disrespect, Disorderly Conduct, Fighting (See Behavior)		Higher Penalty	

VIOLATIONS AND RELATED SANCTIONS

CODE OF CONDUCT VIOLATION	OFFENSES	FINE	ADDITIONAL SANCTIONS
Cooking			
Cooking (Failure to clean cooking areas, equip. pan, dishes)	1st Offense 2nd Offense 3rd Offense	\$ 25 \$ 50 \$100	Review/Suspension of privileges/increase fine.
Electrical Appliances	1st Offense 2nd Offense	Warning \$100	+ Confiscation. + Confiscation.
Housing			
Furniture - (Being used for other purposes than designed or removing furniture from common areas)	1st Offense 2nd Offense	\$100 \$200	Fine continues to increase by \$100.
Harboring Unauthorized Visitors - (This includes allowing visitation by someone who has been removed or banned from Barton Housing and is considered trespassing)	1st Offense 2nd Offense	\$250	Removal from housing & payment of housing contract.
Unauthorized Room Changes	Each Time	\$250	
Failure to Properly Dispose of Trash	1st Offense 2nd Offense	Warning \$100	Fine may increase due to repeat offenses.
Laundry Charge Non-Resident Sitting on Machines/Other Vandalism	Each Time	\$100 \$100	Situation reviewed.
Noise Violation	1st Offense 2nd Offense 3rd Offense	Warning Warning \$50	Fine may increase due to repeat offenses.
Outdoor Activities in Housing or Educational Buildings	1st Offense	\$50	+ Damage cost will be passed down to all participants.
Theft & Vandalism	1st Offense	\$250	+ Restitution. Subject to termination, expulsion, removal from housing, and/or arrest. Responsible for payment of housing contract.
Trespassing	Each Time	\$500	Each situation will be reviewed – generally, removal by local law enforcement. Sanctions related to “Failure to Comply” will also be applicable to this violation.
Vandalism/Damage to Property (Including furniture damage)	1st Offense	\$50 - \$200	+ Damage and/or repair costs.
Overnight Visitation Violation	Each Time	\$100	Each situation will be reviewed. Non-resident banned. Repeat offenses may result in removal from housing.
Lost Housing ID Replacement	Each Time	\$10	
Vehicle			
Vehicle Violations		Violations range from \$10-\$25	

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

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

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

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

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

COMPUTERS



Personal Computers

It is your responsibility to maintain your computing device so that it is functional when needed for course work. One suggestion to keep your computer protected by using anti-virus software.

Recommended FREE Anti-Virus Software:

- Microsoft Defender
- avg.com
- avast.com

Whatever Anti-Virus Software you use, keep it current.

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

Help Desk:

- Barton Online - techsupport.bartonccc.edu.
- Canvas - Log into the Barton Portal - mybarton.bartonccc.edu - Click on CANVAS COURSE ACCESS, then click on HELP inside Canvas. Or again use techsupport.bartonccc.edu.
- Computer Issues - If your computer is not working properly, please see Library personnel in the Library for the list of suggested vendors to help you. Or again use techsupport.bartonccc.edu.

Computer Frequently Asked Questions:

docs.bartonccc.edu/stuservices/student-life/student-housing/computer-frequently-asked-questions.pdf

Computer FAQ's

1. I cannot access Barton Online on campus. What should I do?

Answer: If you are having issues accessing Barton Online on campus, try switching to another browser. If access issues persist, go to: online.bartonccc.edu/faq.

2. I can't open a link or a file from my online course. What's wrong?

Answer: Look in your downloads folder or right click on the link and choose "save as" for options on where to save the file and what type of file it is, so you know what to open it with. Most files download, but do not open automatically. If the file still has difficulties, contact the instructor.

3. I saved my work to this computer yesterday, but it's gone today. What happened?

Answer: Campus computers are wiped when the computer is restarted. Be sure to save your documents to a flash drive or to a trusted cloud tool e.g. Google Docs, OneDrive or email the document to yourself.

4. Can I print something from my own device?

Answer: Answer: If you are in the library you may be able to, ask for assistance. Otherwise no, not to college printers.

5. I can't seem to print, what's happening?

Answer: If you can't print a file, you may need to allow editing. You also need to ensure your printer settings are correct and your document is being sent to the right location. If printing from an online source, try another browser. If this doesn't work, ask for assistance.

6. I am trying to view a video in my course shell, but I am unable to open it and view it. What do I do?

Answer: This is usually indicated by a shield icon or an information icon on the browsers address bar. If you click on that icon, you can allow it. If it's just a big blank space, you should try a different browser.

7. I am trying to print, but the computer states it is not connected to a printer. What do I need to do?

Answer: Make sure you save your work to a flash drive or email the document to yourself and then ask for assistance.

8. The computer is shutting down/or has shut down. Why?

Answer: The library computers automatically begin to shut down 5 minutes before the library closes. A two minute warning is given. Make sure you save your work frequently. Reminder: library computers get wiped clean every night.

9. I am trying to print my test results. I am using Respondus (lockdown browser). But I can't print. Why?

Answer: The purpose of lockdown browser is exam security, printing an exam (or even the results) would be an academic violation.

10. I am trying to print, it won't let me? I am trying to print in color, but it won't let me.

Answer: Printing in the library requires a code. The code to print in black is embedded. Color printing is only for educational use; your homework assignment will need to say "print in color" before library staff will release the print job. See the instructions at the computer for assistance or ask library staff.

11. I am trying to use the library's resources (databases) from the Barton Portal, but it is asking me to log in. Why?

Answer: If you are off-campus you may be prompted to use a username/password to access these resources. The library provides students with the username/password via the Mobile Access Guide. It can be found in your portal account just click on the "Library Resources" tab; the link is in the middle in red.

Copyrighted Material & File Sharing

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

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

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

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

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

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

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

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

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

Hyperlink Address:

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

Resource page:

educause.edu/focus-areas-and-initiatives/policy-and-security/educause-policy/issues-and-positions/intellectual-property/legal-sources-onli. For more on copyright permission, public domain, and fair use, visit the Library's Copyright page at bartonccc.edu/library/copyright.

COMPUTERS

2111 – Use of Computers/College Computing and Information Systems:

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

No User Shall Engage in the Following:

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

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

Implied Consent:

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

Contact(s): Chief Information Officer

Related Form(s): None

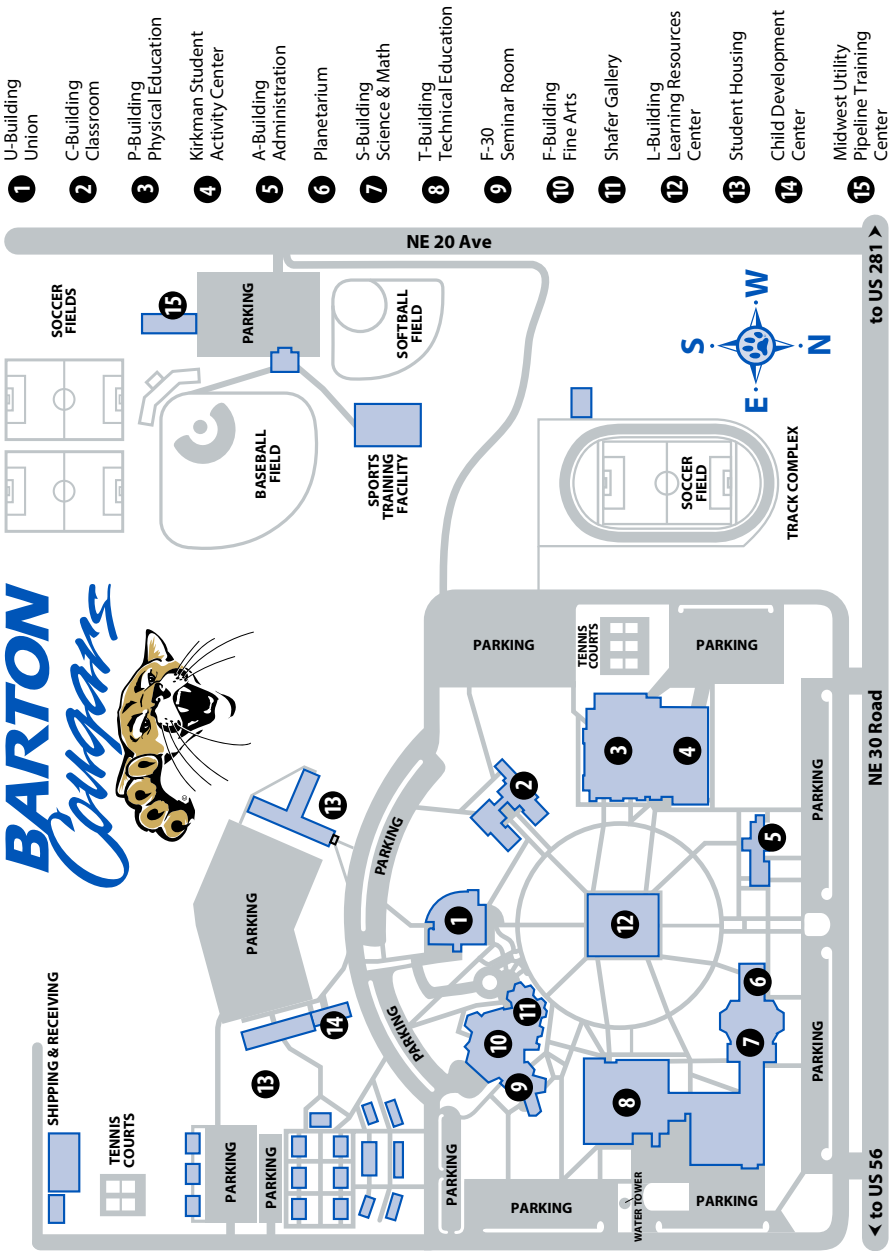
Relevant Policy or Procedure(s): 1110 – Use of Computers/College Computing and Information Services

Approved by: President

Date: 6/3/08

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

CAMPUS MAP

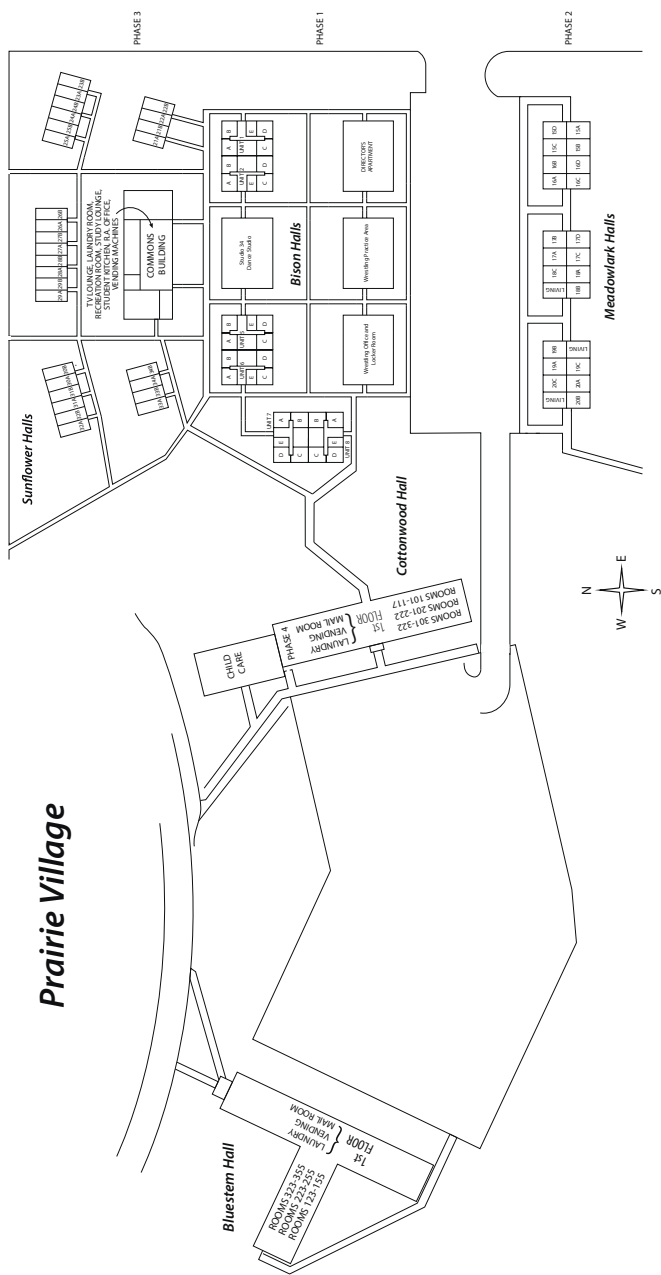


Switchboard: (620) 792-2701
Campus Safety: (620) 792-9217

BARTON
COMMUNITY COLLEGE

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

STUDENT HOUSING COMPLEX



2024

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