



# **RESIDENCE LIFE**

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**BUTLER COMMUNITY COLLEGE**

# **RESIDENCE LIFE HANDBOOK 2025-2026**

**316-323-6968**

**[housing@butlercc.edu](mailto:housing@butlercc.edu)**

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## **Butler Community College**

### **Mission**

Butler Community College inspires and prepares students for lifetime success through inclusive, innovative, affordable, quality education while advancing community vitality.

### **Vision**

Butler Community College will be an innovator in shaping the future for students, faculty, staff, and the community in a caring environment through dynamic instruction, programs, and support  
**services.**

### **Institutional Values**

Quality, Integrity, Service, Caring

# Welcome

Welcome to Butler Community College Residence Life. We are so happy to welcome you into your community and to assist you in your first steps of independence. We are dedicated to helping you navigate your Butler Community College experience and to partner with you on this journey. Living on campus is what you make it. If you choose to get involved, come to events, and get to know those around you, you will have a great chance at enjoying your time here. Your Resident Assistant, who you will meet when you arrive, is here to help you navigate campus and to help ensure the safety of our buildings. Between the Residence Life Director, Assistant Director, Resident Assistants, Public Safety and our Facilities crew, someone is here to assist you in whatever needs you may have. I sincerely hope that you make the most of your time at Butler Community College and achieve the goals that you set for yourself upon arrival.

Best,  
Melanie McLemore  
Director of Residence Life

## **BUTLER PLEDGE**

**I AM A GRIZZLY.**

**I BELONG TO A PROUD  
AND STRONG FAMILY  
THAT STRIVES FOR  
DETERMINATION AND INTEGRITY.**

**I INSTILL RESPECT  
AND EMPOWERMENT IN MYSELF  
AND OTHERS.**

**I PRIORITIZE LOVE, TOGETHERNESS,  
AND AN INCLUSIVE ATMOSPHERE  
WITHIN MY DIVERSE COMMUNITY.**

**I AM A GRIZZLY  
I AM THE FUTURE**

# Important Dates

Residence Hall 2024-2025 Calendar (this calendar is subject to change)

<b>Saturday, August 16</b>	Residence Hall Move in	<b>9:00AM-4:00PM</b>
Monday, August 18	Fall 2024 Classes Start	
Monday, September 1	Labor Day	College Closed
Tuesday, November 25	Thanksgiving Break	ALL HALLS CLOSE at 5PM
Monday, December 1	ALL HALLS OPEN	9:00AM
Friday, December 12	Winter break Begins	ALL HALLS CLOSE at 5PM
Saturday, January 17	ALL HALLS OPEN	9:00AM
Monday, January 19	Martin Luther King Day	College Closed
Tuesday, January 20	Spring 2025 Classes Start	
Friday, March 13	Spring Break Begins	ALL HALLS CLOSE at 5PM
Sunday, March 22	ALL HALLS OPEN	
Saturday, May 16	Residence Halls CLOSE for the Summer	ALL HALLS CLOSE at 10:00AM

# **Student Expectations**

The contents of this handbook were gathered and compiled by the Vice President for Student Services and the Director of Residence Life offices for student use and information.

It is the responsibility of each student to read and understand all information in this manual. This manual is provided to help you better enjoy your residence hall experience. This information can help you:

- Become familiar with our residence hall: services, programs, facilities, policies, procedures, and staff.
- Understanding our philosophy and goals in being a part of the BCC Residential Community.

Students living in the residence halls are expected to abide by Butler Community College's Code of Conduct, which is published in the Student Handbook. Respect and consideration for the rights of others and their needs for study time and rest are vitally important. If a student's behavior is disruptive to others or the community, that student is expected to respond to requests from staff and students. Living on campus is a privilege with a variety of support systems to assist students in their academic and personal pursuits at Butler. All residents are encouraged as well as expected to be a positive contributing member of the Butler Community College Community.

# **Important Numbers**

**Residence Life Office (316)-323-6968**

**Resident Assistant On-Duty Phone (316)-323-8090**

**Vice President of Student Services**

**Bill Rinkenbaugh**

**brinkenb@butlercc.edu**

**Office Location: 600 Building**

**Office Phone: 316-322-3297**

**Director of Residence Life**

**Melanie McLemore**

**mmclemore2@butlercc.edu**

**Office Location: East Lobby**

**Office Phone: 316-323-6839**

**Assistant Director of Residence Life**

**Alison Trammell**

**atrammell2@butlercc.edu**

**Office Location: East Lobby**

**Office Phone: 316-323-6939**

<b>Emergency</b>	<b>911</b>
Food Services	316-322-3195
Health Services	316-322-3371
Help Desk	316-322-3306
Public Safety	316-321-7657

# **Resident Resources**

## **COLLEGE HEALTH SERVICES**

Butler College Health Services provides affordable and accessible healthcare for Butler students. The College Health staff provides health needs of students through health education, disease prevention, health promotion, health screenings, assessment, treatment, and referrals of accidental injuries. College Health staff are available daily in the Lobby of the 1100 building (West Hall). The staff includes a local physician, nurse practitioners, and RN's. Students needing College Health should call to make an appointment. For more information contact College Health at (316) 322-3371.

## **COUNSELING**

Often students find themselves confronted with personal difficulties while attending college. Butler provides a professional counselor who will assist students in coping with their life and college situations. To make an appointment, students can go the College Health Receptionist (West Hall Lobby) or call 316-322-3162 or email [nhamm2@butlercc.edu](mailto:nhamm2@butlercc.edu).

## **FIRST YEAR EXPERIENCE**

The First-Year Experience (FYE) Office at Butler Community College strives to help students identify the many ways in which they can be successful both personally and academically during their first year of college and beyond. The Office is responsible for GrizzFest, Student Appreciation Days, Lunch for Success Workshops and other engaging activities and opportunities. For more information call (316) 218-6373 or email [sconard@butlercc.edu](mailto:sconard@butlercc.edu)

## **STUDENT INVOLVEMENT & DEVELOPMENT**

The Student Involvement and Development Office is dedicated to providing co-curricular learning opportunities and experiences to enhance Butler students in the areas of connecting with other students, service learning, cultural awareness, leadership growth and personal development. For more information please email [afawcett2@butlercc.edu](mailto:afawcett2@butlercc.edu) or call 316.322.3353

## **MAIL SERVICE**

The US Mail will be delivered to your mailbox by 3pm Monday through Friday. You will receive a text and/or email if you have received a package. For accuracy in mailing, your proper address is:

Your Name  
2415 West Towanda  
El Dorado, KS 67042



## **GREAT WESTERN DINING WELCOME LETTER**

On behalf of Great Western Dining Service, I would like to welcome new and returning students to Butler Community College, for what I can already tell will be a truly exciting school year! We have added a Starbucks in the 1000 building next to the cafeteria for your preferred beverage provider.

I want to start off by telling you I consider this your cafeteria. It is my responsibility to ensure you have an enjoyable dining experience. I have an open-door policy, and I promise you this; I will listen to any concerns, answer any questions and consider all reasonable requests.

If you have any special dietary or allergy needs please contact us and we will be happy to accommodate you.

If you have class during meal times please let my supervisors or myself know so we can have your meal ready for you. Also, if you have class in Andover you can get meals at our Butler Bistro in the 5000 building by using your meal card, please see the manager, Mitchell Myers.

Please reach out if you have any questions.

Sincerely,

Jan Stitt

Food Service Director

Great Western Dining Service, Inc

Office 316-322-3195

Cell 316-648-9217

# College Policies

## **Alcohol and Drug Policy**

### **Disciplinary Action for Drug and Alcohol Violations Amnesty for Drug and/or Alcohol- Related Incidents**

Students who report themselves or another student who is in a drug or alcohol related emergency, or state of intoxication, to Residence Hall staff, public safety officials, or other college official, each will be granted amnesty to these fines and sanctions, as this may save a life. They will be referred to and required to report to the counselor and complete the appropriate educational program.

### **Alcohol Violation Fines/Sanctions**

- First Offense
  - \$200.00 Fine
  - Placed on probationary status Mandatory parental notification
  - Sessions with Counselor and completion of the appropriate educational program (\$25.00 cost to student)
- Second Offense
  - \$400.00 Fine AND Community Service Mandatory parental notification Potential removal from the residence hall Probationary status continues
  - Sessions with Counselor and completion of the appropriate educational program. (\$25.00 cost to student)
- Third Offense
  - Suspension or Expulsion from college Dismissed from the Residence Halls

Display of alcoholic beverage containers, wrappers, and/or promotional items is prohibited.

Display of any images containing or alluding to drugs and/or drug paraphernalia is prohibited. Display of alcoholic beverage containers, or promotional items containing alcohol logos including but not limited to empty beer bottles, cans, and hard liquor bottles, signs, posters, shot or any other alcohol glasses or alcohol covers such as Crown Royal anywhere in the residence hall and/or display of wrappers, containers, promotional items containing drug logos including, but not limited to hukas, bags, signs, posters, bongos, shot or any other glasses anywhere in the residence hall will result in the following sanctions:

- First Offense
  - \$25.00 Fine
  - Items removed from Residence Hall
- Second Offense
  - \$50.00 Fine
  - Items removed from Residence Hall. Referred to Director of Residence Life
  - Probation as determined by the Director of Residence Life

### **Drug Violation Fines/Sanctions**

- First Offense
  - \$250.00 Fine
  - Placed on probationary status Mandatory parental notification
  - Sessions with Counselor and completion of the appropriate drug educational program. (\$25.00 cost to student)
- Second Offense or any offenses following previous drug law convictions on record.
  - \$500.00 Fine AND Community Service Removal from the residence hall Mandatory parental notification
  - Sessions with Counselor and completion of the appropriate drug educational program. (\$25.00 cost to student)
- Third Offense, and/or any felony drug law violations (as defined by Kansas state laws), Expulsion from college

*\*Missed Drug/Alcohol classes or appointments with counselor (not excused) will result in further discipline as imposed by the appropriate college personnel including suspension or expulsion*

### **Tobacco Free Campus Policy**

- The use of tobacco products by students, faculty, staff, contractors, vendors and visitors are prohibited on all Butler Community College properties.
- For this policy, it applies to all tobacco products identified in the previous mentioned definitions.
- The use of tobacco products is prohibited:
  - In all interior space on Butler Community College campuses;
  - On all outside property or grounds of Butler Community College campus including partially ally enclosed areas such as walkways and breezeways.

- In Butler Community College vehicles, including buses, vans, and all other College vehicles;
- In all indoor and outdoor athletic facilities associated with Butler Community College.
- Organizers and attendees at public events, such as conferences, meetings, public lectures, social events, cultural events and sporting events using Butler Community College facilities will be required to abide by the tobacco-free policy and procedure. Organizers of such events are responsible for communicating the policy to attendees and for enforcing this policy
- The College prohibits the campus-controlled advertising, sale, or free sampling of tobacco products on campus.
- Campus organizations are prohibited from accepting money or gifts from tobacco companies.

#### **DEFINITIONS for the purpose of this policy:**

- Smoking is defined as the lighting, burning, or use of tobacco or any other material in any type of smoking device or equipment.
- Tobacco includes but is not limited to smoking tobacco, chew, snuff, snus, and dipping tobacco. This policy also prohibits the use of lit or unlit cigarettes, electronic cigarettes, clove cigarettes, cigars, pipes, hookahs, bidis, blunts, cigarillos, smokeless tobacco, vapes or any item that simulates any of the previously mentioned products.

With prior approval, theatre productions may be exempt from this policy when the use of simulated smoke or tobacco products is integral to a production or performance.

#### **Weapons on Campus**

As required by Kansas Law, Personal and Family Protection Act (PFPA), K.S.A. 75-7c01 et seq., Concealed Carry of Handguns shall be permitted on Community College Campuses, including all buildings and public areas owned or leased by the College without adequate security measures, except in specific restricted access areas within buildings. Open carry of firearms and possessions of weapons other than concealed handguns shall be prohibited on all campuses. Nothing in this Policy shall be read to prohibit College Public Safety Officers or other Law Enforcement Officers as defined by K.S.A. 75-7c22 from carrying weapons. The College campuses shall develop specific procedures for the safe possession, use, and storage of such weapons

- **Purpose:**

- The purpose of this Policy Statement is to adopt and implement the Board of Trustee's Policy on weapons possession and to direct the creation and implementation of campus specific procedures at Butler Community College campuses.

- **Applies to:**

- All faculty, staff, students, and visitors of Butler Community college

- **Campuses:**

- 901 South Haverhill Road, El Dorado, Kansas
- 2600 West 6th Street, El Dorado, Kansas
- 715 East 13th Street, Andover, Kansas
- 622 Cloud Avenue, Andover, Kansas
- 701 East Main, Hill Building, Marion, Kansas
- 131 West Main, Council Grove, Kansas
- 53474 Lawrence Court Building #412, McConnell AFB, Wichita, Kansas
- 712 Rose Hill Road, Rose Hill, Kansas
- 2626 South Rock Road, Suite 116, Wichita, Kansas

- **Policy Statement:**

- As required by Kansas Law, Personal and Family Protection Act (PFPA), K.S.A. 75-7c01 et seq., Concealed Carry of Handguns shall be permitted on Community College Campuses, including all buildings and public areas owned or leased by the College without adequate security measures, except in specific restricted access areas within buildings. Open carry of firearms and possessions of weapons other than concealed handguns shall be prohibited on all campuses. Nothing in this Policy shall be read to prohibit College Public Safety Officers or other Law Enforcement Officers as defined by K.S.A. 75-7c22 from carrying weapons. The College campuses shall develop specific procedures for the safe possession, use, and storage of such weapons

- **High School campuses:** Rose Hill, Council Grove, and Marion are specifically and expressly exempt from this Policy.

- **Federal Facility:** McConnell Air Force Base is also exempt from this policy.

1 "Weapon" means a weapon described in K.S.A. 21-6301, as further defined under K.S.A. 75-7c20; however, for purposes of this Policy, included knives more than 4 inches in length.

2 "Handgun" is defined as a "firearm", pursuant to K.S.A. 75-7c02, with cross-reference to K.S.A. 75-7b01.

- Specifically, under K.S.A. 75-7b01, it is (1) a pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or is capable of firing fixed cartridge ammunition; or (2) any other weapon which will or is designed to expel a projectile by the action of an explosive and which is designed to be fired by the use of a single hand
- In accordance with the Kansas Personal and Family Protection Act, K.S.A. 75-7c01 et seq., as amended (the “Act”) and other applicable federal/state laws, it is permissible and will not be a violation of this Policy for the:
  - carrying of one concealed Handgun 2 on Campus by legally qualified individuals, pursuant to Kansas law, and also in accordance with the Concealed Carry Restrictions set forth below,
  - lawful carrying of a concealed Handgun by an employee performing College duties at an off-Campus Activity, when in accordance with applicable laws/policies for such location,
  - lawful possession of a Handgun within a personal/non-college vehicle,
  - lawful possession of Weapons:
  - by Department or other law enforcement officers while acting within the scope of their employment, by authorized armored car personnel, or by others authorized in writing by the Butler College Head of Security or designee, or
  - as necessary for the conduct of college approved programs.

### **Concealed Carry:**

Any individual who is 18 years of age or older, and who is not prohibited or disqualified by law and who is lawfully eligible to carry a concealed handgun in Kansas shall not be precluded from doing so on Butler campuses, including all facilities owned or leased by Butler Community College, except (1) in buildings and public areas of buildings for which “Adequate Security Measures” (ASMs) are provided, (2) high school campus or (3) in a specified restricted access area of a building. Within such restricted access areas, concealed carry will be banned. Individuals who are not employees of the College may be authorized access through a restricted access entrance only pursuant to a college screening process that is compliant with the provisions of the PFPA. The College may temporarily designate specific locations as prohibiting concealed handguns and use temporarily.

### **Legal Restrictions Pursuant to Federal and State Restrictions on Firearms:**

- The following state and federal laws apply to possession and use of firearms, including the carry of concealed handguns.

- Kansas law states that the only type of firearm that an individual can carry while concealed is a handgun (K.S.A. 21-6301 et. seq.);
- An individual in possession of a concealed handgun must be at least 18 years of age (K.S.A. 21-6302(a)(4));
  - with a valid provisional concealed carry license, ages 18-21,
  - with or without a valid standard concealed carry license, ages 21 +;
- A firearm cannot be carried by an individual under the influence of alcohol or drugs, or both, to such a degree as to render the individual incapable of safely operating the firearm (K.S.A. 21-6332);
- A firearm cannot be carried by an individual who is an unlawful user of and addicted to any controlled substance (as defined in section 102 of the Controlled Substances Act, codified at 21 U.S.C. § 802) (K.S.A. 21-6301(a)(10));
- A firearm cannot be carried by an individual who is or has been a mentally ill person subject or has been subjected to involuntary commitment (K.S.A. 21-6301(a)(13));
- A firearm cannot be carried by an individual with an alcohol or substance abuse problem subject to involuntary commitment (K.S.A. 21-6301(a)(13));
- A firearm cannot be carried by an individual who has been convicted of a felony crime (K.S.A. 21-6304(a)) or convicted in any court of a crime punishable by imprisonment for a term exceeding one year (18 U.S.C. 922(g)(1)) (parole and conditions of probation apply);
- Automatic firearms and sawed off shotguns cannot be carried (K.S.A. 21-6301(a)(5))
- A cartridge which can be fired by a handgun and which has as plastic-coated bullet with a core of less than 60% lead by weight is illegal (K.S.A. 21-6301(a)(6));
- Suppressors and silencers cannot be used with a firearm (K.S.A. 21-6301(a)(4));
- Firearms cannot be fired in the corporate limits of a city or at a dwelling, or at a structure or vehicle in which people are present, except in self-defense (K.S.A. 21-6308a and K.S.A. 21-6308(a)(1)(A));
- A firearm cannot be carried by a person who is a fugitive from justice (18 U.S.C. § 922(g)(2));
- A firearm cannot be carried by an individual who is an illegal alien (18 U.S.C. § 922(g)(5)(A));
- A firearm cannot be carried by an individual who has been discharged from the Armed Forces under dishonorable conditions (18 U.S.C. § 922(g)(6));

**Location Restrictions:**

Certain campus buildings and/or public use areas within campus buildings can be permanently or temporarily designated to prohibit concealed handguns except as noted above in Section D. There are no campus buildings or public areas that have been permanently designated to prohibit concealed handguns with ASMs in place. If a specific location on a Butler campus is to be temporarily designated as prohibiting the carrying of a concealed handgun and the temporary use of ASMs as defined and required by law will be utilized, appropriate notice would be given for this temporary designation. Campus locations leased by Butler Community College or used for Off-Campus Activity, and owned by an entity that may lawfully exclude or permit firearms at their premises (concealed or otherwise), may choose at their sole discretion to exclude or permit Handguns from their premises, notwithstanding a lease or use arrangement with Butler Community College. This Policy shall honor landlord restrictions.

**Additional Safety Measures:**

Butler Community College and its employees, staff, administration and trustees who do not provide adequate security measures in College buildings and by this Policy allows the carrying of a concealed handgun as authorized by the Personal and Family Protection Act (K.S.A. 75-7c01 et seq.) shall not be liable for any wrongful act or omission relating to actions of persons carrying a concealed handgun concerning acts or omissions regarding such handguns (K.S.A. 75-7c20(f)).

Nothing in this Policy shall be interpreted to require individuals who lawfully possess a handgun to use it in defense of others.

No person shall use the fact or possibility that he or she is carrying a concealed weapon with the intent to intimidate another person except in defense of self or others.

The implementing procedures of the Butler Community College campuses shall include detailed provisions regarding how and where to report suspected violations of this Policy, how faculty, staff and students shall be notified of the laws and Policies pertaining to concealed carry on campus, and shall also provide interested students, faculty and staff with information about any known locally or regionally available firearm safety instruction.

**Storage:**

Handgun storage is not provided by Butler Community College. Individuals may store a Handgun in the individual's vehicle when the vehicle is locked and the Handgun is secured in a location within the vehicle that is not visible from outside the vehicle; Handgun storage by any other means is prohibited, except



in a holster in a locked secure box (1) in an on-campus residential unit of a licensed individual who is 18-21 years of age or any individual who is 21 years of age or older who legally owns the handgun. Such storage devices shall be provided by the individual who possesses the handgun and must meet minimum industry standards for safe-keeping of handguns.

Specifically, it is prohibited for any individual to store a Handgun: i) in a vehicle that is unlocked or when the Handgun is visible from outside the vehicle, ii) in an individual's office, unless in locked secure box (1) , iii) in an unattended backpack/carrier, iv) in any type of locker or v) any College owned or College leased vehicle, or vi) in any other location and under any circumstances except as specifically permitted by this Policy and by state and federal law.

A voluntary registration opportunity with the Department of Public Safety shall be available, so in the event the weapons are stolen, the serial numbers are in a national database. The college requires all individuals to report any missing or stolen weapons on Butler campus properties to the Butler Community College Police Department, as the college will not be held responsible for any lost weapons.

### **Training:**

Butler Community College does not provide any conceal and carry training or certification. A list of all instructors certified by the state of Kansas and contact information is available on the Kansas Attorney General's website

### **Enforcement:**

Any report of weapons on a Butler Community College Campus will be addressed by Butler Community College Police Department and/or local police departments in coordination with Butler Community College Police Department. The lawful carrying of a concealed handgun should not create concerns on Campus; however, anything other than the lawful carrying of a concealed handgun has the potential to create confusion and additional risk during police responses.

Any individual (student, employee, trustees, agents, volunteers, contractors, visitors, invitees or persons subject to the supervision and control of Butler Community College) violating this policy or accidentally or irresponsibly discharging or exposing a weapon will be subject to appropriate disciplinary action, including but not limited to probation, suspension/expulsion, termination of employment, immediate removal/trespass from the premises and/or arrest. Enforcement of this policy will be administered by Butler Community College Police Department or College Administration. The Student Code of Conduct and Employee and

Professional Employee disciplinary processes will be utilized to address violations. Those residing on campus shall honor these policy provisions plus any and all conditions of their housing written agreement.

### **Reporting and Temporary Actions:**

All reports of suspected violations of the concealed carry policy are made to the Butler Community College Police Department by calling 911 or 316-321-7657.

Butler Community College Police Department has the authority to conduct an initial investigation and, in coordination with College administration, will determine whether the report describes a criminal matter and/or policy violation.

Butler Community College Police Department has the authority to disarm and/or temporarily confiscate a firearm and issue a restriction to not carry a concealed firearm on campus pending results of the investigation. A confiscated firearm will be stored and handled by College Police according to college police department policy.

### **Sanctions**

Any individual who violates this policy will be subject to disciplinary action that may include a lawful directive to leave campus with the weapon immediately. Any individual who violates the directive shall be considered to be in trespass and may be cited accordingly. Any individual who violates state or federal law may be detained, arrested or otherwise subjected to lawful process appropriate to the circumstances.

### **Definitions:**

“weapons” includes, but it not limited to:

- Any object or device which will, is designed to, or may be readily converted to expel bullet, shot or shell by the action of an explosive or other propellant;
- Any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including those that are concealed or openly carried;
- All BB guns, pellet guns, air/CO 2 guns, or any device, such as a Taser, which is designed to discharge electric darts or other similar projectiles; however, a personal self-defense stun gun that does not fit within the preceding definition shall not be considered a weapon for the purposes of this policy
- Any explosive, incendiary or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge of more than ¼ ounce;
- Any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick or other detonating device;

- Any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy;
- Any knife, commonly referred to as a switch-blade, 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;
- Any straight-blade knife of four inches or more such as a dagger, dirk, dangerous knife or stiletto; except that an ordinary pocket knife or culinary knife designed for and use solely in the preparation or service of food shall not be construed to be a weapon for the purposes of this policy;
- Any martial arts weapon such as nun chucks or throwing stars;
- Any longbow, crossbow and arrows or other projectile that could cause serious harm to any person; or
- Any other dangerous or deadly weapon or instrument of like character.

The term “handgun” means:

- A pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or capable of firing fixed cartridge ammunition; or
- Any other weapon which will or is designed to expel a projectile by the action of an explosive and which is designed to be fired by the use of a single hand.

**The term “firearm”** includes: any handgun, rifle, shotgun, and any other weapon which will or is designed to expel a projectile by the action of an explosive.

**“adequate security measures”** - the use of electronic equipment and armed personnel at public entrances to detect and restrict the carrying of any weapons into a College building or public area of a College building, including but not limited to, metal detectors, metal detector wands or any other equipment used for similar purposes to ensure that weapons are not permitted to be carried into such building or public area of the building by members of the public.

**“building”** - a College building owned or leased.

**“campus”** - any building or grounds owned or leased by Butler Community College for College use

**“restricted access entrance”** - a restricted access entrance to a building or area of a building that requires a key, keycard, code or similar device to allow entry to authorized personnel through the restricted access entrance.

**“open carry”** - carrying a firearm visible to others

**“public area”** - any portion of the College building that is open to and accessible by the public or which is otherwise designated as a public area.

“secured area” - those areas of the College Security facilities that are not open or accessible to the public without approval or escort from College Police departmental personnel

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(1) An approved storage device has each of these characteristics:

1. it is of sufficient size to fully enclose the handgun while secured in an approved holster;
2. it is constructed of sturdy materials that are non-flammable;
3. it has a combination, digital, or other secure locking device that can only be unlocked by the individual using the storage device, but devices secured exclusively with a key lock are prohibited; and,
4. the device is constructed specifically for the storage of a handgun and/or ammunition. All ammunition stored in an on-campus residence must be stored in an approved storage device.

# **Policies and Procedures**

**YOU ARE EXPECTED TO ABIDE BY THESE GENERAL POLICIES AND PROCEDURES.**

**Residents may be disciplined for violating college and Residence Hall policies and procedures. (The residence hall area includes East Hall, West Hall, Cummins Hall, the Apartment units and the surrounding parking and recreational areas.)**

## **ACCESS TO RESIDENCE HALLS/SECURED DOORS/CARD READERS**

For the safety and protection of students residing in the residence halls, the entrances to the residence hallways are secured 24 hours a day. External entrances to the halls are also secured overnight. It is very easy to gain authorized entry by holding your proximity card to the reader. Handicap students simply need to press the automatic door opener after using their proximity card. Entry to individual rooms is by room key.

Propping of Doors is not allowed. Propping open secured or alarmed doors is not allowed unless at the direction of Butler Department of Public Safety or the Residence Life Office

## **ALCOHOL AND DRUGS**

Butler Community College is an alcohol and drug free campus and therefore both substances are banned from the residence halls. Please refer to the Student Handbook for the full alcohol and drug policy.

## **BEDS**

No bunking of beds is allowed. If you wish to make the bed taller you may use bed risers. Cinder blocks and materials other than bed risers are not permitted to use to make the beds taller.

## **BICYCLES**

Bicycles shall not be stored in any student's room. The only exception to this rule is collapsible bikes (i.e., bikes which are foldable) which may be carried into a student's room. There are bike racks located around the halls.

## **BOMB THREATS**

The penalties for such a transmission are severe. Anyone proven to be involved shall be suspended from housing and expelled from the college. Local authorities from the law enforcement organizations shall be called to handle the investigation and have jurisdiction over the action

## **BOTTLE AND CAN COLLECTION**

Empty cans and/or bottles (pop, alcohol or smokeless tobacco containers) may not be stored, collected, or used as decorations in residence hall rooms. This rule is established because in a large group living environment such as a residence hall, pest control is a concern.

## **CANDLES/INCENSE**

Candles/Flammable Materials/Incense – Candles (with or without a wick), incense, oil lamps, wax warmers etc., (generally anything utilizing a wick or flame or consuming flammable material, including such things as decorative candles, potpourri simmer pots, and Sterno cans), are NOT allowed in residence hall rooms. Violations are subject to citations and/or other disciplinary action. Storage of volatile materials or other flammables (e.g., gasoline) is likewise not permitted

## **CANVASSING**

There is no canvassing (unapproved posting of fliers or posters) or solicitation allowed. If you would like to post fliers in the Residence Halls, you must get approval from the Director of Residence Life.

## **COMPUTER LABS/STUDY FACILITIES**

A Computer Lab is provided for student use in East Hall, Cummins Hall, and West Hall. The labs are open 24 hours a day. Quiet hours are observed at all times in these areas.

## **CUSTODIAL STAFF/MAINTENANCE WORK ORDERS**

Facilities Management staff is responsible for maintaining public areas within the residence halls (lobbies, public restrooms and lounges). Residents are to report any maintenance problems (plumbing, electrical, carpentry, etc.) promptly to the Residence Life Office (1300 Building), professional staff member, or RA. Student rooms and their furnishings are property of the college, and therefore, appropriate personnel will be assigned to make the necessary repairs. Students are not allowed to make their own repairs.

## **DAMAGE TO COLLEGE PROPERTY**

Damage to or theft of college property in a commons area (dressers, shelves, etc.) is the joint responsibility of the occupants sharing the facility. The residence hall staff will conduct an investigation to determine responsible party. If a responsible party is not determined, all residents will be billed for the damage or theft.

## **ELECTRICAL APPLIANCES**

Any appliance that has an area that gets red hot and is not completely enclosed is prohibited. Appliances that draw more electrical current than the wiring system can accommodate safely are prohibited. This includes light bulbs. The following appliances **are approved** for use in the residence halls: irons, coffee pots, small refrigerator, fans, stereos, heating pads, clocks, hair dryers, radios, microwaves, and tv's. Some appliances that are **NOT allowed** include a George Foreman Grills, electric skillet, crock pots, hotplates, toasters, toaster ovens, air fryers, lava lamps, and personal heaters. We will hold Health and Safety Inspections and if unapproved items are found, the residents of the room will go through our conduct process.

## **EMERGENCY EQUIPMENT**

Emergency equipment units such as fire alarms, fire extinguishers, stair chairs, 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, covering, or unauthorized use of this equipment is not allowed and can result in disciplinary action including but not limited to fines and loss of housing.

## **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 may result in disciplinary action.

## **ENROLLMENT REQUIREMENT**

All residents in Butler Community College housing are required to maintain enrollment in a minimum of twelve (12) credit hours per semester. 6 of those credits must be face-to-face classes unless permission is given by the Director of Residence Life. An individual may be removed from on-campus housing for failure to maintain this enrollment requirement.

## **EMERGENCY DRILLS**

Participating in Residence Life emergency drills are mandatory. Failure to participate when you are in the residential areas during the drill will result in fines and disciplinary action.

## **FACEBOOK, YOUTUBE, AND OTHER SOCIAL MEDIA TOOLS**

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

## **FURNISHINGS**

Residence Hall rooms are equipped with the following standard equipment: desks, chairs, extra-long twin mattresses and beds, dressers, shelves and a small refrigerator in West Hall Only. None of the equipment may be removed from the rooms; including the type of beds found in the room. You may not add attachments of any type to any residence hall light fixtures, including nails, paint, tissue paper, crepe paper, aluminum foil, or any other material. No materials, whether flammable or non-flammable, may be suspended from, attached to, or draped from the ceiling. Any furnishings or carpeting brought into the room must be made of flame-retardant materials. Only college curtains or draperies may be used in your room. No live Christmas trees in rooms. Other unapproved appliances include, but are not limited to: waterbeds, hot tubs, fog machines, and halogen lamps, oil popcorn poppers, heat or sun lamps, space heaters, vehicle batteries, charcoal, and gasoline. All furniture in the room must stay in the room.

## **FURNITURE**

Furniture in the lounges and other public areas of the residence hall is for use by all residents and their guests. Removal of furniture from public areas is prohibited.

## **IMMUNIZATIONS**

To live in the residence halls, you are required to show documentation of the following immunizations: two MMR (Measles, Mumps, and Rubella) shots, current Tetanus shot, within the last 10 years, and Meningococcal Vaccine or sign a waiver refusing Meningococcal Vaccine. If you don't show proof of these immunizations within the first month of the semester you begin living in the halls, you will be required to take these shots in order to continue living in the halls.

## **INSURANCE/INDEMNIFICATION**

All residents should understand and agree that the college is not an insurer of the student's person or property. Each resident shall hold safe and harmless from any liability for any damages to the Resident or others. The resident may want to check with their parents to see if they are still covered by their parent's insurance. Also, the resident can check with the Residence Life Office for the name of a company that handles student insurance.

## **MUSICAL INSTRUMENTS**

Musical instruments are not to be played during quiet hours or at a level that is disturbing to the other residents. Residents are encouraged to use the practice rooms provided in the (700) Building.



## **NOISE**

Sound carries easily through residence hall rooms & hallways. Voices, stereos, televisions, and bouncing balls in your room or hallways can often be heard in other rooms on your floor and the floors above and below you. You may be asked by other residents or staff to compromise by adjusting the sound/noise level in your room to reduce the disturbance to others around you.

## **NOXIOUS ODOR**

A noxious odor is any odor or aroma of such intensity that it becomes apparent to others. Any odor can become noxious or offensive when it is too strong. Some examples are: perfume, air freshener, trash cans not emptied, large amounts of dirty laundry, or unclean rooms and bathrooms. Any of the before mentioned odors can be cause for disciplinary fines by a Residence Hall Manager.

## **OCCUPANCY**

Only those assigned to a room are to live in that room. Violation of this rule will bring expulsion from housing immediately.

## **PARKING**

### **RESIDENCE HALL PARKING IN LOTS G, H, I, AND J ONLY**

Parking passes are not required. Vehicles must be properly titled, tagged and insured. It is strongly recommended vehicles are locked when unattended, and that valuable items are removed. Butler Community College is not responsible for damages to and or thefts from vehicles. If a vehicle has been damaged or broken into, call Butler Public Safety (316-321-7657) immediately. There are selected handicapped parking spaces around the residence halls. These parking spots can be identified by yellow paint. These spaces are either for students or visitors that have handicapped parking stickers.

## **PETS**

No pets of any kind are allowed in the Residence Halls.

## **PHYSICAL ALTERCATIONS/FIGHTING**

Physical altercations of any kind are not allowed in the residential areas. Physical altercations could result in removal from the residence halls and involvement of BCC Public Safety.

## **PRORATION FOR THEFT OR DAMAGE**

Financial charges relating to the damage or theft of college property are billed to the specific individual(s) responsible whenever such individuals can be identified. When damage or theft of college property cannot be assigned to specific individuals, the charges are divided equally among the residents of the affected floor, suite, building or area. In other words, if any damage occurs in such areas as your floor, suite, lounge, hallway or bathroom which cannot be properly charged to an individual, ALL members of the room, floor, lounge, or housing community may be billed equally for repairs.

## **QUIET HOURS/NOISE POLICY**

Quiet hours will be in effect from 10:00pm-8:00am on Sunday through Thursday and 12:00am-8:00am on Friday and Saturday. A 24-hour quiet policy is in effect during finals week each semester. These hours supersede the regular quiet hours. Residents should use common sense showing respect for other residents in the group living environment.

The Courteous Policy will be in effect 24/7. During this time there should be no:

Excessive or unnecessary noise in rooms or common areas, slamming of doors, Running or shouting in halls, Excessive loudness of stereos, radios, TV's, Speakers in Student windows, calling out from the windows or carrying on conversations from the windows.

## **REPORTING EMERGENCIES/MEDICAL EMERGENCIES/CRIMINAL INCIDENTS**

To report a medical emergency call 911, then call Butler Public Safety at 316-321-7657. To report a violent crime call 911, then call Butler CC Public Safety. For non-emergency incidents relating to health problems or to report a crime call Butler Public Safety.

## **ROOM CHANGES**

After the second week of classes, if you have really tried and things just aren't working out, contact the Director of Residence Life to apply for a room change. The Residence Life staff makes every effort to make room assignments so as to encourage compatible living arrangements between roommates (assignments are made on a first-come, first-serve basis). Once assignments are made, only the Director of Residence Life will make room changes or reassignments of room accommodations. (ALL parties involved in the change must schedule a time to meet with the Director prior to permission of room changes.

Students may request a room change, only after receiving approval from the Director of Residence Life and within a predetermined period of time. Any unauthorized room changes are subject to disciplinary actions and fees.

## **ROOM INSPECTION, ENTRY, AND SEARCH**

The College reserves a reasonable right of entry into your room to assure proper maintenance and repair, to provide for health and safety of all residents, and/or to investigate when there is a reason to believe that violation of a state, residence hall policy, or college regulation is occurring within your room. Two room searches will be conducted per semester.

## **ROOM KEYS & ROOM SECURITY**

You are issued a key and a proxy card. You may not give your key or proxy card away to anyone. Report any lost key or proxy card to the Office of Residence Life Immediately. You will only surrender your key or proxy card to a residence hall staff member. If you lose your room key, you will be charged \$25.00 for a new key and the cost to re-key your room. Should you lose your residence hall proxy card for West, East, the apartments or Cummins, you will be charged \$25.00 for a replacement card. If you bend or break the key, the cost is the same as losing the key. When leaving your room, make sure it is locked. This will protect you against theft

## **SEXUAL HARASSMENT POLICY**

Butler does not tolerate any behavior by administration, faculty, staff or students which constitutes sexual harassment of other students, staff, faculty or administrators. Such behavior subverts the mission of the college and is damaging to the academic environment, threatening the careers of students, faculty, staff and administrators. To review the full policy, this information can be located in the Butler Student Handbook as well as the Student Catalog. For the purpose of this policy, sexual harassment is defined as:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature (including sexually explicit language, jokes, etc.) when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement,
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creating an intimidating, hostile or offensive working or academic environment.

## **SMOKING AND SMOKELESS-TOBACCO POLICY**

Please refer to the Tobacco Policy in the Student Handbook

## **SPORTS, ROLLER BLADES, SKATEBOARDS AND SCOOTERS IN THE HALLWAY**

There is no playing of sports in the residence halls at any time. This includes, but is not limited to, tennis, Frisbee, football, basketball, toy guns/projectiles, or any type of nerf balls. No rollerblades, bikes, skateboards or scooters are to be used or operated in the residence halls. This includes hoverboards.

## **STUDENT IDENTIFICATION CARDS**

Student photo identification cards are issued in the Hubbard Center (600 Bldg.). Students are required to have their I.D. cards with them at all times in the Residence Halls. Students may be asked to show their I.D. cards to Public Safety Officers and/or Residence Life Staff. Staff will ask to see your ID whenever they do a lock-out. If you do not live in the residence hall and you are trying to enter, you may be denied such entry if you are unable to provide proper ID. Your ID is also your meal card in the cafeteria and library card.

## **THEFT OF PERSONAL PROPERTY**

Butler Community College is not responsible for any theft which may occur. You should contact the Director of Residence Life and/or campus security if they discover the theft of their personal property. Remember, there are closed circuit televisions throughout the residence halls. It is strongly advised to record the make, model and serial numbers of electronic items (computers, game systems, televisions, stereos, cell phones, etc.) upon your arrival at Butler Community College. It is also helpful to mark these items with your name or a distinguishing number or symbol. If you find property is missing from your room, notify Butler Public Safety at 316-321-7657. Theft or damage to or destruction of property belonging to the college, faculty or staff, visitor or student may result in probation, suspension, or expulsion.

## **TRASH**

Personal resident trash **MUST** to be taken out to the dumpsters located on the north side of the East parking lot. Keep doorways free of trash, trash bags, containers, boxes, and personal belongings. Any items that are left in the hallway and/or lobby will be confiscated.

## **TRESPASSING**

Students are not permitted to enter other resident's rooms, even if the room is left unlocked. Likewise, students are not allowed to enter Residence Halls that they are not assigned to without an escort who resides in the building they are entering.

## **UNACCEPTABLE BEHAVIOR**

The purpose of this section is to outline different situations and types of unacceptable behavior where a fine will be imposed.

1. Public profanity, cursing or vulgarity, fighting and abusive actions.
2. Failure, refusal or inability to present a current BCC ID card upon request.
4. Unauthorized entry to or use of BCC Residence Life facilities
5. Unusually loud noise which creates a public disturbance including, but not limited to, shouting, use of portable radios, use of automobile radios, use of laptops or musical instruments.

## **VACATION**

All Residence Life Housing closes for an extended amount of time in observance of Thanksgiving, Winter Break, and Spring Break. Students must be granted permission from the Director of Residence Life to stay during the Thanksgiving, Winter Break, and Spring Break. See the Calendar for deadlines to apply for Break Housing.

## **VISITATION**

There is twenty-four-hour in-house visitation for the residents of the BCC Residence Halls. Twenty four hour visitations means residents may have visitors (anyone that is not assigned to that specific Residence Hall room). However, in order to obtain permission- there are several steps that must be taken.

1. Permission of the roommate. Abuse of this rule will be handled by the Director of Residence Life and the Butler Public Safety Office.
  2. Overnight Guest- No more than 3 consecutive nights by any guest, and no more than 6 overnight stays per month, per guest in any on-campus residence).
  3. Escort Visitor at ALL times. Your visitor must be escorted at all times while they are in the Residence Halls. If/When a visitor is left unattended; they will be required to leave the Residence Hall.
  4. Visitors/Overnight Guests must carry Student ID and/or State Issued ID. All residents and guests must carry identification on them at all time. If at any time they are asked to present ID and cannot do so, they will be required to leave the residence halls.
- There is a NO VISITATION POLICY for Thanksgiving, Winter, and Spring Breaks

The following policies and regulations governing non-resident visitation and escorts have been established for the safety, security, and privacy of the residents of the building:

- Visitors are permitted in the buildings 24/7 as long as they are escorted with a BCC Resident of the building they are visiting
- Residents are allowed to have visitors stay as overnight guests. All Visitors must provide current State or College Issued ID. All guests MUST be escorted by the Butler Resident at all times. No more than 3 consecutive nights by any guest, and no more than 6 overnight stays per month, per guest in any on-campus residence.
- BCC Residents are held fully responsible for the actions and behavior of their non-resident guest.
- An overnight guest will not be allowed under any circumstances to occupy a room and/or bed/space in the absence of his/her host
- All overnight guests must be at least 18 years of age.
- Guests are responsible for following the same regulations as their host, the host will be held responsible for his/her guest. The host must inform their guest of rules, hours and facilities. The rights and property of roommates and other residents of the College must be protected from all unwanted intrusions and vandalism.
- If any unescorted guests are found, they will be ejected upon their detection regardless of the hour. An unescorted guest is considered a trespasser and could be subject to arrest in the accordance with Kansas State Penal Law.
- . Any unaccompanied guest(s) or a guest whose ID is requested and cannot be produced will be asked to leave the building immediately.

## **WILDLIFE**

Residents may not feed or capture the wildlife around campus, this includes but is not limited to: feral cats, birds, possums, and skunks

## **WINDOWS**

Residents may not enter or exit through windows. No objects may be thrown from or placed outside residence hall windows. Also, for safety issues, you may not put anything directly onto your windows, this includes item such as, but not limited to foil, newspapers or anything else to cover your windows. Violations may lead to expulsion from the residence halls.

\*DO NOT OPEN YOUR WINDOWS. Students who have opened their windows in the past have experienced mildew and mold as a result of the climate change. Occupants of a room which have opened their windows and created the mold incident in their rooms will be charged for any required mold abatement.

\*DO .NOT TAKE YOUR SCREEN OFF UNLESS FOR EMERGENCY EVACUATION

# Moving Out

## MOVING OUT OF RESIDENCE HALLS

You cannot check out of your room at the end of the semester or year unless you clean your room, meet with Res. Life Staff and return your key and proxy card. When you check out of your room, the room should be cleaned to the satisfaction of the Res. Life Staff. If you do not follow the previously mentioned procedures you will be charged \$100.00 for an improper check-out and you will not receive any portion of your deposit. If your keys aren't returned, you are charged for the keys, as well as, the improper check-out charge. You will be charged for any damages made to your room. Please contact the Department of Residence Life for a list of charges that may be incurred due to damages. **The Department of Residence Life will not store personal items in the residence halls and are not responsible after 48 hours for any left or forgotten items.**

### MOVING OUT CHECKLIST:

- Make note of the day and time you are supposed to be moved out
- Sign up for a move out day and time with your RA or Coach at least 24 hours in advance
- EVERYTHING must be out of your assigned room
- Take out all trash
- Lightly clean the space
  - sweep
  - wipe down surfaces
  - mop if necessary

**If you are moving out of your own accord, it is your responsibility to communicate your move out information with the Director or Assistant Director of Residence Life. If you do not communicate with them, you may not be let out of your housing contract and may accrue fines.**

## RESIDENCE LIFE DAMAGE CHARGES

Any damages involving Residence Hall rooms and common areas will be assessed to the student or students who live in that area. Below is an estimated listing of damage charges. Other damages will be assessed on a case-by case basis. Please note, these charges could be adjusted based on the cost of materials from year to year.

### DOORS

Brackets on Door Damaged	\$5.00	Replace Door Knob Shear Pin	\$5.00
Door Stop Missing	\$5.00	Repair Holes in The Door/Hole	\$20.00
Door Dented &/or Vandalized	\$50.00	Repair/Replace Closer	\$90.00
Lock Set	\$140.00	Replace Doors	\$350.00

### WINDOWS

Damage to Window Screen			
West Hall (Small)	\$37.00	Apartments (Medium)	\$50.00
East & Cummins (Large)	\$74.00		
Window Blinds Bent or Broken			
East/Cummins	\$63.00		
West Hall	\$38.00		
Window Broken			
East/Cummins	\$171.00		
West Hall	\$125.00		

\*ALL HALLS- Rehangng of window per screen \$25.00

### WALLS

Holes In Wall Or Ceiling	\$30.00	Burns On Wall	\$50.00
Paint, Glue, Or Tape On The Walls	\$80.00	Painting Ceiling	\$150.00

### FLOORS

Floor Tiles ( Per Tile)	\$3.00
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### KEYS & PROX CARDS

Key	\$25.00
Lock Change	\$75.00
Proxy Card	\$25.00



**FURNITURE**

Drawer Handle Missing Or Broken	\$5.00	Electrical Plate Missing Or Broken	\$5.00
Drawer Repair	\$12.50	Repair Desk Front	\$20.00
Waste Paper Container Missing	\$20.00	Lamp Broken Or Missing	\$30.00
Desk Drawer Missing	\$45.00	Desk Marred, Burned or Damaged	\$50.00
Refinish Drawers	\$50.00	Bed Frame Bent	\$50.00
Chest Of Drawers Broken	\$75.00	Chair Missing/Broken	\$75.00
Three Position Chair	\$145.00	Desk	\$165.00
Chest Of Drawers	\$290.00	Bed	\$90.00
Refrigerator Missing	\$130.00	Writing On Bed Frame	\$40.00
Mattress Damaged	\$90.00		
Writing On Apartment Table	\$20.00-\$400.00		

**OTHER**

Towel Rack	\$15.00	Toilet Paper Holder	\$15.00
Front Panel Of Sink Missing	\$20.00	Burns On Shelving	\$20.00
Fire Extinguisher Refill	\$20.00	Toilet Seat	\$21.00
Floor Vent (Apts.)	\$22.00	Light Fixture Broken	\$24.00
Light Cover Missing/Fixture	\$24.00	Hole The Carpet/square yard	\$27.00
Light Cover In Walkway	\$40.00	Room Not Cleaned	\$50.00
Closet Curtains (Each)	\$107.00	Exit Fixture Damaged	\$150.00
Emergency Lights Damaged	\$150.00		
Smoke Detector Damage/Missing	\$50.00-\$150.00		
Bathroom Mirror Broken	\$25.00-\$200.00		

# Residence Life Conduct Consequences

Should you find yourself in a situation where you have broken a policy or procedure, the following items are possible consequences you could face. Please note that every situation is different. The Director and Assistant Director of Residence Life will use best judgement in deciding which consequence is appropriate. Continued policy violations will result in an increase in consequences.

- Monetary fines:
  - 1st offense- \$35
  - 2nd offense- \$50
  - 3rd offense- \$75
- Change to housing status:
  - Housing warning
  - Housing probation
  - Housing expulsion
- Replacement of items damaged or destroyed
- Community service
- Reflective paper

## **Notice of Nondiscrimination and Equal Opportunity Employment**

Butler Community College is committed to nondiscrimination on the basis of race, color, religion, sex, gender identity, national origin, age, disability, veteran status, sexual orientation, genetic information, marital status, political affiliation, or other legally protected category. This includes, but is not limited to admissions, employment, financial assistance, placement, recruitment, and educational programs or activities, as required by applicable laws and regulations. Lack of English language skill is not a barrier to admission and participation in educational programs and activities. Any person having inquiries regarding disability support services, or Butler Community College's compliance with the regulations implementing Title VI, Title IX, and the Americans with Disabilities Act of 1990 is directed to contact the coordinators who have been designated to coordinate the educational institution's efforts to comply with the regulations implementing these laws.

### **Title IX Coordinator:**

Sherri Conard  
Director of First Year Experience  
BOA Student Union Manager 715 E. 13th St.  
Student Life Center, Office 5002C Andover, KS 67002  
sconard@butlercc.edu  
316.323.6373

### **Section 504 Coordinator:**

Teressa Eastman  
Director of Disability Services  
Office of Disability Services 901 South Haverhill Road Hubbard Center, Office 603E EI  
Dorado, KS 67042  
teastman@butlercc.edu  
316.322.3321

Title VI, Title IX, and Section 504 ADA complaints may also be filed with the Regional Office for Civil Rights. Address correspondence to:

U.S. Department of Education, Region VII Office for Civil Rights  
1 Petticoat Lane 1010 Walnut Street, Suite 320 Kansas City, MO 64106 Telephone:  
816-268-0550  
FAX: 816-268-0599  
TDD: 800-877-8339  
Email: OCR.KansasCity@ed.gov

# Disclaimer Statement

The content of this student handbook is provided for the information of the student. It is accurate at the time of printing but is subject to change from time to time as deemed appropriate by the College in order to fulfill its role and mission or to accommodate circumstances beyond its control. The college reserves the right to make changes in policy, regulations and fees, as circumstances dictate, subsequent to publication. The College expects its students to have knowledge of information presented in this student handbook and in other college publications. Any such changes may be implemented without prior notice and without obligation and, unless specified otherwise, are effective when made.

Butler reserves the right to terminate programs or modify program requirements, content, schedule, delivery methods and the sequence of program offerings from semester for educational or financial or other reasons beyond the control of the College.