



CAMPUS HOUSING REGULATIONS

2024-2025



Equal Opportunity Statement

It is the policy of Iowa Lakes Community College not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential family, parental or marital status. If you have questions or complaints related to compliance with this policy, please contact a title IX coordinator for Iowa Lakes Community College, Administration Building, 19 South Seventh Street, Estherville, IA 51334, telephone: 712-362-0430, equity@iowalakes.edu, or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: (312) 730-1560 FAX: (312) 730-1576, TDD 800-877-8339 Email: OCR.Chicago@ed.gov.

Amendments and Revisions

Iowa Lakes Community College reserves the right to revise this booklet when necessary. Students will be notified of any changes through notices placed in each resident's mailbox. Revisions become effective the day the residents of the housing units are notified, unless they are otherwise dated.

The Housing Department is open for suggestions on ways to improve the Iowa Lakes Community College on-campus housing. Feel free to communicate your ideas.

www.iowalakes.edu

Estherville Housing Units

Boom
Bombay
Banyan
Eastwind
Rudder
Tiller
Flagstaff
Laker I
Laker II

Spencer Housing Units

Lakehouse PORT
Lakehouse STARBOARD

Emmetsburg Housing Units

Ballaster
Spinnaker
Catamaran



Dear Resident,

Welcome to Iowa Lakes Community College on-campus housing. We believe that the Estherville, Emmetsburg or Spencer Student Housing will offer you the opportunity to meet other students as well as the opportunity to enjoy campus life along with the privileges and responsibilities that accompany it.

It is our goal to make your residential experience as safe and educational as possible. Hopefully, this group-living environment will help you better learn to live with others cooperatively. A small community of students allows for privileges, and with these privileges come responsibilities each student has to other students, the units themselves, and the housing staff. This handbook will provide information regarding your responsibilities. Please read and familiarize yourself with this handbook.

The entire housing staff is looking forward to getting to know you. As the year progresses, we encourage your input for on-campus housing improvements. Please feel free to contact us with any questions you may have.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. McKinney'.

Jason McKinney
Housing Director
Estherville Campus

A handwritten signature in black ink, appearing to read 'Jeremy Ward'.

Jeremy Ward
Housing Coordinator
Emmetsburg Campus

A handwritten signature in black ink, appearing to read 'Sam Cain'.

Sam Cain
Housing Coordinator
Spencer Campus

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STUDENT HOUSING CONTACTS

Estherville Campus

Graduate Assistants (GA)/Housing Managers

GA phone number 712-380-2247

Bre Bouse

Brandon Villabrille

Kayla Braxton-Young

Khalil Robinson

Lauren Johnson

Will Casel

Juan Diaz

Darwin Carranza

Jason McKinney, Housing Director 712-362-7916

Sarah Stokes, Housing Assistant 712-362-7907

Emmetsburg Campus

Resident Assistants (RA)/Graduate Assistants (GA)/Housing Manager

GA phone number 712-298-2289

Jeremy Ward, Housing Coordinator Located in the Student Center 712-852-5210

Spencer Campus

Resident Assistants (RA) & Graduate Assistants (GA)/Housing Managers Phone Number 712-298-0531

Sam Cain, Housing Coordinator Office 712-262-8652

Additional Contacts

Resident Assistants (RAs) and Graduate Assistants (GA)/Housing Managers are staff members. GAs serve as advisors, help with the administration of the units, and enforce regulations. RAs are current Iowa Lakes Community College students who also serve as a resource for issues in the dorms. Contact RAs/GAs first with housing problems or questions. RAs/GAs report directly to the Housing Coordinators on each campus.

Tia Bernholtz, Business Manager

Tia handles all the billing for housing and dining service. Please contact her with billing questions regarding campus housing. Tia can be reached by calling 712-362-0446.

Troy Larson , Title IX Coordinator

Persons who feel they have been sexually harassed, assaulted or discriminated against and would like further information or assistance in filing a complaint should contact Troy at 712-362-7915.

Troy Larson , Executive Dean of Students

Troy is the emergency contact if none of the above listed individuals are available. He can be reached at 712-362-7915. Please be sure to leave a message if Troy is unable to answer or if you are calling outside of normal business hours.

CAMPUS HOUSING & FOOD SERVICE CONTRACT

Length of Contract

The duration is two complete semesters from August 18, 2024–May 10, 2025. Housing is closed during Christmas break unless prior arrangements are made. Any variations on length of contract must have prior approval from the Housing Manager or Coordinator.

Deposit

A \$100 deposit must be included with the contract. Students will not be given a room assignment until the deposit is paid. The deposit will be retained for the duration of the contract as a security deposit and will be forfeited if the contract is broken at any time. At the end of a student's stay in the dorms, if a student has a balance with Iowa Lakes, any deposit will be applied to the balance. All excess funds will be released to the student after their balance is at \$0.

Deposits may be paid on the DocuSign contract with a debit/credit card or bank account and routing numbers. If a student skips the payment in DocuSign, they must contact their Housing Coordinator to make payment arrangements. International students may pay their deposit by requesting a wire transfer form from their housing coordinator.

Payment

The student/resident agrees to make payment and/or have financial aid credit for payment in full of all charges. Payments are to be made at the Campus Business Office.

Termination Fees

Fees are determined according to when Housing Staff is notified that the Campus Housing and Food Service contract is cancelled or terminated. **Please note: housing and food service fees do not fall under the 10-day class withdrawal full refund of tuition policy.**

- **Prior to the start of 1st semester**, the student will forfeit their \$100 deposit
- **After 1st semester classes begin**, the student will forfeit their \$100 deposit and be charged for the full cost of the 1st semester plus a \$600 termination fee. If the 1st semester meal plan was paid in full, the student will be credited the unused part of their meal plan minus one week of meals following the departure date. All excess funds will be released to the student as a refund after their balance is at \$0.
- **Prior to the start of 2nd semester**, the student will forfeit their \$100 deposit and be charged a \$600 termination fee.
- **After 2nd semester classes begin**, the student will forfeit their \$100 deposit and be charged for the full cost of the 2nd semester. If the 2nd semester meal plan was paid in full, the student will be credited the unused part of their meal plan minus one week of meals following the departure date.

If a student's Housing and Food Service contract is terminated by the college and the student is asked to leave campus housing, the student forfeits the \$100 housing deposit and the same termination fees apply. The Housing Director will consider adjustments based on a student's written appeal.

Room Assignments

The college reserves the right to assign/re-assign or deny residents to specific rooms.

DINING SERVICE

Estherville

Monday – Friday

Breakfast	7:15 a.m.–9:15 a.m.
Lunch	10:45 a.m.–1:15 p.m.
Dinner	5:00 pm–6:30 p.m. (Friday 4:30–6:00 p.m.) (Student residents with weekend meal plan)

Saturday and Sunday

Subway	9:00 a.m.– 8:30 p.m.
Hy-Chi (Hy-Vee)	11:00 a.m.–7:00 p.m.
Don Jose's	11:00 a.m.–9:00 p.m.

Emmetsburg

Monday – Friday

Breakfast	7:15 a.m.–9:15 a.m.
Lunch	10:45 a.m.–1:15 p.m.
Dinner	5:00 p.m.–6:30 p.m. (Friday 4:30 p.m.–6:00 p.m.) (Student residents with weekend meal plan)

Saturday

Pizza Ranch	11:00 a.m.–9:00 p.m.
Kirby's Café	7:00 a.m.–8:00 p.m.

Sunday

Pizza Ranch	11:00 a.m.–9:00 p.m.
Kirby's Café	8:00 a.m.–1:30 p.m.

Spencer

Monday – Friday

Lunch	11:00 a.m.–1:00 p.m.
Dinner	5:30 p.m.–7:00 p.m.

If you have special dietary requirements, please contact the appropriate staff on your campus:

Estherville

Margaret Gebel, 712-362-7909

Emmetsburg

Christy Johnson, 712-852-5309

Spencer

Sam Cain, 712-262-8652

Blizzard/Inclement Weather

During a blizzard or inclement weather, Dining Service will serve meals at the following times: Emmetsburg and Estherville Dining Service will **serve breakfast** from 8:00–9:00 a.m. Emmetsburg, Estherville, and Spencer will **serve lunch** from 11:30 a.m.–12:30 p.m. Estherville and Emmetsburg will have students **pick up dinner** to go at lunch, and Spencer will **serve dinner** from 4:30–5:30 p.m. We encourage you to come to the cafeteria as a group and leave as a group. Use your door access fob or card to enter the building through designated entrances. Emmetsburg – Entrance 12, Estherville – Entrance 11 or 15, Spencer – Entrance 13.

Fall Semester Meal Plan

August 18–December 13, 2024

September 2, 2024 – Holiday – No Classes – No meals served

November 25–29, 2024– Holiday– No meals served

Spring Semester Meal Plan

January 8– May 9, 2025

January 20, 2025 – Holiday – No Classes – No meals served

February 14, 2025– Employee In-Service– No Classes (Meals served at weekend meal plan locations.)

March 10–14, 2025– Spring Break (no meals served)

April 18, 2025– Holiday– No Classes – No meals served

Dining Service Guidelines

- Carry out containers are available for individuals with schedule conflicts such as class or work.
- Please do not share food with individuals not on meal plan.
- Meal plans cannot be transferred to another student.
- Campus cafeterias are open to the public.

Student ID Keycards & Weekend Meal Punch Cards

All students receive an Iowa Lakes Community College Student ID keycard. Student ID keycards must be presented each time you use the meal plan at Dining Services and off campus for student residents with a weekend meal plan. In addition to the Student ID keycard, Estherville students on a weekend meal plan must present a punch card, which they will receive from Estherville Dining Services.

Removal of Dining Service Property

Removal of dishes or utensils from dining services is prohibited. Any dishes or utensils found in dorm rooms belonging to dining services will result in disciplinary action. First offense: Resident will receive an official reprimand. Second offense: Official reprimand and a \$50 sanction. Third offense: Disciplinary probation, \$100 sanction and/or eviction from student housing.

The Student Center is open to serve the student body. We welcome your suggestions and ideas for improving the meal plan and our dining service program.

HOUSING FACILITIES, SERVICES AND FURNISHINGS

Living Facilities

Each room is furnished with complete bathroom facilities, draperies, walk-in closet, dressers, beds with mattresses (extra-long twin mattress), fire extinguisher and smoke alarm. Other amenities may vary room to room. Furniture is not to be removed from the unit. All the units are heated and air conditioned.

Utilities

Each unit is served by public sewer, water, electricity, and natural gas. Garbage pickup is provided by Iowa Lakes Community College. All utilities will be furnished and paid for by Iowa Lakes Community College, including Internet access.

Laundry Facilities

Estherville – Bombay 4-plex, Criminal Justice Center and Laker II

Emmetsburg – Utility Room #104 and Byrkeland Building– Laker Lounge

Spencer – Gateway North Building

These are coin-operated washers and dryers. Any problems with these machines should be directed to the custodian. Hours will be posted. During the winter, please close the door when you leave the laundry room to prevent pipes from freezing. Please leave laundry facilities in good condition for the next student.

Internet

Free internet access is available for each resident in Iowa Lakes housing. Residents need to sign up for internet with the housing office. No outside routers are allowed. Violation will result in a \$100 fine. In Estherville and Emmetsburg, the dorm is networked using Fiber Cabling; if a resident wishes to connect a computer to the network, a network card and special configuration will be necessary. The Estherville and Emmetsburg network provider is StarNet River Valley. If a resident is experiencing internet issues, they may call StarNet at 800-367-4198 Monday-Friday 8:00 a.m. – 4:30 p.m. Residents should be sure they are in their dorm room when they call so StarNet can assist the resident in troubleshooting the issue. If it's after hours or on a weekend or holiday, residents may call StarNet and leave a voicemail or fill out a form at www.iowalakes.edu/housingforms. StarNet will take care of the request as soon as possible. In Estherville, Port A in each unit is the live ethernet connection.

In Spencer, free internet access for each resident in Iowa Lakes housing is provided by Spencer Municipal Utilities. Their phone number is 712-580-5800.

Microwaves

Microwaves are not provided, but you may bring your own. Microwaves must be under 1,000 watts.

Refrigerators

Each room will be provided with a refrigerator. To control electricity usage, no refrigerators other than those furnished by Iowa Lakes Community College will be allowed in the units.

Fitness Equipment

No weight sets or exercise machines will be permitted in housing units.

Additional Furnishings and Cooking Appliances

No additional furnishings or cooking appliances are allowed in the room without approval by the Housing Staff. Unauthorized furnishings include candles, waterbeds, etc. Unauthorized cooking appliances include toaster ovens, pizza ovens, all types of grills, etc.

First offense: Resident will receive a verbal notice.

Second offense: Official reprimand and a \$50 fine.

Third offense: Disciplinary probation, \$100 fine and/or eviction from student housing.

ROOMMATE EXPECTATIONS

Borrowing & Sharing

- Is it okay to use each other's stuff? If so, what items are off limits?
- What happens if something breaks?
- What happens if something gets broken or stolen on someone else's watch?
- Please (fill in the blanks) refill/replace the...when...
- Is it OK to borrow things without asking?
- Is it OK to eat each other's food?
- Who buys what items for the shared space?
- What if it's the last of an item? (Last food item, last cleaning supply, etc.)
- Okay to borrow clothes? Who washes the clothing item after borrowing? What if it gets stained or ruined?
- Who pays for repairs or replacements of the item?
- What is your philosophy on borrowing money? Okay to even ask?
- Okay to borrow vehicles – or please don't even ask? How about asking for a ride? Is gas \$ expected? How much?

Schedules

- What are your sleep time preferences? (Night owl? Early Bird)
- What are your morning/evening routines?
- What do you prefer to do after class (hang out with friends in the room, have some downtime, quiet time alone...)?

Study Time

- What are your study habits? (dim or bright room, quiet, background music, TV on/off, early in the morning, late at night, sitting at a table, relaxing on soft comfy furniture, etc.)
- Noise... should the default be quiet in the room? Music? TV? How much noise is too much?

Private Time

- Dating relationships... how much alone time in the room is considerate to your roommate?
- How much or how often is OK?
- How much advance notice is needed?
- How will you let your roommate know not to come in?
- How will you let your roommate know if they aren't honoring the agreed upon terms?

Space

- Is it OK to have visitors over when your roommate is gone?
- Is it OK for roommate's friend/s to stay over?
- What time are dorm room guests expected to leave for the night?
- Is it OK to leave your guests alone in the room (with none of roommates present)?
- Is it OK for roommates friends to hang out on your bed while you're gone? Use your desk?
- Do you like your space neat? Clean? Messy? Organized?
- Bathroom cleanliness expectations (toilet flushing, towels, on the floor/hung, hair removal in drain, leaving personal grooming or hygiene products out or on the counter? Bathroom trash removal? Cleaning schedule? Determine how cleaning supplies will be purchased. Any cleaning supplies to avoid for allergy purposes?)
- Kitchen/eating areas – who cleans up? Clean up right away or is it okay to wait a while? How long is too long to wait? Who empties trash? What about dirty dishes? (A designated day and rotation for cleaning duties might be a solution)

HOUSING REGULATIONS

Purpose

Campus housing residents must be full time students (12 or more credits) at Iowa Lakes and attending classes. In any cooperative living situation, regulations are established as guidelines and for accountability. They enable all to experience group living within an atmosphere of cooperation, organization, and protected rights. Like any community, individuals are responsible for infractions against the community. *The following rules and regulations apply to residents in all on-campus housing and any guests of housing residents.*

Student Code of Conduct

Housing residents will be required to sign a Code of Conduct at a resident meeting stating he/she understands the regulations and expectations of students residing in housing.

Mandatory Housing Rules & Regulations Meeting

This program will be no longer than a total of 1½ hours and will cover the rules and regulations of living on campus. Failure to attend the required meeting will result in a **\$25 fine** and may result in the student's eviction from the housing facilities.

Student Life Programs

In order to promote social responsibility and to facilitate living conditions within the Iowa Lakes Community College facilities, **all residents must attend mandatory educational programming.** This program will relate to the many facets of group living conditions, responsibilities and precautions. Failure to attend the required programming will result in a **\$25 fine.**

Conflict Resolution

Rights and responsibilities of students at Iowa Lakes Community College are explained in the Student Handbook. If a resident feels their rights have been infringed, there are established processes for resolution. If their circumstances warrant a valid exception to a rule, there is a process waiver request. Knowing where to go, who is responsible for what, and how best to present a resident's case are important factors in resolving conflicts. The appeals procedures can help guide residents with roommate and other dorm issues. When a roommate or dorm issue arises, refer to the Campus Housing Regulations which lists people to contact, including contacting a Graduate Assistant or Resident Assistant. If unresolved, next contact a member of the college housing staff. The student handbook identifies contacts for financial aid, academic or other non-housing issues. If there is a need for additional assistance, request an appointment with the Executive Dean of Students.

Rule Enforcement

Rule enforcement will consist of official reprimands, disciplinary probation, fines and eviction from housing units or a combination of the aforementioned. Failure to pay fines or abide by the outlined conditions of disciplinary probation may result in the resident's eviction. Evicted residents will forfeit their security deposit and be held to full room costs. Residents with a status of disciplinary probation will not be invited to return to student housing the following year unless granted a waiver through the appeal process with the housing director/coordinator. The college may rely on information located in social media sites and tools to identify, investigate, and sanction violations of the college's policies and procedures, including those governing student conduct in campus housing dorms.

Check-in Procedure

Check-in consists of making the first housing and food service payment, receiving the room key, completing a room inventory and condition checklist. **Attendance at a housing orientation meeting on the date of check-in is required.**

Check-out Procedure

Residents need to contact the Iowa Lakes housing staff the day they move out to have your room inspected. *It is the resident's responsibility to find the appropriate person to check them out.* Check out must be done between **9:00am and 4:00p.m. Monday-Friday.** In order to check out, residents must have everything moved out of their unit and have their unit cleaned.

Prior to check-out:

- Resident's unit needs to be left in the same condition they found it.
- Any personal furniture left will be disposed of at your expense.
- All carpet must be vacuumed. Residents will be charged for stains on the carpet.
- Stoves/ovens should be cleaned.
- Shower stalls should be cleaned.
- All trash must be removed from the unit before the resident leaves.
- The outside of the resident's unit needs to be cleaned-including doors and windows.
- Personal belongings left in the housing unit will be disposed of after 30 days

No refunds will be issued to residents until charges for damages have been applied.

Release From Damage Form

When a student moves out of a unit, a **Release from Damage Form** must be filed with the Housing Coordinator. Failure to file a completed Release from Damage Form will result in \$100 fine and forfeiture of the resident's \$100 deposit plus charges for any damages. See page 18 for Damage Cost List.

ID Keycard

Each resident is issued their own ID Keycard for door and room access. If residents get locked out of their room, contact the GA on call. You must provide proper identification for them to unlock the door. There is no fee the first time housing staff unlocks a resident's room. Each time after that, a \$25 fee will be charged to resident's account.

Replacement ID Keycard:

Lost or missing ID Keycards must be reported right away so the ID Keycard may be deactivated. Emmetsburg and Spencer students notify the Housing Coordinator and Estherville students notify Library staff. Students will receive a replacement ID Keycard at no charge.

Tampering with locks, duplicating ID Keycards or any college buildings/facilities keys or unauthorized possession of keys or ID Keycards will result in a \$50 fine, disciplinary probation, any replacement cost and/or eviction.

Mail

Mailboxes will be available for each resident within the Student Center area. Upon leaving the college, residents are responsible for requesting a change of address at the Post Office. Please note that First Class Mail can be forwarded.

Your address will be:

(Full Name)

Iowa Lakes Community College
Laker I or Laker II or 4-Plex, Room #
300 South 18th Street
Estherville, IA 51334

Student's Name, Room #
Iowa Lakes Community College
3200 College Drive
Emmetsburg, IA 50536

Student's Name, Room #
Iowa Lakes Community College
1900 Grand Ave. Suite B1
Spencer, IA 51301

Student Mail Delivery

To ensure residents receive mail in a timely manner, please read and follow these instructions:

- Make sure you provide your complete address.
- Mail from the US Post Office is delivered to resident's mailboxes around lunch time. Weather conditions can affect the time of delivery. Spencer residents may pick up mail at the front desk. Estherville residents are issued a key for their mailbox located behind the Campus Store. Emmetsburg residents are issued a key for their mailbox in the cafeteria.
- Any packages that are too large for the mailbox can be picked up in the following ways: Emmetsburg and Estherville packages can be picked up with student photo ID at the Campus Store. Spencer packages can be picked up with student photo ID at the Business Office.
- To keep items sent to residents from becoming lost or damaged in transit please make sure the sender wraps packages securely. The Post Office recommends sealing all seams with 2" wide packaging tape.
- For packages being sent to residents, the only way to help ensure delivery is for the sender to purchase insurance, delivery confirmation or send it either registered or certified mail, features available through your postal service. Anything shipped without these features is not traceable.

- If residents are tracking their package and it says it is here; this could mean that it is in town, but has not arrived at the College yet. The weather can also affect delivery times. If the College is closed due to the weather, there are no staff members here to disperse the mail. Mail will be delivered as soon as possible during the next day offices are open.
- If residents receive a postcard in the mail stating that they need to go to the Post Office and pick up their mail and they do not have transportation, please contact a staff member in the Campus Store. We will try to arrange to have the mail delivered here when residents are available to pick it up or sign for it.
- When residents leave the College, please make sure the Records Office has the correct address. Resident's First-Class mail will be forwarded to this address. Forwarding is only available for a limited time. Residents should contact everyone they correspond with to change their address.

Mail Tampering

Tampering with mail services is a serious infraction and sanctions include: \$50 fine, disciplinary probation, and/or eviction.

Housekeeping

Each individual is responsible for maintaining and cleaning their unit throughout the year. Each unit will be neat and clean when residents take possession and it is expected to be in the same condition when they terminate their residency. The RA/GA will have a vacuum cleaner for you to check out. There are several basic housekeeping tasks residents can do to keep their room healthy and clean. Enhanced air flow and minimizing condensation discourages the growth of mold in the room.

- Run the bathroom exhaust fan for 15–20 minutes after a shower. This will minimize the amount of moisture remaining in the room.
- Clean the exterior of the toilet. Moisture gathers at the base and mold can grow.
- Clean the shower frequently with an appropriate cleaner to help minimize mold.
- If the window sills have mold in the winter—clean the sill with an appropriate cleaner and open the curtain. Air flow discourages mold. For rooms with a ceiling fan, turn it on with the curtain open. This will dry the condensation on the window and window sill.
- RAs/GAs have access to vacuums for resident's use.
- Vacuum the air vents. In many rooms they are located by the sink and become clogged with hairspray and dust.
- Mold may also grow on the carpet if wet items are left on the floor.

Garbage and Litter

A garbage dumpster will be available at all locations. Garbage must be placed in it by the residents, not outside the unit door. Failure to place garbage in the dumpster, accumulation of garbage in your unit, and any garbage outside of your unit will result in each resident of the unit to be sanctioned based on these offenses: First offense: Each resident will be fined \$25. Second offense: Each resident will be fined \$50 for any subsequent incidents.

Failure to keep unit clean inside and out will result in a cleaning fee when cleaned by custodial staff.

Recycling

There are receptacles for paper and plastic recyclables in the laundry room. The college is charged for non-recycled items from the dorms. In Spencer, a recycling container is located by the north entrance of the main building.

Sanitary Sewer

Do not place refuse, rags, coffee grounds, facial tissues, sanitary napkins, or other such material in the sanitary sewer system as it may cause it to become plugged. **Residents will be charged to unplug the sewer if it is determined that one of the above mentioned items caused the problem. Dorms do not have garbage disposals.**

Room Entry and Inspection

Iowa Lakes Community College representatives and/or law enforcement have the right to enter and inspect the resident's room for the following reasons:

- It appears that occupants of the room may be physically harmed or in danger.
- It appears that the unit's property may be damaged.
- It appears a housing policy or the Student Code of Conduct is being or has been violated.
- Periodically scheduled maintenance/smoke alarm examination.
- Monthly cleanliness inspections.
- Law enforcement presents a search warrant to college personnel.

Each month a GA and/or Housing Coordinator will check student rooms for cleanliness and proper contents in each unit. Residents of rooms found to be excessively dirty will be warned in writing and given three days to correct the situation. If not adequate upon re-inspection after three days, the custodial staff will clean the unit and the residents will be charged a cleaning fee.

Damage and Breakage

If a resident is responsible for damages that occur in their unit, another unit, or to Iowa Lakes Community College property, they will be charged for the amount of repairs including materials and labor. If no resident accepts responsibility for the damage, the charges will be split by all residents of the unit. Intentional vandalism/damage to the college's property is considered a serious infraction of the Housing Rules and will result in fines/eviction.

Light Bulbs

Iowa Lakes Community College will replace all light bulbs in the permanent lighting fixtures free of charge. The light bulbs are not to be replaced with bulbs of higher wattage than those provided. Larger sizes may crack the light fixtures, overload the circuits, and create a fire hazard.

Repair Request

If there is a need for emergency repairs, contact a custodian or GA. Do NOT attempt to repair broken or damaged items in your unit. If the room is in need of repair, please complete the "On-Campus Repair Request" at www.iowalakes.edu/housingforms.

Snow Removal

Cooperation in moving all vehicles out of the parking lot when snow accumulates or upon request is most important. Notices will be posted in the alert system and delivered to you electronically. Any student's vehicle that violates the notices may be towed away at the owner's expense.

Parking Permits and Authorized Vehicles

All vehicles in the housing parking lot require a housing parking permit. Parking Permits will be issued by the Housing Department. Improper use of parking permits will result in \$50 fine, disciplinary probation, and/or eviction. Violators will be towed at the owner's expense.

Motor vehicles brought to Iowa Lakes Community College must be properly licensed and in operable condition. For the convenience of all residents, trucks larger than pickups are not allowed in the parking area except for service vehicles. The enforced speed limit in the parking area is 10 miles per hour. No vehicles are allowed on the sidewalks or lawn at any time. Vehicles must be parked in the marked stalls in the lot. Those vehicles not properly parked will be sanctioned: 1st offense \$25, 2nd offense \$50, 3rd offense \$100.

Motorized mopeds, motorcycles, and snowmobiles may not be anywhere on housing property except within the designated housing area and/or roadways. Each vehicle must be properly registered to be parked in the parking lot. Sanctions include: \$50 fine, disciplinary probation, and/or eviction.

Bicycles (Non-motorized)

Bikes may be stored in your units. Residents will be responsible for any damages caused by such storage. Bikes may also be stored using the bike racks provided on campus. Residents are responsible for providing their own bike chain and lock to secure the bike against theft.

Skateboards, Skates, Rollerblades, Hoverboards

All transport with wheels, including but not limited to skateboards, skates, rollerblades, scooters, bikes, etc. are prohibited in campus buildings with the exception of dorm rooms. Hoverboards are prohibited in campus buildings including dorm rooms.

Solicitation Policy

Solicitation by representatives, agents, or peddlers is prohibited unless approved in writing by the Executive Dean of Students. Solicitation of any kind should be brought to the attention of the GA and the Housing Department.

Pet Policy

Pets are not allowed including those in aquariums, carriers, or cages. Unauthorized pets in units must be removed immediately. First offense: Resident will receive an official reprimand. Second offense: Official reprimand and a \$50 fine. Third offense: Disciplinary probation, \$100 fine and/or eviction from student housing.

Sports and Recreation

Sport or recreational activities must be done in designated areas of campus. Playing sports or other recreational activities are prohibited in parking lots, close to the dorms, or college buildings.

Visitation Policy

Iowa Lakes Community College is strongly committed to the safety of the college community. Safety ensures a productive educational learning environment for students, faculty, and staff. Campus visitors are expected to adhere to the same conduct code of the College community including civil, respectful, and safe behaviors. Iowa Lakes Community College will contact law enforcement officers to immediately remove anyone from College property who is deemed a threat to campus safety and security and/or who is disruptive to the learning, living and teaching environment. Such individuals will not be permitted to re-enter College property and will be notified in writing about the duration of their exclusion from College property.

Overnight Guests

Guests are allowed to stay overnight, including on-campus residents, with approval from the housing department. Any guest staying later than 12:30 a.m. on Sunday through Thursday nights and 2:00 a.m. on Friday and Saturday nights must be registered in writing with the housing department before 4:00 p.m. of the same day they will be staying. A \$50 sanction will be assessed for infractions to this policy. An Overnight Guest form must be signed by you and your roommate(s). The form may be accessed at www.iowalakes.edu/housingforms. Sanctions include: \$50 fine, disciplinary probation, and/or eviction.

Quiet Policy

A reasonable noise level should be observed at all times. Loud music or noises are not permitted. If at any time neighbors can hear or are bothered by residents, they are in violation of the quiet policy. "Quiet time" must be observed by 11:00 p.m. Sunday–Thursday and 12:00 a.m. Friday–Saturday. Some items that can be considered a quiet policy violation include things like music on speakers, video games, TV/movies, surround sound systems, radios/stereos, or other items playing too loud, that potentially disturb other residents. First offense: Resident will receive an official reprimand. Second offense: Official reprimand and a \$50 sanction. Third offense: Disciplinary probation, \$100 sanction and/or eviction from student housing.

Weapons, Firearms and Explosives

Possession of a weapon or firearm on campus or in a college facility is prohibited, except when required for an approved college course or activity that is supervised by a college employee. Weapons include, but are not limited to: knives with a blade exceeding five inches in length, guns, firearms, BB guns, Tasers and other dangerous weapons that generate a projectile that directs a high-voltage pulse designated to immobilize a person, explosives, fireworks or simulations of any such items (devices that appear to be real such as a realistic toy, replica, paint-ball gun, etc.) A weapon may also include an object designed for use or used in a manner to inflict harm or threaten harm to a human being or animal. Current or retired licensed law enforcement professionals with a current permit may carry concealed weapons while on campus.

Safety

Any object which creates an open flame including candles and cooking grills are not allowed inside or outside the housing units. All electrical items should be inspected to prevent potential fire hazards. No extension cords are allowed, only power strips. Second floor balconies/railings are off limits to hammocks and other similar objects and climbing, sitting, hanging and/or jumping off is strictly prohibited for safety reasons. Exiting out of windows is prohibited for safety reasons except in event of an emergency.

First offense: Resident will receive an official reprimand.

Second offense: Official reprimand and a \$50 sanction.

Third offense: Disciplinary probation, \$100 sanction and/or eviction from student housing.

The following are a list of safety issues that are Serious Infractions of Housing Regulations:

1. Climbing on roofs will result in costs of damages and \$50 sanction, disciplinary probation,

and/or eviction.

2. Driving or parking on lawn will result in \$50 sanction, disciplinary probation, and/or eviction, plus cost of damages.
3. Operating a motor vehicle recklessly, posing a threat to the safety of others, on campus or at college-sponsored activities off campus, will result in \$50 sanction, disciplinary probation, and/or eviction.

Theft, Fire or Damage

Iowa Lakes Community College accepts no responsibility for the theft or loss of personal property, money, and/or valuables of the residents, and is not responsible for any damage to the student's personal property from any cause whatsoever. Any theft or loss of money or property should be reported to a GA, the authorities and the Housing Office immediately. Valuable items should be clearly marked and photographed for identification.

Insurance

Residents should consider buying a renters insurance policy for protection against hazards such as fire or theft if coverage is not provided by a parent/guardian's homeowners policy.

Fire Alarms, Sprinkler System and Fire Extinguishers

Tampering with the fire alarm system, sprinkler system and setting off fire extinguishers without the presence of a fire is a serious infraction. Sanctions are: \$150 sanction, disciplinary probation, and/or eviction. Other sanctions includes any replacement costs and service call costs. Sprinkler system recharge will be \$600 plus water clean-up and any related damage.

Iowa Lakes maintenance staff will be inspecting dorm rooms monthly at the State Fire Marshall's request. Smoke detectors and fire extinguishers will be inspected. Smoke detectors that are disabled will be repaired and each occupant assessed \$50 and \$150 minimum service call cost. Fire extinguishers that have been discharged will be replaced and each occupant assessed \$50 and a \$25 recharge fee.

Thievery, Breaking and Entering, and Possession of Stolen Property

Anyone found attempting or in the act of thievery, breaking and entering, or in possession of stolen property will be prosecuted to the fullest extent of the law and evicted from campus housing.

Vandalism

Vandalism, willful destruction, damage, damaging items or structures, or misuse of any property is prohibited. This includes Iowa Lakes Community College property or property belonging to or in possession of any person on Iowa Lakes Community College property. Please report any vandalism to the Housing Staff in writing, and to the Police Department within 24 hours of its discovery.

Sanctions for vandalism include a \$50 fine, disciplinary probation, and/or eviction, plus replacement costs.

Posters and Other Wall Hangings

Posters, pictures, plaques, etc. must be hung in such a manner as to not damage the walls or ceilings of the unit. Do not leave tape, poster putty, or other materials on the walls or ceilings when removing posters. Residents will be charged for damage done and/or for material not removed. First offense: Resident will receive an official reprimand. Second offense: Official reprimand and a \$50 sanction. Third offense: Disciplinary probation, \$100 sanction and/or eviction from student housing.

Exterior Signs

The installation of posters, pictures, signs, plaques, or other such exhibits in windows or on the exterior of the unit is prohibited. First offense: Resident will receive an official reprimand. Second offense: Official reprimand and a \$50 sanction. Third offense: Disciplinary probation, \$100 sanction and/or eviction from student housing.

Unauthorized Occupancy/Unauthorized Entry

Unauthorized occupancy/use or unauthorized entry into any college facilities is prohibited. Residents are not allowed on the roof of buildings or in the attics of any buildings on campus. Sanctions include: \$50 fine, disciplinary probation, cost of any damages, and/or eviction.

Treatment of Other Students/Staff

Fighting, threatening, harassing, physically abusing, bullying, stalking, cyber bullying or endangering in any manner the physical and/or mental health and safety of any person on Iowa Lakes Community College property or via social media will not be tolerated. Any such behavior should be reported to the student advisor, educational counselor and/or campus dean or supervisor and/or housing staff.

Sanctions for violating this policy include: \$100 fine, disciplinary probation, and/or eviction.

Engaging in behavior which is discriminatory, including harassment of others, based on race, color, gender, religion, sexual orientation, national origin, age, disability, or veteran status will not be tolerated. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and any other verbal or physical actions of a sexual nature.

Sanctions for violating this policy include: \$100 fine, disciplinary probation, and/or eviction.

False Reporting

Making and filing a false report to the housing office will result in \$50 sanction, disciplinary probation, and/or eviction.

Failure to Show

In the event you fail to meet with housing office staff during a required meeting for a possible housing violation or to discuss other matters will result in the following: \$100 sanction, disciplinary probation, and/or eviction.

Appeals

Students will be notified of any disciplinary action in writing by Campus Housing Manager/Coordinator. Discipline action decision may be appealed in writing within (3) days and submitted to the Housing Manager/Coordinator. Any appeals for the Estherville Campus will go to Jeremy Ward, the Housing Coordinator on the Emmetsburg Campus, while all other appeals will go to Jason McKinney, Housing Manager. Written appeals must contain the following.

- Name of resident
- Date of alleged infraction
- Date of written notice
- Description of alleged infraction
- Names of witnesses, if applicable
- Reason(s) for appeal
- Signature of resident

If the Housing Manager/Coordinator's decision upholds the Housing Manager/Coordinator's action, the decision may be further appealed to Troy Larson, Executive Dean of Students, within three (3) days of receipt of Housing Manager/Coordinator's decision.

Damage Cost List

Damage	Cost		
Outside of building dirty	\$30/hour	Kitchen table	\$250
Dorm # signs outside of dorms	\$25	Chairs-hard plastic	\$75
No smoking/tobacco signs	\$25	Dirty refrigerator	\$30/hour
Missing outside light cover	\$20	Food in refrigerator	\$30/hour
Front door replaced	\$300	Replace dorm refrigerator	\$350
Dent in outside door	\$125	Broken rack in fridge/freezer	\$40
Broken door stop	\$7	Clean out cupboards	\$30/hour
Broken door striker	\$25	Permanent stains on linoleum	\$20 - \$75
Inside door/trim replaced	\$120	Rip in linoleum	\$30 - \$100
Door knob	\$45	Linoleum replacement	\$1400
Lost mailbox key	\$75	Large and small drip pans	\$5
Replace interior door lock	\$125	Appliance removal	\$25
Broken/chipped outlet cover	\$7	Broken towel rack-bathroom	\$10
Broken/chipped light switch cover	\$7	Broken TP Holder	\$15
Missing light cover	\$7	Toilet seat broken	\$25
Broken window	\$300	Toilet seat bolts broken	\$7
Damaged curtains	\$100	Bed-bunkbed 80 (36"X80")	\$297
Broken curtain rod	\$25	Mattress 36X80	\$225
Broken lamp	\$40	Mattress cover torn	\$15
Missing lamp shade	\$20 sm, \$30 lg	Missing bed caps or feet	\$1 each
Living room carpet replacement	\$1,500	Closet rods (missing or damaged)	\$10
Dirty floor (no vacuum/sweep)	\$30/hour	Chest of drawers	\$249
Stains on floor (carpet)	\$30/hour	Burns in tables	\$200
Missing vent cover HVAC	\$35	Garbage left in room	\$30/hour
Dirty walls	\$30/hour	Replace thermostat	\$50
Damage to wall - hole	\$60/each	Repair smoke detector	\$150 minimum
Disposal of Microwave	\$50	Recharge fire extinguisher	\$25
Damage to wall - major scratches	\$30/hour	Recharge the sprinkler system	\$600 plus

4-Plex

Couch	\$550	Desk	\$299
Broken couch springs	\$25 1st spring	Replace appliance	\$650
	\$5 each additional spring	Dent in refrigerator	\$20 - \$75
Chairs	\$280	Dirty oven	\$30/hour
End tables	\$150	Dent in stove	\$20 - \$75
Night stands	\$190	Ripped shower curtain	\$7
Broken chair springs	\$25 1st spring	Broken shower rod	\$10
	\$5 each additional spring		

Anything not listed will be charged at actual repair or replacement cost.

IOWA LAKES ALERT INFO

To receive emergency information log onto www.iowalakes.edu/student-services/iowa-lakes-alert/ to choose your notification preferences and update your information. (Note that your cellular phone provider may charge a per-text message fee for the delivery of emergency notifications to your phone). To access the Iowa Lakes Alert site, use the same name and password used to access a college computer.

*The Iowa Lakes Alert messages will be delivered from 67283 or 226787

*The Iowa Lakes Alert email messages will be delivered from iowalakesalert.edu

*The Iowa Lakes Alert phone messages will be delivered from 712.362.5970

Blizzard/Inclement Weather

During blizzard/inclement weather, Emmetsburg and Estherville Dining Service will serve breakfast 8:00 a.m.–9:00 a.m.; Emmetsburg, Estherville and Spencer will serve lunch 11:30 a.m.–12:30 p.m. and dinner 4:30 p.m.–5:30 p.m. We encourage you to come to the cafeteria as a group and leave as a group.

Fire Evacuation Procedures

1. Be familiar with the location and operation of the fire extinguishers.
2. In case of fire that cannot be controlled with the fire extinguisher, EVACUATE the dorm.
3. Immediately after vacating the room, call the Fire Department, 911.

Estherville: 2003 3rd Ave South – College Dorm (or address on outside of your dorm w/ Rm #)
2103 Murray Road – Laker II College Dorm

Emmetsburg: 217 N Superior Street – Spinnaker East Dorm
217 N Wallace Street – Catamaran 4-Plex
3108 Jackman Drive – College West Dorm

Spencer: 10 East 21 Street – College Dorm
14 East 21st Street – College Dorm

4. Notify the residents in the neighboring rooms of the fire danger.
5. Designate one person to meet the fire trucks and police to direct them.
6. Notify the Business Office at 712-362-2604 in Estherville & 712-852-3554 Emmetsburg and the Housing Department at 712-362-7916 in Estherville & 712-852-5210 in Emmetsburg and in Spencer notify the Business Office at 712-262-8620.

Fire Alarms and Drills

Alarm pull stations and fire bells or horns are located in the hallways and other common areas throughout the Housing Units. A building's fire alarm will sound when an alarm station is pulled. Automatic fire alarms are similar in their procedure for emergency response. When a heat or smoke detector is activated automatically the alarms will sound. Evacuate the building and call 911. Alarm systems are inspected and tested twice annually by a certified fire alarm inspection company. Designated rooms in the Housing Units are equipped with assistive devices such as strobe lights for students with a disability or physical impairment. These devices are wired into the fire alarm system and will activate when the building goes into alarm. The Iowa Lakes Housing Team conducts a fire drill at the beginning of each semester for each Housing Unit. Fire drills are announced through postings and at housing meetings. The Housing Policy Handbook states the following:

You and your guests are required to evacuate the building when a fire alarm is sounded, and re-enter the building only when fire department staff gives permission to do so. If you or your guests do not evacuate the building when the fire alarm sounds, or if you or your guests re-enter before permission has been granted, you will be held accountable through the judicial system.

Tornado Warning

When a tornado warning is heard, take cover, locate shoes and cell phone, and cover your head with a textbook or similar object to reduce risk of injury.

Estherville and Spencer

In case of a tornado warning, the shelter area is the restroom, if weather permits move to the Main Campus Building. Residents of the upper floors should move to the first floor restrooms. Lower floor residents should move to the restroom areas within their rooms.

Emmetsburg

In case of a tornado warning residents should proceed to the ground floor rooms and seek shelter. It is best to position oneself underneath a support such as a table. Residents of the upper floors should move to the first floor restrooms. Lower floor residents should move to the restroom areas within their rooms.

TOBACCO/VAPING POLICY

Iowa Lakes Community College is a tobacco free facility. The tobacco free policy prohibits the use of smokeless and smoking tobacco or any type of inhalant, as well as any devices that simulate the act of smoking, in all Iowa Lakes buildings, vehicles and on the grounds of the college. This includes all student housing units and personal cars parked in the college parking lots. This policy covers smoking residue including evidence of smoke, ash trays, cigarette butts, chewing tobacco, tobacco cans, vaping, incense, etc. in dorm rooms.

Minimum Disciplinary Action on Tobacco Violation:

First Offense: Official Reprimand-with written documentation and \$50 fine

Second Offense: Official Reprimand-with written documentation and \$100 fine

Third Offense: Disciplinary Probation-\$200 fine and/or eviction from student housing

Smoking Policy Information

On April 15, 2008, the Governor signed into law the Smoke Free Air Act, regulating smoking in public places. Colleges are included under this Act. This means smoking is prohibited on all Iowa Lakes campuses. Compliance with this law is mandatory. Smoking is prohibited on college property including: buildings, parking lots, sidewalks and vehicles owned or leased by Iowa Lakes regardless of location.

"Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or other tobacco product, or vapor product in any manner or any form

Frequently Asked Tobacco Policy Questions

Q. I'm a student and I want to quit smoking: could you tell me more about Quitline Iowa?

A. Quitline Iowa 1-800-QUITNOW is a toll-free, statewide smoking cessation telephone counseling hotline. Trained counselors provide callers with information about the health consequences of tobacco use, assistance in making an individualized quit plan, and on-going support through optional follow-up calls. The Quitline offers both English and Spanish-speaking counselors. The Quitline is staffed: Monday-Thursday 7 a.m. to midnight, Friday, 7 a.m. to 9 p.m. and Saturday and Sunday 8 a.m. to 7 p.m.

At iowa.quitlogix.org you will find a summary of Quitline services, links to information about the health consequences of smoking, a calculator that helps you figure out how much you spend on cigarettes, and answers to frequently asked questions about Quitline Iowa. Residents can also use this site to ask questions about quitting smoking, or to request written information by mail.

Q. Can I smoke in my car in the parking lot or in the residence halls?

A. No, the law prohibits this as this is college property.

Q. Can I smoke in one of the college's work vehicles?

A. No, the law prohibits this.

Q. How will this policy be enforced?

A. All faculty, staff, students, and visitors are expected to comply with the smoking policy. Faculty, staff and students who see visitors smoking are asked to politely inform them of our no-smoking policy. If the individual does not stop smoking, please notify your Campus Dean or Campus Supervisor. An individual can be fined, as well as asked to leave the college for non-compliance.

Q. How can I approach someone who I see smoking?

A. Explain to the person that he or she is smoking in an area designated as no smoking. Do not engage in an argument. If you are challenged, walk away. If you do not feel comfortable confronting this individual, please notify your Campus Dean or Campus Supervisor.

DRUG POLICY

Iowa Lakes promotes a drug free institution and prohibits students from the following in regards to drugs: unlawfully manufacturing, distributing, dispensing, selling, possessing or using a controlled or mind-altering substance and/or unlawfully possessing, using or distributing alcohol on its property, and prescription drugs, as defined in Chapter 204, Code of Iowa. The use of narcotics or any controlled substance, including drug paraphernalia, synthetic drugs, and any cannabis or CBD products that contain THC, in the housing units or on college property is strictly prohibited. If in violation of the drug policy on the Iowa Lakes Community College property, sanctions can result in immediate eviction and/or arrest. Students who are found to be in possession of and/or distributing controlled substances will receive a \$200 fine plus will be placed on Disciplinary Probation and/or be evicted from student housing. The dean or supervisor of the campus will also review these cases to determine if appropriate disciplinary action was taken, which may include disciplinary suspension. Local law enforcement will be contacted if it appears that the drug policy has been violated. Students found to be in gatherings where drugs are present may be considered in possession and disciplinary action will be taken.

Drug Dog

In an effort to maintain a drug-free living environment, the housing office in conjunction with local authorities will periodically utilize a drug dog in surveying the housing areas along with parking areas in housing. Designation of specific units or vehicles by the dog with authorities will provide reasonable suspicion to allow the search of that unit or vehicle for the illegal substance by law enforcement and housing personnel. The Student Code of Conduct contract includes agreement for the housing department to utilize a drug dog in deterring the use of illegal substances in campus housing.

ALCOHOL POLICY

Iowa Lakes Community College prohibits the possession or consumption of alcohol on college property at any time except those times and places specifically approved by the Board of Trustees in accordance with the laws of the State of Iowa. This policy includes those students who are of the legal age to consume alcohol. Students found to be in gatherings where alcohol is present may be considered in possession and disciplinary action will be taken. Empty alcohol glass bottles and cans are also in violation of the alcohol policy. Local law enforcement will be contacted if it appears that the alcohol policy has been violated.

Minimum Disciplinary Action on Alcohol Violation:

First Offense: \$100 sanction

Second Offense: Disciplinary Probation and \$100 sanction with mandatory participation in an education component and other sanctions which will include a chemical dependency assessment and follow-up.

Third Offense: \$200 sanction, Disciplinary Probation and/or eviction. Participation in a substance abuse assessment by a licensed and/or accredited agency as agreed upon by the college at the student's expense will be required. Other appropriate sanctions may include counseling.

**If you are cited by local law enforcement, you will be placed on disciplinary probation.*

Violations of the on-campus behavioral guidelines in conjunction with alcohol offenses may result in additional disciplinary action beyond the minimum listed above. The campus dean or supervisor may review such cases and, as stated in the Student Handbook, may incur disciplinary action to include immediate disciplinary suspension when necessary.

Both Iowa law and Federal law allow the College to disclose to a parent or guardian, without the student's permission, "information regarding a violation of Federal, State, or local law, or institution rule or policy governing the use or possession of alcohol or controlled substance if the student is under the age of 21."

ALCOHOL AND OTHER DRUG AMNESTY (AOD AMNESTY)

Iowa Lakes Community College seeks to remove any barriers to reporting incidents of sexual assault and/or harassment and for providing assistance to students in need of medical attention. The College will generally offer any student, whether the complainant or a third party, who reports sexual assault or harassment limited immunity from being charged for policy violations related to the personal ingestion of alcohol and/or other drugs, provided that any such violations did not and do not place the health and safety of any person at risk. The College may choose, however, to pursue educational or therapeutic remedies for those individuals.

Additionally, the College recognizes that there may be situations in which students would be in need of swift medical assistance for themselves or others, as a result of alcohol and/or drug use. The College expects each student to share in the safety and wellbeing of their fellow students and to seek out assistance from College officials and/or medical emergency services through 911, without fear of College disciplinary action.

Under the College's Alcohol and Drug Amnesty policy, neither the student in need nor the student or student organization requesting assistance will ordinarily be subject to disciplinary action as a result of a violation of the Alcohol and/or Drug Policy.

Though a student or student organization participating in the College's AOD Amnesty policy will not normally be subject to disciplinary action, they will be required to meet with a College official to discuss the incident and/or participate in a College educational program. In order to avoid a disciplinary consequence, the student(s) involved in the AOD Amnesty policy will meet with the College's Counselor and adhere to the mutually agreed upon recommendations. Information discussed in any session with the Counselor is considered confidential. Failure to meet with the Counselor will result in the reinstatement of the College disciplinary process for this incident and/or further sanctions from the College.

Although a student involved in the AOD Amnesty program may not submit to disciplinary action from the College for an incident, they should be aware that an AOD Amnesty incident could be taken into consideration, should they be found responsible for any other student conduct incidents in the future.

The AOD Amnesty policy only applies to violations of the College's Alcohol and/or Drug policy and does not apply to other violations of the Student Code of Conduct. In incidents where, other violations of the Student Code of Conduct have occurred (e.g., assault, hazing, harassment, vandalism), one's decision to call for assist for an individual in need of medical attention may be considered a mitigating factor in any disciplinary process (similarly, one's failure to request medical assistance for someone in need may be considered an aggravating factor in any disciplinary process).

Students who participate in the College's AOD Amnesty policy are not immune from any legal or other law enforcement actions that may result from any given incident.

DISCRIMINATORY HARASSMENT POLICY & PROCEDURE

Discriminatory harassment of any member of the Iowa Lakes Community College community will not be tolerated, and the College is committed to providing an educational and work environment free of discriminatory harassment.

Discriminatory harassment means any electronic, written, verbal, or physical act or conduct toward a student or employee which is based on the actual or perceived sex, sexual orientation, gender identity, race, color, creed, national origin, age, religion, disability or any other characteristic protected by applicable law of that person, and which creates an objectively hostile work or educational environment that meets one or more of the following conditions:

Places an individual in reasonable fear of harm to themselves or property;

- Has a substantially detrimental effect on the person's physical or mental health;
- Has the effect of substantially interfering with the person's school or work performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the College.

This Policy applies to activities on the property within the jurisdiction of the College; while in College-owned or College-operated vehicles; while attending or engaging in college-sponsored activities; and while away from College grounds if the misconduct directly affects the good order, efficient management, and welfare of the College.

Iowa Lakes Community College employees and students who feel they have been denied equal opportunity or harassed on an actual or perceived characteristic protected by applicable law may seek remedy through an internal complaint process. The College assures that full cooperation will be provided to any individual filing a complaint with no threat of penalty or reprisal to the complainant. If the complaint involves alleged discriminatory or harassing behavior by the EEO/AA Officer, the respective Dean or another College official should be contacted in lieu of the EEO/AA Officer wherever referenced in the following procedures. Confidentiality will be maintained as much as possible in these procedures.

The College also protects against some forms of sexual harassment under its Sexual Harassment (including Sexual Violence) Policy and Procedures, which is applicable to complaints of Title IX sexual harassment.

Informal Inquiry

Individuals are encouraged to make informal inquiry to their immediate supervisor, instructor, advisor, coach or counselor, as soon as possible following the date of occurrence of the event giving rise to the complaint communication. The staff member contacted will report the incident to the EEO/AA Officer for purposes of documentation and advice regarding the necessary steps of the complaint process. Every effort should be made to resolve the conflict at this time. If this is not possible, the individual will be referred to the EEO/AA Officer.

Formal Complaint Procedures

The EEO/AA Officer should be contacted immediately following the event giving rise to an alleged discrimination or discriminatory harassment complaint or at the time the complainant becomes aware of such an event or situation.

Direct links to online student complaint forms:

Current Student with an Iowa Lakes Login: : www.iowalakes.edu/policies – select Discriminatory Harassment Policy & Procedures

Former Students (No Iowa Lakes login)

Executive Director of Human Resources/Title IX Coordinator/EEO Officer:

Trudy Ahrens · 712.362.0433 · tahrens@iowalakes.edu

If a resolution has not been reached or is not possible through the informal inquiry process, the following steps may be taken.

Step One

Iowa Lakes Community College requires that aggrieved persons who believe they have been the subject of discriminatory harassment to submit a written complaint to the EEO/AA Officer within thirty (30) calendar days, if possible, of the occurrence of the event or situation. The written complaint should contain the date of the occurrence, location, party or parties involved, names of witnesses, the facts and/or rationale of the complaint, and the category whether it be age, gender, disability, etc. If the complaint is more than thirty (30) days old, the complaint will still be addressed, but the College's ability to investigate and take remedial action may be more difficult with the passage of time.

Step Two

The EEO/AA Officer will make a complete inquiry into the complaint and provide a written summary to the complainant within thirty (30) calendar days of receipt of the complaint. The summary will include a thorough and documented review of the circumstances under which the alleged discrimination or harassment occurred.

Step Three

The EEO/AA Officer will make recommendations for resolution of the complaint. If a satisfactory resolution can be arrived at, the terms of the resolution will be documented in writing and made part of the complaint file. In the event the complaint is found to be valid and a resolution cannot be satisfactorily resolved:

If the accused individual is a student: The matter will be referred for a potential discipline under the Student Code of Conduct.

If the accused individual is an employee: The matter will be referred to the appropriate administrator/department for disciplinary action or other appropriate action as appropriate under applicable College procedures, handbooks/manuals, or contracts. If a final decision imposes disciplinary action which constitutes termination of college personnel entitled to the hearing/judicial review procedures of Iowa Code chapter 279, such procedures shall be followed as required by law.

All aggrieved persons are encouraged to process complaints of discrimination through the internal procedures established for this purpose. However, the complainant may seek remedy at any time from the Iowa Civil Rights Commission, the Federal Equal Employment Opportunity Commission, or other appropriate agencies.

More comprehensive information is contained in the Affirmative Action Plan available from the Executive Director of Human Resources or the supervisor.

SEXUAL HARASSMENT (INCLUDING SEXUAL VIOLENCE) POLICY & PROCEDURES

Policy

It is the policy of Iowa Lakes Community College, in keeping with efforts to establish an environment in which the dignity and worth of all member of the collegewide community are respected, that the discrimination or harassment of students, faculty and/or staff at any of its campuses, facilities, and/or activities will not be tolerated. This includes sexual harassment, which includes sexual assault, dating violence, domestic violence, and stalking as defined herein, as well as retaliation against an individual for exercising rights under this Policy and Procedures.

It is the policy of Iowa Lakes Community College to provide education to help prevent, facilitate the reporting of, and provide information on counseling concerning sexual harassment. This policy sets forth the College's prohibition on sexual harassment, and the applicable procedures for resolving complainant or report of sexual harassment under Title IX, the Clery Act, and other applicable law.

Scope

The College's scope under Title IX is limited to locations, events, or circumstances over which it substantially controls both the respondent accused of violating this Policy and the context in which the alleged harassment occurs, as well as any building owned or controlled by a student organization that is officially recognized by the College, such as a fraternity or sorority. The College's scope under Title IX is also limited to conduct against a person that occurs in the United States.

Any person may file a complaint alleging sexual harassment against a student or employee of the College. If a report or complaint falls under the College's scope under Title IX, the College will utilize this Policy and the related procedures to respond to claims of sexual harassment and will not proceed under any other College policy or procedure if doing so would interfere with any right or privilege provided to a party under Title IX. If the College determines that a report or complaint does not fall under the College's scope under Title IX, the College may still take action for such alleged conduct, as herein provided and/or consistent with applicable law and policy (such as the Discriminatory Harassment Policy or Student Code of Conduct) and based on the nature of the alleged conduct. The parties will be notified of this decision.

Definitions

A. Sexual harassment/violence means:

- i. Unwelcome behavior (verbal, written, physical) that is directed at someone because of that person's sex or gender, and that meets any of the following definitions:
 - A College employee, agent, or other individual under the College's control or authority explicitly or implicitly conditions a decision or benefit on submission to sexual conduct (e.g., sexual favors for a better grade or promotion; implicitly or explicitly threatening negative consequences if the student or employee rejects sexual advances); or
 - Unwelcome conduct that creates a hostile, intimidating or demeaning environment that is sufficiently severe, pervasive, and objectively offensive that it effectively denies a person equal access to participation in the College's educational program or activity. This can include persistent and unwelcome efforts to develop a sexual relationship; bullying/cyber-bullying of a sexual nature or for a sexual purpose; sexual exploitation; unwelcome commentary about an individual's body or sexual activities; unwanted sexual attention; repeated and unwelcome sexually-oriented teasing, joking or flirting; or verbal abuse of a sexual nature. Behavior could be verbal, non-verbal (e.g., gestures, touching), written or electronic.
- ii. Sexual assault or abuse (including all acts constituting "sexual abuse" under Iowa law), defined as one of the following offenses in which one has or attempts to have sexual contact or sexual penetration with another individual without their consent:
 - **Rape:** the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person without consent of the victim;
 - **Fondling:** the touching of the private body parts of another person for the purpose of sexual gratification without consent of the victim;
 - **Incest:** sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; or
 - **Statutory rape:** sexual intercourse with a person who is under the statutory age of consent.
- iii. Dating violence, which is violence committed by a person who is or has been in a social relationship of a romantic, sexual, or intimate nature with the individual. The existence of such a relationship shall be determined based on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- iv. Domestic violence, which is a felony or misdemeanor crime of violence committed by:
 - Current or former spouse or intimate partner of the victim;
 - Person with whom the victim shares a child in common;

- Person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- Person similarly situated to a spouse of the victim under the laws of the State of Iowa or the jurisdiction in which the incident reported occurred; and
- Any other person against an adult or youth victim who is protected from that person's act under the laws of the State of Iowa or the jurisdiction in which the incident reported occurred.

v. Stalking, which is engaging in a course of conduct toward another person under circumstances that would reasonably cause a person to fear bodily injury to themselves or others or to experience substantial emotional distress.

Determination as to whether the alleged conduct constitutes sexual harassment should take into consideration all of the circumstances, including the context in which the alleged incidents occurred. These definitions of terms used in this Policy are intended to track those in Title IX and the Clery Act. An act that might not fall within these definitions may still constitute misconduct, Discriminatory Harassment, and/or violate other College policy and/or codes of conduct.

B. Consent is not defined in Iowa Code, but Iowa Lakes defines consent as it relates to sexual harassment/violence in the following manner: 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. Consent to a specific sexual contact (such as kissing or fondling) cannot be presumed to be consent for another specific 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. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Individuals can withdraw consent at any time during sexual activity by expressing in words or actions that they no longer want the act to continue, and, if that happens, the other person must stop immediately. A person cannot consent if he or she is incapacitated.

C. Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint, and/or from taking of an incapacitating substance. Under Iowa law, a person is incapacitated if the person is temporarily incapable of apprising or controlling the person's own conduct due to the influence of a narcotic, anesthetic or intoxicating substance; if a person is unable to communicate an unwillingness to act because the person is unconscious, asleep or is otherwise physically limited; or if the person has a bodily impairment or handicap that substantially limits the person's ability to resist or flee. 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. It is not an excuse that the respondent to a claim of sexual misconduct was intoxicated and, therefore, did not realize the other person's incapacity.

D. Complainant means any person who alleges that they have been subjected to sexual harassment as defined by this Policy. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the College's educational programs or activities, including employment.

E. Respondent means any person who has been reported to be the perpetrator of conduct that could constitute sexual harassment under this Policy, and over whom the College is able to exercise substantial control.

F. Employees include full-time and part-time faculty and staff employed on campus or through a College program, activity, or event, including visiting faculty or adjunct instructors.

G. Students include admitted students, as well as students who may not be on campus but are nonetheless considered an active or enrolled student at the College.

Resources and Reporting

Reporting to Law Enforcement and Evidence Preservation

If an instance of sexual harassment also constitutes a crime, College personnel can assist the victim with notifying local law enforcement authorities. The victim may also decline to notify such law enforcement authorities.

After an occurrence of sexual harassment or other violence, a victim should also consider seeking medical attention as soon as possible. Prompt medical attention is important both for physical/mental well-being and to preserve medical and physical evidence. Contact information for local law enforcement and medical providers is as follows:

Algona

Hospital, non-emergency	515-295-2451
Police, non-emergency	515-295-3515

Emmetsburg

Hospital, non-emergency	712-852-5500
Police, non-emergency	712-852-2424

Estherville

Hospital, non-emergency	712-362-2631
Police, non-emergency	712-362-3515

Spencer

Hospital, non-emergency	712-264-6198
Police, non-emergency	712-262-2151

Spirit Lake

Hospital, non-emergency	712-336-1230
Police, non-emergency	712-336-2525

Additionally, a free, confidential medical examination from a Sexual Assault Nurse Examiner (SANE) can be obtained. The SANE can conduct a sexual assault evidence collection kit to preserve forensic evidence of the assault within 120 hours after its occurrence. Bathing, douching, smoking, changing clothing and cleaning the scene of the assault is discouraged before seeking medical attention.

Preserving evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents is encouraged. This evidence could be useful to the College if you choose to pursue the matter within the College, or to law enforcement in a criminal case.

Referral and advocacy services are available for any member of the Iowa Lakes student body, staff, or faculty, who believes he/she has been the victim of sexual harassment or violence. Some of the referral and advocacy services are:

Centers Against Abuse & Sexual Assault (CAASA) and Crisis Intervention Services (CIS)

Algona:	515-295-8646
Emmetsburg:	712-362-3200
Estherville:	712-362-3200
Spencer:	712-363-5700
Spirit Lake:	712-363-5762

Services are available 24 hours a day, 365 days a year.

Centers Against Abuse & Sexual Assault

Serves the Emmetsburg, Estherville, Spencer and Spirit Lake area you may call their 24-hour crisis line for sexual assault and domestic violence services at 1-877-362-4612.

Crisis Intervention Services

- Outreach office serves Algona their 24-hour crisis line for Sexual Assault services is: 800-479-9071 and they also have a 24-hour crisis line for Domestic Violence services at 855-424-9133
- Domestic/Sexual Assault Outreach Center, Fort Dodge: 515-955-2273
- National Victim Center's Info Link: 800-FYI-CALL
- Iowa Coalition Against Sexual Abuse: 515-244-7424
- National Domestic Violence Hotline: 800-799-SAFE(7233)
- Iowa Victim Service Call Center: 800-770-1650 or text 'IOWAHELP' to 20121

Council for the Prevention of Domestic Violence

The Phone Lines Below Are Available 24 Hours A Day, 365 Days A Year.

Algona	(800) 479-9071
Emmetsburg	(712) 852-4612
Estherville	(712) 362-4612
Spencer	(712) 262-4612
Spirit Lake	(712) 336-1255
Domestic/Sexual Assault Outreach Center, Fort Dodge	(515) 955-2273
National Victim Center's Info Link	(800) FYI-CALL
Iowa Coalition Against Sexual Abuse	(515) 244-7424
National Domestic Violence Hotline	800-799-SAFE(7233)

For a complete list of Sex Offenders, go to www.nsopw.gov.

Orders of Protection/No-Contact Orders

Iowa Lakes Community College does not have the authority to offer civil or criminal protective orders, but victims may be able to obtain information on how to do so from law enforcement or local courts.

If an individual obtains an order of protection from a court in Iowa, the Title IX Coordinator should receive a copy to be aware of any limitations or restrictions and to develop a plan to abide by the court order. The College cannot enforce a violation of a court order, but can assist an individual in contacting law enforcement to report a violation. If any terms of a court order are unclear in their application to the campus environment, it is up to the parties to seek clarification through the court – the College cannot render a legal opinion or give advice other than to develop a plan to reasonably prevent violations of the order.

Reporting to the College

Iowa Lakes Community College is dedicated to providing a safe and healthy environment for all of its students, staff, and visitors. Reports of sexual harassment can be made at the following online locations, in addition to directly to the Title IX Coordinator:

Anonymous Reporting Link:

www.iowalakes.edu/anonymous-reporting

Current Students (With an Iowa Lakes Login):

www.iowalakes.edu/title-ix – select Reporting to the College

Former Students (No Iowa Lakes Login):
www.iowalakes.edu/title-ix – select Reporting to the College

Current Or Former Employees:
Executive Director of Human Resources/Title IX Coordinator: Trudy Ahrens, 712.362.0433, tahrens@iowalakes.edu

The purpose of the anonymous report allows any victim of sexual harassment to make a report with the option not to include his/her name. Please look through the information about the reporting page along with the information about Title IX and resources available to you. Anonymous reporting is an option, but the ability of the College to investigate and take remedial measures may be limited without knowledge of the identity of the Complainant and cooperation/participation by the Complainant in the process for remediation.

Any non-confidential employee of the College who has the authority to institute corrective measures on behalf of the College must immediately report any known instances of sexual harassment to the Title IX Coordinator. Non-confidential employees include Administrators, Housing Coordinators and Coaches. Otherwise, the College strongly encourages all students, employees, or anyone with knowledge to report incidents of sexual harassment.

Confidentiality

It is important that those reporting sexual harassment understand the limits on confidentiality of the individual who they may contact for such assistance. Under Iowa law, communications with some individuals are confidential. Those who want to maintain confidentiality should always confirm whether confidentiality applies to the communication before they make the communication.

Information received by the Title IX Coordinator in connection with the filing, investigation, and resolution of allegations will be treated as private. The Title IX Coordinator and College will keep confidential the identity of any individual who has made a report or complaint of sexual harassment, or has been identified as the respondent to any such report or complaint, or is a witness to any complaint or investigation, except as required to carry out the purposes of this Policy (including the conduct of any investigation, hearing, or judicial proceeding), applicable law, or as permitted by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232g. The College must balance the needs of individual students with its obligation to protect the safety and well-being of the community at large.

Crime Alert/Emergency Notification

The Clery Act requires the College to report certain crime statistics and disclose security-related information, as well as issue notices to the campus community regarding certain crimes or emergencies. The annual security report issued by the College in compliance with the Clery Act will include, in addition to other required information, statistics regarding any incidents of sexual assault, domestic violence, dating violence, or stalking that have occurred within the locations governed by the Clery Act and that have been reported to a local law enforcement agency or a campus security authority. In both its emergency notifications and crime statistics, the College will keep personally identifiable information out of public information.

Complaint Resolution Procedures – Title IX Scope

A. Timeframe for Reporting/Making a Complaint

The College encourages individuals to come forward as soon as possible to share concerns of sexual harassment. There is no time limit for reports or complaints under the Policy, although the College's ability to investigate and respond fully may be limited with the passage of time.

In all cases, the College will conduct a fair, prompt, and impartial investigation of allegations of sexual harassment. Generally, the College will attempt to complete the process within 60 days. However, this timeframe, and those

set forth in these procedures are meant to provide guidance, and the College may, as appropriate, alter or extend time frames for good cause, with written notice to the parties. The time it takes to complete the resolution of a sexual harassment complaint may vary based on the complexity of the investigation and the severity and extent of the alleged conduct, or if school breaks occur during the process.

B. Supportive or Protective Measures

After receiving a report or complaint of sexual harassment, the Title IX Coordinator will promptly contact the Complainant to discuss the availability of supportive measures and consider the Complainant's wishes, whether or not law enforcement is contacted or a formal complaint is filed. The College will also implement interim or supportive action for both parties during an investigation, or when requested by the Complainant (when reasonably available). Such supportive measures may include:

- Referral to counseling and health resources;
- Changing class or work assignments so that the parties do not share the same classes or workspace;
- Changing of on campus residential housing
- Providing academic support services including modifications to course or assignment deadlines or tutoring, and/or
- Mutual no-contact orders.

The College will keep any supportive measures confidential, to the extent confidentiality does not impair the College's ability to provide the measures. Supportive measures will be individualized, provided without fee or charge, are non-disciplinary in nature, and will not unreasonably burden either party. When putting supportive measures in place, the College will consider individually each situation and the circumstances presented.

C. Interim Suspension or Administrative Leave

The College may make a non-disciplinary interim suspension of a student Respondent on an emergency basis. Prior to suspending a student, the College will conduct an individualized safety and risk analysis and determine whether there is an immediate threat to the physical health or safety of any individual. Any student so suspended on an interim basis will be provided with notice and an opportunity to challenge this action immediately following the removal. The College may, in its discretion and consistent with applicable policies, procedures, and/or agreements, place an employee Respondent on administrative leave pending the outcome of a resolution process.

D. Initiating a Formal Complaint

When the College learns of potential sexual harassment, in most cases outreach will be done with the Complainant to identify reporting options (discussed earlier) within and outside the College and to offer supportive measures. The Title IX Coordinator is available to meet to discuss those reporting options with the Complainant or answer questions from the Respondent.

A Complainant who proceeds with a formal complaint must do so in writing, and by filing a complaint with the Title IX Coordinator by using the student reporting form (link above), by hard copy, email, or any other writing evidencing a physical or digital signature, or otherwise verifying the Complainant is filing the complaint. If the Title IX Coordinator signs a formal complaint, the Title IX Coordinator will not become a party or Complainant for purposes of the processes below.

E. Dismissal and Consolidation of Formal Complaints

If, at any point of the resolution process, it becomes apparent that the allegations contained within a formal complaint of sexual harassment, even if true, would not meet the scope and/or definitions in the Policy and under Title IX, the College will dismiss the complaint for purposes of processing under these procedures, but may proceed under a different policy or process for adjudication as the circumstances warrant.

Additionally, the College may, in its sole discretion, elect to dismiss any formal complaint of sexual harassment under the following circumstances:

- The complainant requests, in writing, the withdrawal of the formal complaint,
- The respondent is no longer employed or enrolled as a student at the institution, or
- Specific circumstances prevent the College from gathering evidence sufficient to reach a determination or satisfy its own burden of proof in investigating and adjudicating a formal complaint of sexual harassment.

If the College elects to dismiss a formal complaint, all parties will be notified in writing of the decision, and will be given the opportunity to appeal the decision under subsection M below.

The College may choose, at its sole discretion, to consolidate formal complaints where more than one Complainant and/or more than one Respondent is involved so long as the allegations of sexual harassment arise out of the same facts/circumstances. In such cases, the College may also choose to issue a single investigation report.

F. Notice of Investigation

Upon the filing of a formal complaint, the Title IX Coordinator or designee will provide a written Notice of Investigation simultaneously to both parties notifying the parties of:

- The identities of the parties involved in the incident;
- The conduct alleged;
- The date and location of the incident;
- Respondent's entitlement to a presumption of innocence;
- The parties' rights to have an advisor of their choice at the party's expense, who may be an attorney; and
- The parties' rights to review and comment on investigative evidence.

The written notice of investigation shall notify the parties that making false statements or knowingly submitting false information during the resolution process is prohibited by the College and may constitute an independent basis for disciplinary sanctions, up to and including suspension or expulsion of a student or termination of an employee's employment.

The notice shall be provided prior to the initial interview of any party, and within a sufficient amount of time to prepare. Parties will be also be provided advance notice in writing of the date, time, location, participants, and purpose of any interview, hearing, or meeting in the investigation and resolution process.

If, during the course of investigation, the College determines that additional allegations will be investigated as part of the pending complaint, the Title IX Coordinator or designee will provide written notice of the additional allegations to any identified Complainant(s) or Respondent(s).

G. Right to an Advisor

Both a Complainant and a Respondent are given the opportunity to have support or advice through the reporting and if applicable, investigative and disciplinary processes. Either the Complainant or the Respondent may have an individual accompany them at their own expense to any meetings, interviews, or hearings related to the matter – these individuals are called "advisors." The advisor may be a friend, victim advocate, lawyer, employee, family member, or other person chosen by the Complainant or Respondent. The roles and expectations of a person serving as an advisor are explained as follows:

- The advisor will keep private the information shared during meetings and throughout the investigation and adjudication process and will not disclose in any manner information shared or learned in the College process.
- It is up to the Complainant and Respondent to present their information in meetings, interviews, or hearings.

Advisors cannot speak for an individual and do not have an active role during any meetings, interviews, or hearings, with the exception of conducting cross-examination on behalf of a party in a live hearing.

- The College's communication during the process will be primarily with the Complainant and Respondent, not with the advisor directly.
- A Complainant or Respondent may use a different advisor at various stages in the process, especially if their chosen individual cannot be available for a scheduled meeting, interview, or hearing. The College will work to reasonably accommodate the advisors' schedules, but will not unnecessarily delay the process due to the advisors' conflicts.
- The College may remove an advisor if they unreasonably delay the process, or their presence is disruptive, obstructive, or otherwise interferes with the College's handling of the matter. In such a case, the College will notify the Complainant or Respondent, who may seek another advisor.
- College policy prohibits retaliation against any individuals for filing a complaint or participating in the investigation of the complaint. An advisor is also protected by and subject to this retaliation prohibition. This means an advisor may not retaliate against any person participating in this process, nor may anyone retaliate against an advisor.
- The College will provide any party who does not have an advisor present to assist with cross-examination during any hearing during which the party has the right to engage in cross-examination with a College appointed advisor for the duration of that hearing, the selection of which is in the College's sole discretion.

H. The Investigation

The College will select an investigator or investigators who have received annual training to investigate campus matters of sexual harassment and on how to conduct an investigation that protects the safety of victims and promotes accountability. The investigator or investigation team may be composed of internal College employees, external professionals, or a combination of both.

The College will endeavor to assign investigator(s) without bias or a conflict of interest. Either the Complainant or Respondent may request, in writing, that an investigator be replaced because of a conflict of interest. The Title IX Coordinator will determine if a conflict exists following a parties' request.

The burden of proof and the burden of gathering sufficient evidence to reach a determination of responsibility rests with the College and not with the parties. The order of the interviews and any investigation plan will be determined by the investigator(s) based on the circumstances of each complaint, and will include the following:

- The investigator(s) will interview the Complainant and Respondents separately. Each party will be asked to participate in an initial interview and may be asked to participate in a follow-up interview(s) as needed.
- Each party may offer witnesses and other information, documents or other evidence relevant to the complaint, both inculpatory and exculpatory. Information, documents or other evidence provided by the parties and witnesses may be shared with both parties during the investigation.
- The investigator(s) will make a good faith effort to contact and interview relevant witnesses.
- In the event Complainant or Respondent request reasonable accommodations during the investigation process due to a disability, the investigator(s) will consult with the Title IX Coordinator.
- Neither party will be restricted in their ability to discuss the allegations or to gather and present relevant evidence; provided, however, that such communications shall not constitute harassment of or retaliation against any party.

The investigator(s) will evaluate all relevant evidence, both inculpatory and exculpatory. The investigator(s) will only access, consider, disclose, or otherwise use a party's treatment records made or maintained by a health care provider, or other records protected under a legally recognized privilege, if the party provides the investigator(s) with voluntary, written consent to do so.

I. Inspection and Review of Evidence Directly Related to Allegations and the Investigation Report

Complainant and Respondent and, unless directed otherwise by the respective parties, their advisors, will be provided the opportunity to inspect all evidence directly related to the allegations of the formal complaint, including

both inculpatory and exculpatory evidence, and evidence that the College does not intend to rely on in reaching a determination. The College may require both parties and their advisors to enter into a written agreement prohibiting the use or dissemination of evidence for any purpose other than those directly related to the parties' participation in resolution process.

Complainant and Respondent will be given at least ten (10) calendar days to inspect and review the evidence collected during the College's investigation and to submit a written response the investigator(s) will consider in preparing a final investigation report. The final investigation report will summarize the information and include any documents gathered. The investigative report will not include determination of responsibility for the complaint itself.

Additionally, Complainant and Respondent will be given at least an additional ten (10) calendar days after receiving a copy of the College's final investigation report to respond to the investigation report, in writing. In their written response to the investigation report, Complainant and Respondent may provide written comments regarding the relevance of the evidence included in or excluded from the investigation report, provide factual or other corrections to the report, and otherwise provide context for the report.

The final investigation report will be distributed, concurrently, to both of the parties and the Title IX Coordinator at least ten (10) calendar days prior to a hearing to determine responsibility.

J. Live Hearing and Cross-Examination

For purposes of adjudication of formal complaints of sexual harassment under the Policy and procedures' scope under Title IX, regardless of the identity of the parties involved, the College will conduct a live hearing prior to the issuance of a written decision report in accordance with the procedures below:

1) Appointment of Decision-Maker(s)

The College shall appoint one or more Decision-Maker(s) who are either internal or external to the College and have been trained on the matters set forth in the Policy and procedures. The College will endeavor to appoint Decision-Maker(s) without bias or a conflict of interest. If there is more than one Decision-Maker, one of the Decision-Makers shall be designated to serve as Hearing Officer during the hearing. The Hearing Officer will preside over the hearing and determine whether information or questions of parties is relevant. All procedural questions, including the decision to accept evidence and/or statements, will be made by the sole Decision-Maker or Hearing Officer, in their sole discretion.

2) Notice of Hearing

No less than ten (10) calendar days before the hearing, the Title IX Coordinator will prepare and send the parties a written notice of the time and date of the hearing, as well as the identities of the Decision-Maker(s). Within five (5) calendar days either the Complainant or Respondent may request, in writing to the Title IX Coordinator, that the Decision-Maker(s) be replaced because of an identified conflict of interest. The Title IX Coordinator will determine if a conflict exists.

If a party requests, the entire hearing will be conducted with the parties in separate rooms with technology enabling the Decision-Maker(s) and parties to simultaneously see and hear the witness answering questions, live and in real-time.

3) Notice of Witnesses

At least five (5) business days before the hearing, the Decision-Maker(s) will notify the parties in advance which witnesses (including Complainant or Respondent) they would like to be present at the hearing. The Decision-Maker(s) or designee will notify these witnesses of the hearing date and time and that their presence has been requested. Any witness called by the Decision-Maker(s) will also be expected to answer questions from the parties.

- When notifying the parties of these witnesses, the Decision-Maker(s) will also request the parties identify

any additional witnesses they wish to have present at the hearing for cross-examination.

- The Decision-Maker(s) or designee will notify relevant witnesses of the hearing date and time and that their presence has been requested by the party for cross-examination.

4) Proceedings

- The Complainant and Respondent are permitted and encouraged to attend and participate in the hearing with an advisor of their choice.
- The hearing is closed to the general public. The parties and their advisor will be allowed to attend the entire portion of the hearing at which information is received (excluding deliberations). Admission of any other person to the hearing will be at the discretion of the Decision-Maker(s).
- There shall be no formal pleadings, legal memorandum, or motions filed in the hearing process.
- The Decision-Maker(s) will advise the parties if opening statement or closing statements are permissible.
- The College will record and/or create a transcript of all live hearings and will make that recording and/or transcript available to all parties for inspection or review.
- The College will make all evidence subject to inspection by all parties available at any hearing and will give each party equal opportunity to refer to that evidence at the hearing, including as part of cross-examination.
- Presentation of Evidence:
 1. The hearing is not a second investigation of the allegations. In the hearing, the parties will be asked if they have any additional evidence for the Decision-Maker(s) to consider, and if the parties wish to comment on the Investigation Report and evidence. Any new evidence presented by a party, if admitted as relevant, will be provided to the other party to review and provide comment;
 2. Parties will be allowed, through their advisors, to cross-examine all other parties and any witnesses, including fact and expert witnesses, and to ask all relevant questions and follow-up questions including those challenging party or witness credibility, directly, orally and in-real time. Any party without an advisor will be appointed an advisor by the College, with selection of the advisor being at the sole discretion of the College;
 3. Only relevant questions may be asked of a party or witness. The Decision-Maker(s) will explain the decision to exclude any question as irrelevant. Questions about prior sexual history will generally be deemed irrelevant with limited exceptions.
 4. The Decision-Maker(s) may ask questions, at any time, of the parties and of the witnesses.

The Decision-Maker(s) will not draw an inference about responsibility based solely on a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.

K. Standard of Proof

The determination of whether or not sexual harassment occurred will be based on the "preponderance of evidence" standard. This standard generally means whether it is more likely than not that the conduct occurred.

L. Written Decisions

The College Decision-Maker(s) will independently evaluate the evidence gathered. Written decisions will be provided simultaneously to the parties and include the following information:

- Allegations of sexual harassment,
- Procedural history (including specifics about notifications of hearings, meetings and interviews, methods used to gather evidence and hearings held),
- Findings of fact supporting the decision,
- Conclusions regarding application of policy to the facts,
- Rationale for the decision/finding of responsibility as it applies to each allegation,
- Disciplinary sanctions imposed on respondent, if any,
- Whether (but not the nature of) remedies designed to restore/preserve equal access to any or all education programs or activities that will be provided to the Complainant, and
- Procedure and permissible bases for appeal.

Decisions, including the imposition of any sanctions, will become final upon written notification to the parties of the outcome of an appeal or, if there is no appeal, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator will be responsible for coordinating the effective implementation of remedies, as well as any non-punitive or non-disciplinary supportive measures imposed.

M. Appeals

The written decision of the Decision-Maker(s) shall be subject to appeal by both Complainant and Respondent. All parties have an equal right to appeal any final decision on the following bases so long as the bases of the appeal is significant enough to be reasonably expected to affect the outcome of the decision:

- A procedural irregularity within the investigation or adjudication process;
- New evidence not reasonably available when determination of responsibility was made;
- A conflict of interest or the bias of the Title IX Coordinator, investigator or a Decision-Maker.

The College will notify all parties upon receipt of an appeal by any party alleging one of the bases for appeal above. Both parties will be given an opportunity to submit a written statement in support of, or challenging, the written determination. Written statements must be submitted to within five (5) business days.

The Appeal Decision-Maker(s) will determine if the decision and/or sanctions imposed will be stayed pending the outcome of the appellate decision. Except as required to explain the basis of new information, an appeal will be limited to a review of the verbatim record of the hearing and supporting documents.

The Appeal Decision-Maker(s) may affirm, reverse, or modify the decision regarding the violation and/or sanctions imposed. A written decision will be issued simultaneously to the parties describing the result of the appeal and the rationale therefor. The written appeal decision is the final decision of the College, and no further appeals are permitted under the policy or these procedures.

N. Sanctions

The penalties for a violation of this Policy are as follows:

For students, sanctions can include the following. The severity of the penalty will be in proportion to the gravity of the violation. A student's record of previous violations may be considered when determining the student's penalties.

- Official Reprimand is a written censure by the College. The reprimand serves to remind the student that further violations may result in more serious sanctions.
- Disciplinary Probation informs the student that he/she has been found guilty of a more serious violation or repeated violation of College policies.
- Disciplinary Probation with Conditions informs the student who is placed on disciplinary probation with conditions that he/she is subject to specified conditions including but not limited to:
 1. Educational Sanctions/Referral: A requirement to participate in a project, class, counseling or other college/community sponsored activity that is relevant to the nature of the offense and appropriate for the violation at the student's expense.
 2. Suspension or Termination of the Use of College Property, Resources or Activities: A student loses the privilege of using college property or resources associated with the offense or a student's participation in activities associated with the offense may be temporarily suspended or permanently terminated.
- Disciplinary Suspension can be from a class, specific number of classes, program or a campus. The privilege of re-admission may depend on the fulfillment of certain conditions imposed by the college and/or the program. A suspended student may be prohibited from appearing on the campus, at off campus classes at cooperating agencies or any activity sponsored by the college.
- Disciplinary Expulsion informs the student that he/she has lost his/her student status and that he/she can never again be a student at the college. The decision to expel a student must be confirmed by the Board of Trustees of Iowa Lakes Community College and is considered final.

For faculty and staff, sanctions could range from warning, reprimand, suspension with or without pay, demotion, or termination of employment, and may include such other forms of disciplinary action as appropriate under applicable College procedures, handbooks/manuals, or contracts. If a final decision imposes disciplinary action which constitutes termination of college personnel entitled to the hearing/judicial review procedures of Iowa Code chapter 279, such procedures shall be followed as required by law.

Sanctions may also include supportive measures regarding the complainant. The College will also consider providing remedies for the broader campus community, as may be necessary to remedy the effects of sexual harassment.

O. Informal Resolution

After the filing of a formal complaint, the College may facilitate an informal resolution between the parties, and at any time prior to the Decision-Maker(s)' determination of responsibility via the issuance of a written decision. The Title IX Coordinator will assess the severity of the alleged sexual harassment and the potential risk of a hostile environment for others in the campus community to determine whether informal resolution may be appropriate. Informal Resolution will not be available to resolve allegations involving an employee sexually harassing a student. The College will not require the parties to participate in the Informal Resolution process as a condition of enrollment, continuing enrollment, or employment or continuing employment, or of any other right conferred by the College. The Title IX Coordinator will provide the parties with a written notice setting forth the allegations, the requirements of the informal resolution process set forth in this policy, the right of any party to withdraw from the informal process and proceed with the formal complaint resolution process above, at any time prior to agreeing to a resolution; and any consequences resulting from the participation in the informal process, including the records that will be maintained or could be shared by the College. Both parties must voluntarily consent in writing to participation in the informal resolution process.

The Title IX Coordinator will attempt to aid the parties in finding a mutually acceptable resolution to the complaint. This resolution will be reduced to writing and must be signed by the Complainant and the Respondent. Once both parties have voluntarily signed the written resolution, the written resolution becomes final and neither party can initiate the formal complaint resolution process above to resolve the allegations in the formal complaint. The written resolution is not subject to appeal.

Advisors

The Complainant and the Respondent each may be assisted by an advisor throughout the Informal Resolution process. Advisors must be silent support persons for the parties and cannot participate directly in the informal resolution process.

Election of Formal Resolution

Either party may, at any time prior to signing an informal resolution agreement, elect to end the informal resolution process and initiate formal resolution instead. In such cases, statements or disclosures made by the parties in the course of the informal resolution will not be considered in the subsequent formal resolution.

Privacy of Informal Resolution

In order to promote honest, direct, communication, information disclosed during informal resolution must remain private while the informal resolution is pending, except where disclosure may be required by law or authorized in connection with duties on behalf of the College.

P. Complainant Does Not Wish to Pursue Resolution or Requests Confidentiality

If the Complainant does not wish to pursue formal or informal resolution and/or requests their report remain confidential, the Title IX Coordinator will inform the Complainant that the College's ability to respond may be limited. The Title IX Coordinator will only initiate a formal complaint against the wishes of the Complainant where doing so is not clearly unreasonable based on known circumstances, based on the potential impact to the College community if the allegations were true.

Even if the College cannot take disciplinary action against the Respondent because the Complainant insists on

confidentiality or that the complaint not be resolved, the College reserves the authority to undertake an appropriate inquiry, and/or take other reasonably necessary supportive measures to promote a safe learning environment for the Complainant and/or the entire College community.

Q. Sexual Harassment Outside the Policy's Scope and Definitions

If a formal complaint is filed which alleges sexual harassment which falls outside the scope and definitions of this Policy and is dismissed, the Title IX Coordinator will refer the complaint as appropriate for adjudication under another policy or process, such as the Discriminatory Harassment Policy or other conduct policies, as long doing so would not interfere with any right or privilege provided to a party under Title IX.

To the extent the complaint alleges dating violence, domestic violence, domestic violence, or sexual assault which fall outside the scope of the Policy (e.g., the alleged conduct occurred outside the United States or without substantial control over the respondent and the context in which the conduct occurred), the College shall nonetheless provide the following procedural rights to the parties in the applicable adjudication process:

1. The parties will each have the opportunity to participate in the investigatory and disciplinary process which is overseen by properly trained individuals;
2. The parties will each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing, except as expressly provided for in applicable procedures;
3. Decisions will be based on the preponderance of evidence standard. In other words, the investigator or adjudicator will determine if it more likely than not that the respondent violated the applicable policy;
4. The parties will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time that such results become final; and
5. If there is a right to appeal, the right is granted co-equally to the parties and the right will be explained in the applicable procedures. The parties will be notified simultaneously in writing of the final outcome of an appeal, if applicable.

College sanctions for such misconduct could include the range of sanctions detailed above.

R. Non-Retaliation

No student or employee will suffer retaliation for reporting alleged instances of sexual harassment at Iowa Lakes Community College. Any individual who believes they have experienced retaliation should immediately report it to the Title IX Coordinator or another College official.

S. Training

Investigators, Decision-Maker(s) and other personnel involved in the process of investigating, responding, coordinating or otherwise assisting in the adjudication of complaints of sexual harassment will receive training as required on the topics of 1) impartiality, 2) conflicts of interest and bias, 3) the College's resolution processes, 4) issues of relevance and evidence, 5) the scope of the College's educational programs and activities, and 6) types of sexual harassment.

College investigators will also be trained in writing investigation reports and Decision-Makers will be trained in conducting hearings, writing decisions and the technology used in hearings. The training materials used to perform these trainings will be published on the College's website and will ensure that relevant personnel are trained annually on issues related to sexual harassment and are taught how to conduct an investigation and hearing process that protects the rights, well-being, and safety of the parties, provides an equitable process for all parties involved, and promotes accountability.

Title IX Coordinator

The College's Title IX Coordinators coordinate the College's response to reports of sexual harassment. The Title IX Coordinators do not serve as an advocate for either the Complainant or the Respondent. The Title IX Coordinators will explain to both parties the informal and formal processes and the provisions of confidentiality. The Title IX Coordinators will coordinate with other campus officials to implement and coordinate appropriate supportive measures such as mutual no-contact orders and academic accommodations. The Title IX Coordinators are trained and knowledgeable about enforcement, compliance, communication, and implementation of the College's anti-harassment and anti-discrimination policy. The College's Title IX Coordinators' contact information is as follows:

Executive Director of Human Resources/Title IX Coordinator

Trudy Ahrens, 712-362-0433, tahrens@iowalakes.edu

Executive Dean of Students/Title IX Coordinator

Troy Larson, 712-362-7915, tlarson@iowalakes.edu

A party may also contact the Assistant Secretary for Civil Rights of the United States Department of Education.

APPLYING FOR HOUSING ACCOMMODATIONS

In order for student disability-related housing accommodation requests to be considered, students must first be registered with the Accommodations/Disability Resources office.

1. Contact Accommodations/Disability Resources office, Jody Condon, 712-362-7990, and complete an application and provide documentation of disability.
2. Fax, deliver, or mail all documentation (a physician's letter or psychoeducational report or other) certifying the disability and reasons for specialized housing to the Accommodations/Disability Resources office. Fax: 712-362-8363.
3. Schedule a brief meeting with the Accommodations/Disability Resources counselor to discuss housing needs. Telephone appointments can be arranged, 712-362-7990
4. Be mindful of housing deadlines, which are posted on the website.
5. Submit a Housing Application if applicable.
<https://iowalakes.edu/campus-life/living-on-campus/housing-application/>
6. Applications not completed by housing deadlines will be accepted and considered, but there is no guarantee that late requests will be met.
7. Please keep in mind that housing accommodations are only based on disability-related needs and are determined on a case-by-case basis. Our first priority is to accommodate your disability.
8. Once housing decisions are made, you will be notified by mail of your housing placement.

SERVICE ANIMALS & ASSISTANCE ANIMALS IN COLLEGE HOUSING

Iowa Lakes Community College is committed to assuring equal access for disabled students, staff, and faculty, as well as guests and visitors to the campus. It is the College's policy to permit service animals as defined by the Americans with Disabilities Act, and may permit emotional support animals, as determined on a case-by-case basis, to reside in the residence hall with a student with a documented disability as a reasonable accommodation. This policy and the following requirements are designed to facilitate a process for assuring equal access while addressing health and safety concerns, particularly in residence halls. This policy supports Iowa Lakes Community College's commitment to comply with state and federal laws, rules and regulations pertaining to the Americans with Disabilities Act of 1990, as amended and related laws, rules and regulations, including without limitation Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112, 87 Stat. 394 (29 U.S.C. 794), as amended. Adherence to these policies and requirements is essential to support a foundation of understanding, comfort, and security that make Iowa Lakes Community College a welcoming and accessible place for all.

Section 1

Service Animals under the Americans with Disabilities Act

Service animals are defined under the ADA as dogs that are individually trained to do work or perform one or more specific tasks for a person with a disability. Service animals are permitted in all public areas of campus, except where specific restrictions apply as described in the restricted areas section below. There may be individual exceptions in places where the presence of the service animal may compromise safety or a sterile environment and/or interfere with the fundamental nature of the activities being conducted in which the service animal would not be permitted. The policies below apply to students as well as visitors and guests. Employees, both staff and faculty, must contact Human Resources if they wish to request allowance of a service animal as a reasonable job accommodation based on a disability.

Examples of Service Animal Tasks

The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, pulling a wheelchair, assisting an individual during a seizure, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by actively preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition. (Current law also includes a limited exception for miniature horses)

Identification

Service animals (and trainees) shall be reasonably identified to the community by a harness or service animal vest or other gear when not in a private or student residence in accordance with the provision stated under Control Requirements. If there is no identification, college staff may ask the two questions below to determine if a dog is a service animal:

1. Is the dog a service animal required because of a disability?
2. What work or task has the dog been trained to perform?

Staff may not ask about the individual's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.

Service animals are working animals; they perform tasks and are not pets.

Voluntary registration of service animals while on campus

For those individuals who are enrolled in courses that would like to voluntarily register their service animal with the college, please contact the accommodations contact person in the educational counseling office on each campus or call 712-362-7990. As stated, this is voluntary, but may aid one in accessing the college premises. Registration is not available for visitors to campus.

Requirements of service animals and their owners

- The animal cannot pose a direct threat to the health and safety of persons while on Iowa Lakes Community College premises.
- Local ordinances regarding animals apply to service animals, including requirements for immunization, licensing, noise, restraint, and at-large animals.
- The owner must be in full control of the animal at all times. Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.
- College personnel are not required to provide care or food for the service animal.
- The owner is responsible for cleaning up the animal's waste and fluids and disposing of such in outside trash containers only, and when provided must use animal relief areas designated by the college. Waste disposal via college plumbing is prohibited. The owner should always carry equipment sufficient to clean up and properly dispose of the animal's waste and fluids. Owners who are not physically able to pick up and dispose of the animal's waste and fluids are responsible for making necessary arrangements for assistance. The college is not responsible for these services. Additionally, the service animal is not to be bathed or its cage/crate, or bedding cleaned using college housing or facilities.
- The owner is liable for damage caused by the service animal.
- The owner is responsible for instructing others on appropriate interactions with the animal and setting clear expectations.
- The owner must have a plan in place for animal care in the event of an emergency.
- The owner must arrange to have an alternative shelter if the animal has to be removed from campus due to disruptive or unsafe behavior or environmental conditions or if the handler becomes unable to care for the service animal.

Exclusions

A service animal may be excluded from any authorized area and its owner may be subject to disciplinary action if, including, but not limited to:

1. The service animal displays aggressive or disruptive behavior or noises and effective action is not taken to control it; unless said noise/behavior(s) are part of the needed disability service to the owner;
2. The service animal is not housebroken;
3. The service animal poses a direct threat to the health and safety of others;
4. The service animal is not in good health, well groomed, or cared for;
5. The service animal infringes inappropriately into other's personal space;
6. The owner intentionally uses the service animal to block identified fire/emergency exits.

Note: In the event that restriction or removal of a service animal is determined to be necessary, every effort will be made to assure that the individual still has access to the programs, services, or activities of the college without the animal.

General Rules

- Service Animals are allowed in public areas where food is sold or prepared even if state or local health codes prohibit animals on the premises.
- Allergies and fear of dogs are not acceptable reasons for excluding a service animal, but cooperation is essential to accommodate those with allergies or other conflicting disabilities when necessary. Those individuals with conflicting requests may be asked to show documentation of a disability to help determine appropriate accommodations.
- An individual with a service animal may not be isolated or treated less favorably than others.

Restricted Areas

The College may prohibit the use of service animals in certain locations due to health or safety hazards, where service animals may be endangered, or where their use may compromise the integrity of research or fundamentally alter the nature of a program or activity. Restricted locations may include, but are not limited to: research laboratories, classrooms with demonstration/research animal's present, medical areas, research areas using radioactive materials or lasers, mechanical rooms or custodial closets, workshops with operating machinery, and food preparation areas. The safety of locations will be individually considered by the accommodations contact

person, the laboratory director or professor, and the College grounds department when appropriate. If a location is determined to be unsafe for the use of a service animal, alternative reasonable accommodations will be explored and provided as appropriate to ensure the individual equal access to the activity. Exceptions to restricted areas may be granted on a case-by-case basis by contacting the Accommodations contact person. In making its decision, the Accommodations contact person will consult with the appropriate department and/or laboratory representative regarding the nature of the restricted area and any ongoing research. The accommodations contact person, in cooperation with the instructor of the course and other college representatives, may determine that a space is a restricted area if it is a sterile environment, the area requires personal protective equipment for access, or the area contains live animals that are the natural prey or natural predators of dogs.

Due to the unique nature of the laboratory environment, machinery workspaces, and food preparation areas, service animal handlers need to meet with the accommodations contact person prior to bringing a service dog into any of the above listed restricted areas. The purpose of the meeting is to develop an access plan, discuss personal protective equipment (for the handler and the dog), modifications that may be necessary, and to review expected behaviors.

Service Animals in College Housing

Service animals as defined by the ADA are allowed in college housing as a reasonable accommodation. Sufficient notice of the intent of an individual with a disability planning to have a service animal in Iowa Lakes Community College on-campus housing must be given to the accommodations contact person (room 240 on the Emmetsburg campus or through the educational counseling department on each campus). Service animals residing in on-campus housing are subject to the Iowa Lakes Community College Service Animal Agreement form. Service animals must be properly trained. Iowa Lakes Community College recognizes the importance of providing reasonable accommodations in its housing policies and practices where necessary for individuals with disabilities to fully participate in the college housing program. This policy explains the specific requirements and guidelines that govern requests for reasonable accommodation in college housing. Iowa Lakes Community College reserves the right to amend this policy at any time, as circumstances require.

Appeals/Grievances

Complaints arising under the service animals in college housing should follow the due process procedures outlined in the Iowa Lakes Community College student handbook and planner.

Section II

Emotional Support animals in college housing

Under Section 504 of the Rehabilitation Act and the Fair Housing Amendments, an individual with a disability may request to keep an emotional support animal, sometimes called assistance or therapy animals, as a reasonable accommodation in housing facilities as a modification to pet policies or other imposed restrictions or prohibitions on animals. In order to qualify for such an accommodation, the emotional support animal must be necessary to afford the individual an equal opportunity to use and enjoy a dwelling or to participate in the residential life program. Further, there must be a relationship between the individual's disability and the assistance the animal provides and an established need for the therapeutic nature of the animal that is connected to the individual's disability. An emotional support animal provides emotional support to a person with a mental health disability who has a disability related need for such support. The emotional support animal is indicated as necessary for an individual with a disability by an appropriate and relevant healthcare professional. An emotional support animal does not need to be trained to provide a service or a task and does not accompany a person with a disability at all times. An emotional support animal may be a reasonable accommodation for a student with a mental health disability but only within the student's dwelling.

Iowa Lakes Community College will accept and consider requests for reasonable accommodations in college housing at any time. The individual making the request for accommodation should complete and provide the request form to the accommodations contact person as soon as practicably possible before moving into college housing. If the request for accommodation is made fewer than 60 days before the individual intends to move into college housing, Iowa Lakes Community College cannot guarantee that it will be able to meet the individual's accommodation needs during the first semester or term of occupancy. **No emotional assistance animals may be in Iowa Lakes Community College housing at any time prior to the individual receiving approval as a reasonable accommodation pursuant to this policy.** Any animal found in on-campus housing without authorization will be ordered removed at the student's expense and the student will be considered in violation of the student code of conduct.

If the need for the accommodation arises when an individual already resides in college housing, he/she should contact the accommodations contact person and complete the request form as soon as practicably possible. Iowa Lakes Community College cannot guarantee that it will be able to meet the accommodation needs during the semester in which the request is received. Iowa Lakes Community College will attempt to provide a written response to the request within fourteen (14)-business day of receiving the request and completed documentation.

Iowa Lakes Community College recognizes the importance of providing reasonable accommodations in its housing policies and practices for individuals with disabilities to use and enjoy on-campus housing. Iowa Lakes Community College reserves the right to amend this policy at any time, as circumstances require.

Iowa Lakes Community College will not retaliate against any individual because that individual has requested or received a reasonable accommodation in college housing.

Emotional Support Animal Policy and Application process (Excludes requests for service animals in on-campus housing under the Americans with Disabilities Act Amendment Act):

Students requesting to have an emotional support animal residing in college housing must:

1. Student must complete the request form with Disability Services (Educational Counselors on each campus and/or Campus Dean). If the individual requires assistance in completing the request form due to his/her disability, the accommodations contact person will provide assistance.
2. Student must submit completed verification document by a reliable third party (psychiatrist, mental health provider). *Iowa Lakes Community College accommodations contact person will limit its request to the information necessary to verify whether the student making the request has a disability and/or to evaluate if the accommodation of an emotional support animal is necessary to provide the individual an equal opportunity to use and enjoy on-campus housing. If the third party returns the verification form without sufficient information for the accommodations contact person to determine whether an accommodation is necessary, then the accommodations contact person will inform the individual in writing of the verification's insufficiency and may request additional information (including speaking directly with the individual supplying the third-party verification) within 10 working days of receiving the verification.
3. The Accommodations contact person will review all requests and determine whether the necessary information or documentation is present. The Accommodations contact person will make a determination, sometimes in cooperation with Residential Life and with other appropriate college staff, about whether this is a reasonable accommodation. A decision will be made within 10 working days of receiving the completed request and documentation.
4. Upon approval, the student will be notified by the accommodations contact person. The housing coordinator may also contact the student for additional details and, along with the student's other residential life preferences or needs, determine a housing option for the student. Students should note that housing options may be taken into consideration as the college balances appropriate accommodations for students with disabilities and also students who have allergies and/or animal fears. Consequently, advance notice of the request for an emotional assistance animal in campus housing is essential for Iowa Lakes Community College to provide a smooth transition for all students.

*The procedures for requesting an emotional assistance animal follows the general procedures and requirements set forth in the Iowa Lakes Community College housing policy, and will also apply. However, if the general housing policies conflict with the accommodations policies, then the accommodations policies shall control.

Appeals

Students may appeal the College's decision regarding emotional support animals in college housing as outlined in the student handbook.

Restrictions

- Iowa Lakes Community College will not allow emotional support animals if it would fundamentally alter the nature of the program.

- Approved emotional support animals must be contained within privately assigned, individual living area at all times, and are not allowed in public areas of the on campus housing except to enter or exit the building for the animals natural relief and are not allowed in other campus buildings except for purposes of an animal's participation in instructional programs such as veterinary technology program or where the animal has been approved as a reasonable accommodation for a disability in accord with standard procedures for requesting such accommodations.
- When the student owner of the emotional support animal is not present in the on campus individual living area (during the day while attending classes or other activities), the emotional support animal should be caged or crated. Notwithstanding the restrictions set forth herein, the emotional assistance animal must be properly housed and restrained or otherwise under the dominion and control of the owner at all times. No owner shall permit the animal to go loose or run at large. If an animal is found running at large, the animal is subject to capture and confinement and immediate removal from college housing.
- Iowa Lakes Community College reserves the right to limit approval of proposed emotional support animals to animals that do not pose health or safety concerns, or would significantly disrupt the residence hall living environment for others.
- Iowa Lakes Community College may consider the following factors, among others, as evidence in determining whether the presence of the animal is reasonable or in the making of housing assignments for individuals with assistance animals:
 1. The space needed for the animal is too large for available assigned housing space;
 2. The animal's presence would force another individual from individual housing (e.g. serious allergies);
 3. The animal's presence otherwise violates individuals' right to peace and quiet enjoyment;
 4. The animal is not housebroken or is unable to live with others in a reasonable manner;
 5. The animal's vaccinations are not up-to-date
 6. The animal poses or has posed in the past a direct threat to the safety or health of the individual or others, such as aggressive behavior, or injuring others, or potential transmission of zoonotic diseases;
 7. The animal causes or has caused excessive damage to housing beyond reasonable wear and tear
- Generally, the presence of only one emotional support animal will be approved for a student, in order to fulfill the intent of the FHA requirements in providing support to the student with a mental health disability.
- The college has determined that the residence hall setting, in most cases, is not an appropriate environment in which to raise a young puppy. Generally, dogs must be at least one year of age, be spayed or neutered, and have received their rabies vaccination before they can live in on-campus housing.

Owner's responsibilities for emotional assistance animals in college housing:

1. The owner is responsible for assuring that the approved animal does not unduly interfere with the routine activities of the residence or cause difficulties for students who reside there.
2. The owner is financially responsible for the actions of the approved animal including bodily injury or property damage. The owner's responsibility covers, but is not limited to, replacement of furniture, carpet, window, wall covering, and the like. The owner is expected to cover these costs at the time of repair and/or move-out.
3. The owner is responsible for any expenses incurred for cleaning above and beyond a standard cleaning or for repairs to college premises that are assessed after the student and animal vacate the residence, to the same extent that it charges other individuals for damages beyond reasonable wear and tear. The College shall have the right to bill the student account of the owner for unmet obligations.
4. The owner must notify the Accommodations contact person in writing if the approved animal is no longer needed as an approved animal or is no longer in residence. To replace an approved animal the owner must file a new request in writing to the Accommodations contact person according to the application process in Section II.
5. The owner's residence may be inspected for fleas, ticks or other pests as necessary. The office of residence life will schedule the inspection. If fleas, ticks or other pests are detected through inspection, the residence will be treated using approved fumigation methods by the college approved pest control service. The owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls. The college shall have the right to bill the owner's account for unmet obligations under this provision.

6. All roommates of the owner of the service animal or support animal must sign an agreement allowing the approved animal to be in residence with them. In the event that one or more roommates does not approve, the owner and animal or the non-approving roommates, as determined by Residential Life and the Accommodations contact person, may be moved to a different location.
7. Approved animals may not be left overnight in College housing to be cared for by any individual other than the owner. If the owner is to be absent from his/her residence hall overnight or longer, the animal must accompany the owner. Animals must be taken with the student if they leave campus for more than 24 hours.
8. Housing has the ability to relocate owner and approved animal as necessary according to current contractual agreements.
9. Should the approved animal be removed from the premises for any reason, the owner is expected to fulfill his/her housing obligations for the remainder of the housing contract, unless a waiver is granted. Alternative accommodations and support will be discussed with the student as appropriate.
10. The owner undertakes to comply with animal health and wellbeing requirements as set forth in this policy.
11. Any violation of the above rules may result in immediate removal of the animal from the College and may be reviewed through the College disciplinary process. The owner will be afforded all rights of due process and appeal as outlined in that process.

Care and Supervision

The following guidelines apply unless the nature of the documented disability of the owner precludes adherence to these guidelines, or permission for a variance has been granted.

1. Care and supervision of the animal are the responsibility of the individual who benefits from the approved animal's use.
2. Owners are required to maintain control of the animal at all times.
3. Owners are responsible for the care, feeding, and supervision of the animal. Iowa Lakes Community College shall not be required to provide care, food, or supervision for any animal including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal.
4. The owner must provide the college with the name and contact information for someone who does not reside in college housing and who can take responsibility for the animal within 12 hours should the owner be unable or unavailable to care for it.
5. Owners are also responsible for ensuring the cleanup of the animal's waste and, when appropriate, must use relief areas designated by the College consistent with the reasonable capacity of the owner. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and securely tied up before being disposed of in outside trash dumpsters. Litter boxes should be placed on mats so that waste is not tracked onto carpeted surfaces.
6. Owners may not bathe animals or its cage/crate, or bedding using student housing or college facilities.

Animal Health and Well-being

1. The animal must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a rabies vaccination tag. Local licensing requirements are followed and documentation must be provided.
2. Animals to be housed in college housing must have an annual clean bill of health from a licensed veterinarian. Documentation can be a vaccination certificate for the animal or a veterinarian's statement regarding the animal's health. The college has authority to direct that the animal receive veterinary attention at the owner's expense.

Removal of Approved Animal

The College may exclude/remove an approved animal when:

1. The animal poses a direct threat to the health or safety of others or causes substantial property damage to the property of others;
2. The animal's presence results in a fundamental alteration of a College program;

3. The owner does not comply with owner's responsibilities set forth above;
4. The animal or its presence creates an unmanageable disturbance or interference with Iowa Lakes Community College.

If it is determined that an animal must be removed from the residence hall, the student must comply within 48 hours. If there are any extenuating circumstances that inhibit the student from removing the animal within that time frame, he/she must speak with the housing coordinator before that time frame has lapsed to discuss.

If it is determined that the animal must be removed from the residence hall and the student fails to comply with the stated time frame, the college may have the animal removed to the nearest, appropriate animal shelter at the student's expense. Additionally, failure to comply with the order for removal will result in a referral to the dean of student services for consideration of sanctions.

Damage

Owners of approved animals are solely responsible for any damage to persons or College property that is caused by their animal, which may include professional cleaning if deemed necessary.

FREE SPEECH & EXPRESSION

The College has adopted a Board Policy setting for campus community members' free speech and expression rights.

The primary function of the College is the discovery, improvement, transmission, and dissemination of knowledge by means of research, teaching, discussion, and debate. To fulfill this function, the College must strive to ensure the fullest degree of intellectual freedom and free expression allowed under the First Amendment to the Constitution of the United States.

It is not the proper role of the College to shield individuals from speech protected by the First Amendment to the Constitution, which may include ideas and opinions the individual finds unwelcome, disagreeable, or even offensive.

It is the proper role of the College to encourage diversity of thoughts, ideas, and opinions and to encourage, within the bounds of the First Amendment, the peaceful, respectful, and safe exercise of First Amendment rights. Students and faculty have the freedom to discuss any problem that presents itself, assemble, and engage in spontaneous expressive activity on campus, within the bounds of established principles of the First Amendment and subject to reasonable time, place, and manner restrictions that are consistent with established First Amendment principles.

The outdoor areas of campus of the College are public forums, open on the same terms to any invited speaker subject to reasonable time, place, and manner restrictions that are consistent with established principles of the First Amendment. Students and faculty are strictly prohibited from staying overnight on college property.

The outdoor areas of campus, which for the Board Policy means the generally accessible outside areas of campus where the campus community are commonly allowed, such as grassy areas, walkways, or other similar common areas. Outdoor areas of campus do not include facilities or outdoor areas used by the College's athletic programs or teams, or other outdoor areas where access is restricted to a majority of the campus community.

Protected Activities

A member of the campus community, which for the Board Policy shall include students, administrators, faculty, staff, and/or guests invited by students, administrators, faculty or staff, shall be freely permitted to engage in noncommercial expressive activity in outdoor areas of campus, subject to reasonable time, place, and manner restrictions, and as long as the Member's conduct is not unlawful, does not impede others' access to a facility or use of walkways and does not disrupt the functioning of the College. Iowa Lakes may designate other areas of campus available for use by the campus community. All access to designated areas will be granted on a viewpoint-neutral basis.

Noncommercial expressive Protected Activities include but are not limited to any lawful oral or written means by which members of the campus community may communicate ideas, including but limited to all forms of peaceful assembly, protests, speeches including invited speakers, distribution of literature, circulating petitions, and publishing, including publishing or streaming on an internet site, audio or video recorded in outdoor areas of campus.

Protected Activities shall also include the right of student expression in a counter demonstration held in an outdoor area of campus as long as the conduct at the counter demonstration is not unlawful, does not materially and substantially prohibit the free expression of others, or impede other's access to a facility or use of walkways.

Non-Protected Activities

Nothing shall prevent the College from prohibiting, limiting, or restricting expression and/or expressive activity that is not otherwise protected by the Constitution of the United States. Nonprotected activities include, but are not limited to the following:

- A threat of serious harm and expression directed or likely directed to provoke imminent unlawful actions; and
- Harassment, including but not limited to expression which is so severe, pervasive, and subjectively and objectively offensive that the expression unreasonably interferes with an individual's access to educational opportunities or benefits provided by the College.

Student Organizations

Iowa Lakes Community College will not deny Benefits or privileges available to student organizations based on the viewpoint or expression of the viewpoint of a Student Organization or its members protected by the First Amendment to the Constitution of the United States. For purposes of the Board Policy, Benefits means recognition, registration, use of facilities for meetings or speaking purposes, use of channels of communication, and access to funding sources otherwise available to other student groups.

In addition, the College shall not deny any Benefits or privileges to a Student Organization based on the Organization's requirement that its leaders agree to and support the Organization's beliefs as interpreted and applied by the Organization, and to further the Organization's mission. For purposes of the Board Policy, Student Organization means a group officially recognized or registered by the College, or a group seeking official recognition or registration comprised of students who are admitted and in attendance at the College who receive or are seeking to receive Benefits or privileges.

Public Forums on Campus-Freedom of Association

The outdoor areas of campus are deemed public forums. The College may maintain and enforce clear, published, reasonable viewpoint-neutral time, place, and manner restrictions that are narrowly tailored in furtherance of a significant institutional interest, but shall allow members of the campus to engage in spontaneous expressive activity and to distribute literature. If the College places restrictions, it shall provide ample alternative means of expression. Except as provided in the Board Policy, and subject to the reasonable time, place, and manner restrictions, the College shall not designate any area of campus a free speech zone or otherwise create policies restricting expressive activities to a particular outdoor area of campus.

Nothing in the Board Policy shall be construed to grant individuals the right to engage in conduct that intentionally, materially, and substantially disrupts the expressive activity of a person or student organization

if the College has reserved space in an outdoor area of campus for the activity in accordance with the Board Policy.

Complaint Procedure

A member of the campus community who believes he or she has been aggrieved by a violation of the Board Policy shall first attempt to resolve any grievance with the Campus Dean. Any appeal of the Campus Dean's decision shall be to the College President.

A member of the campus community who believes he or she has been aggrieved by a violation of the Board Policy may file a complaint with Iowa Lakes Community College Board of Trustees as set forth in the Code of Iowa Chapter 261H.

This Policy prohibits intellectual restrictions and penalties based on protected speech, including political speech, to the fullest extent of the First Amendment of the United States Constitution.

MISSING STUDENT POLICY AND PROCEDURE

Iowa Lakes Community College takes student safety very seriously. To this end, the following policy and procedure has been developed in order to assist in locating Iowa Lakes Community College student(s) living in college-owned, on-campus housing, who based on the facts and circumstances known to the College, are determined to be missing. This policy is in compliance with Section 488 of the Higher Education Act of 2008.

Most missing person reports in the college environment result from a student changing their routine without informing their roommates and/or friends of the change. Anyone who believes a student to be missing should report their concern to the campus Dean and/or Student Housing /Residence Life. Every report made to the campus official will be followed up with an immediate investigation once a student has been missing for 24 hours. Depending on the circumstances presented to College officials, parents of a missing student will be notified. In the event that parental notification is necessary, the Campus Dean or the Dean of Students will place the call.

At the beginning of each academic year, residential students will be asked to provide, on a voluntary basis, emergency contact information in the event he/she is reported missing while enrolled at Iowa Lakes Community College. This emergency information will be kept in the Student Information System (Colleague).

General Procedure

- The Iowa Lakes Community College official receiving the report will collect and document the following information at the time of the report:
 1. The name and relationship of the person making the report.
 2. The date, time and location the missing student was last seen.
 3. The general routine or habits of the suspected missing student (visiting friends who live off-campus, working a job away from campus) including any recent changes in behavior or demeanor.
 4. The missing student's cell phone number (if known by the reporter).
- The Iowa Lakes official receiving the report will contact the President, the Executive Campus Dean and the Dean of Students in order to update them on the situation and to receive additional consultation. They will determine if/when other members of the Cabinet and the Director of Marketing need to be contacted.
- Upon notification from any entity that a student may be missing, Iowa Lakes may use any or all of the following resources to assist in locating the student:
 1. Call and text the student's cell phone.
 2. Go to the student's residence hall room.
 3. Talk to the student's GA, roommate, and dorm unit mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
 4. Secure a current student ID or other photo of the student from a friend.
 5. Call any other numbers on record.

6. Send the student an email.
 7. Check all possible locations mentioned by the parties above including, but not limited to, library, residence hall lounges, student commons, fitness center, etc. The Housing Office staff will be asked to assist in order to expedite the search process.
 8. Contact any other on-campus or off-campus friends or contacts that are made known. This could include checking the student's social networking sites.
 9. Confirm the student's car make, model and license plate number. A member of the Housing Office will also check College parking lots for the presence of the student's vehicle.
- The Technology Staff may be asked to obtain email logs in order to determine the last log in and/or access of the Iowa Lakes network.
 - Once all information is collected and documented and the Dean (or designee) is consulted, Iowa Lakes staff may contact the local police to report the information. If in the course of gathering information as described above, foul play is evident or strongly indicated, the police can be contacted immediately. If it is necessary to contact the local or state authorities, police procedure and protocol will be followed by the College.

LIFE-THREATENING DISEASES

It is recognized by the college that most persons infected with dangerous and life-threatening diseases should be allowed to continue with their education at the college in an unrestricted manner with approval of their personal physicians. Some students, however, are infected with dangerous and life-threatening diseases which pose a greater risk than others. In these cases, the college will designate a physician to evaluate the student on an ongoing basis to determine the suitability of continued enrollment at the college.

Dangerous and life-threatening diseases with greater risk are those where potential for transmission of the disease-causing agent is present. It is the policy of Iowa Lakes that the benefits of unrestricted enrollment for any student so infected under normal circumstances outweighs the remote possibility that any such student will transmit such an infection within the college environment. It is recognized that some persons infected with dangerous and life-threatening diseases may pose a greater risk than others. If it is determined that a student can no longer perform educational functions at the college without endangering the health and safety of the student or others and if it is determined that there is a reasonable probability of substantial harm to the student or to others by the continued enrollment of the student at Iowa Lakes, the student may be suspended under the guidelines set out in this policy and procedure.

RECOMMENDATIONS FOR IMMUNIZATION

Iowa Lakes Community College highly encourages all students to receive the Meningitis vaccines before starting classes, especially students living in the residence halls or communal living. The State of Iowa's Immunization Task Force for Postsecondary Education Students has recommended the following:

Full-time on campus students should have documentation of the following immunizations:

- Two doses measles, mumps, rubella vaccine
- Three doses tetanus diphtheria vaccine with booster every 10 years
- Three doses hepatitis B vaccine

If the above vaccines are not current, the recommendation is to bring them up-to-date.

- In addition, One dose meningococcal meningitis vaccine should be considered.

Preventing the Flu: Good Health Habits Can Help Stop Germs Fact Sheet

The single best way to prevent seasonal flu is to get vaccinated each year, but good health habits like covering your cough and washing your hands often can help stop the spread of germs and prevent respiratory illnesses like the flu. There also are **flu antiviral drugs** that can be used to treat and prevent the flu.

1. **Avoid close contact.** Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.
2. **Stay home when you are sick.** If possible, stay home from work, school, and errands when you are sick. This will help prevent spreading your illness to others.
3. **Cover your mouth and nose.** Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick.

4. **Clean your hands.** Washing your hands often will help protect you from germs. If soap and water are not available, use an alcohol-based hand rub.
5. **Avoid touching your eyes, nose or mouth.** Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.
6. **Practice other good health habits.** Clean and disinfect frequently touched surfaces at home, work or school, especially when someone is ill. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.

<https://www.cdc.gov/flu/protect/habits/htm>

MENINGITIS INFORMATION

What is meningococcal disease?

Meningococcal disease is a rare but potentially fatal bacterial infection. The disease is expressed as either meningococcal meningitis, an inflammation of the membranes surrounding the brain and spinal cord or meningococcemia, the presence of bacteria in the blood.

What causes meningococcal disease?

Meningococcal disease is caused by the bacterium *Neisseria meningitidis*, a leading cause of meningitis and septicemia (or blood poisoning) in the United States. Meningitis is one of the most common manifestations of the disease, although it has been known to cause septic arthritis, pneumonia, brain inflammation and other syndromes.

How is meningococcal disease spread?

Meningococcal disease is transmitted through the air via droplets of respiratory secretions and direct contact with an infected person. Direct contact, for these purposes, is defined as oral contact with shared items such as cigarettes or drinking glasses, or through intimate contact such as kissing.

What are the symptoms?

The early symptoms usually associated with meningococcal disease include fever, severe headache, stiff neck, rash, nausea, vomiting, and lethargy, and may resemble the flu. Because the disease progresses rapidly, often in as little as 12 hours, students are urged to seek medical care immediately if they experience two or more of these symptoms concurrently.

Who is at risk?

Evidence found students residing on campus in dormitories appear to be at higher risk for meningococcal disease than college students overall. Further research released by the CDC shows freshmen living in dormitories have a six times higher risk of meningococcal disease than college students overall.

Why should college students consider vaccination with the meningococcal vaccine?

Data from the U.S. Centers for Disease Control and Prevention (CDC) demonstrate increasing incidence of outbreaks on college campuses. Data further suggests that sub-populations of college students are at increased risk for meningococcal disease. Pre-exposure vaccination enhances immunity to four strains of meningococcus that cause 65 to 70 percent of invasive disease and therefore reduces a student's risk for disease. Development of immunity post-vaccination requires 7-10 days.

Who should be vaccinated pre-exposure?

- Entering college students, particularly those living in dormitories or residence halls, who elect to decrease their risk for meningococcal disease.
- Undergraduate students 25 years of age or under who request vaccination in order to decrease their risk for disease and are not pregnant.
- Students with medical conditions that compromise immunity (e.g., HIV, absent spleen, antibody deficiency).
- Students traveling to areas of the world with endemic meningococcal disease.

For additional information contact the Center for Disease Control – 800-232-2522 or www.cdc.gov/meningitis

MENTAL HEALTH SERVICES

988:

988 is a crisis care system that provides direct, life-saving services to all in need across the U.S. This lifeline provides 24/7, free, and confidential support to people in suicidal crisis, mental health or substance use crisis, or any kind of emotional distress.

Alcoholics Anonymous:

<https://www.aa-iowa.org/meetings/>

Bethesda Christian Counseling

(outreach out of Hope Reformed Church in Spencer)

712-737-2635

Every other Tuesday: Ask for appt. with Deon Wynia

CASAA-Centers Against Abuse and Sexual Assault

caasaonline.org

24/7 Hope Line: 1-877-362-4612

Spencer: 712-262-4612 · Estherville: 712-362-3200

Catholic Charities-Spencer/Algona

cathchar.com/adult-mental-health

607 1st Ave. West, Spencer, IA 51301

Phone: 712-580-4320 · Email: info@cathchar.com

Contracted with Iowa Medicaid Managed Care: AmeriHealth

Caritas Iowa, Amerigroup Iowa, United Healthcare

Most private insurance, Medicare, Sliding scale for uninsured

Moxie Nova

moxienova.com

Amanda Olson, Counselor, MS, LMHC, NCC

1820 Central Ave., Estherville, IA 51334

Phone: 712-340-7323

Email: hello@moxienova.com

In-network: Amerigroup Iowa, Blue Cross/Blue Shield, Iowa

Total Care, Medicaid Iowa, Molina Iowa, Sanford Health, and

United Healthcare

Cherish Center

cherishcenter.org/ · Phone: 712-338-3333

1004 22nd St., Milford, IA 51351

Discovery House

Homeless shelter and sober living environment

Julie Scheib, Director - Phone: 712-336-5340

1411 Hill Ave, Spirit Lake, IA 51360

Elevate Therapy & Assessment

2102 N Ave., Milford, IA 51351

Phone: 712-338-6200 · Email: info@elevatetherapy.org

Website: elevatetherapy.org

Lutheran Services in Iowa

lsiowa.org/mental-health-services

605 Grand Ave., Spencer, IA 51301

Phone: 712-262-4083 · Email: Therapy@LSIowa.org

Will take Title 19 (Medicaid), Blue Cross/Blue Shield,

TriCare, United Healthcare/Optum

Military One Source - For soldiers & families

militaryonesource.mil · 24/7 Phone Line: 800-342-9647

Northwest Iowa Counseling Associates

20 West 4th Street, Spencer, IA 51301

Phone: 712-262-6111

nwiac.com

Season's Center for Behavioral Health

seasonscenter.org · Phone: (800) 242-5101 (All locations)

Main office: 201 E 11th Street, Spencer, IA 51301

Estherville office: 826 N 8th St, Estherville, IA 51334

*located within Avera Holy Family Hospital

Emmetsburg office:

918 Broadway St., Suite 1, Emmetsburg, IA 50536

Spirit Lake office:

1401 Hill Avenue, Spirit Lake, IA 51360

Spencer Psychiatric & Counseling

20 W 6th St., Ste 306, Spencer, IA 51301

Phone: 712-580-3882

Suicide Prevention Lifeline - Dial 988

Phone: 1-800-273-8255 · 988lifeline.org

Teletherapy Options

Synergy eTherapy

This is a FREE teletherapy resource available at Iowa Lakes to help improve overall mental health and well-being.

Students receive traditional mental health counseling that is convenient to them. No more taking time off of work or school, with night and weekend appointments available. If you need a licensed, professional counselor to assist with your mental health needs. Schedule an appointment today.

synergyetherapy.com/iowa-lakes-community-college



TalkCampus

A 24/7/365 free peer-to-peer mental health support subscription.

talkcampus.io/iowa-lakes-community-college



GRIEF SUPPORT SERVICES

The Collective for Hope: Grief's Journey, HEALing Embrace, Ted E. Bear Hollow

7811 Farnam Drive
Omaha, NE 68114
Phone: 402-502-2773
Email: info@thecollectiveforhope.org
thecollectiveforhope.org

Grief Support Group–Jed Winkel

Avera@Home Hospice, Estherville, IA
Phone: 712-362-6169

Gentiva Hospice, Spirit Lake, IA

Heidi Skattebo
Bereavement Coordinator
712-336-2941

Warner Funeral Home

225 W. 3rd St., Spencer, IA 51301
Phone: 712-262-3640
Meets weekly for six weeks in the spring and fall

Grief Share–Deb Weir

Trinity Lutheran Church
721 18th Ave. N, Estherville, IA 51334
712-380-0232
griefshare.org
Two 13-week sessions each year. \$15 registration, scholarships available. Search "51334" under Find a Group to find more information about the sessions.

Support Groups:

- 1. Cancer Support Group** – Meet 1st and 3rd Monday of every month from 7:00 to 8:30 pm at the Estherville United Methodist Church. Call Angie Olson at 712-362-6284 for more information.
- 2. Additional Online Resources**
 - a. [hospicefoundation.org/Grief-\(1\)](http://hospicefoundation.org/Grief-(1))
 - b. compassionatefriends.org
 - c. cancerca.org/tagged/grief_and_loss

**EMERGENCY POLICE, SHERIFF,
AMBULANCE OR FIRE – DIAL-911**

REMEMBER TO DIAL-911 FROM ALL CAMPUS PHONES

Algona

Hospital, non-emergency(515) 295-2451
Police, non-emergency(515) 295-3515

Emmetsburg

Hospital, non-emergency(712) 852-5500
Police, non-emergency(712) 852-2424

Estherville

Hospital, non-emergency(712) 362-2631
Police, non-emergency(712) 362-3515

Spencer

Hospital, non-emergency(712) 264-6198
Police, non-emergency(712) 262-2151

Spirit Lake

Hospital, non-emergency(712) 336-1230
Police, non-emergency(712) 336-2525

CRISIS LINE

These numbers may be called by students experiencing problems which need an immediate resolution. These community agencies are designed to assist people in crisis situations.

Algona (800) 479-9071
Emmetsburg (712) 362-3200
Estherville (712) 362-3200
Spencer (712) 363-5700
Spirit Lake (712) 363-5762

Seasons Center for Behavioral Health 24/7 Crisis Line 844-345-4569

SUICIDAL TALK HOTLINE 800-242-5101 **3-Digit Hotline** 988
DOMESTIC VIOLENCE OR SEXUAL ASSAULT 877-362-4612

Substance Abuse Mental Health Website: samhsa.gov

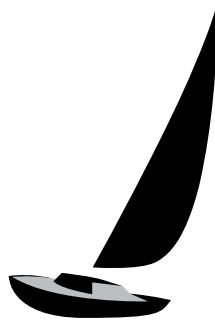
Mental health and alcohol screening:

iowalakes.edu/student-services/mental-health-substance-abuse-screening



CONTACT INFORMATION

For payment of your account	Tia Bernholtz	712-362-0446
Financial Aid	Steve Pelzer	712-362-7917
Campus Store		
Emmetsburg	Rena Hansen	712-852-5251
Estherville	Susan Pietz	712-362-8373
Housing		
Emmetsburg	Jeremy Ward	712-852-5210
Estherville	Jason McKinney	712-362-7916
Spencer	Sam Cain	712-580-8652
Dining Service		
Estherville	Margaret Gebel	712-362-7909
Emmetsburg	Christy Johnson	712-852-5309
Canvas	Jen Peterson	712-362-7927
Online Classes	Laura Howard	712-362-7958
Registrar	Darci Curry	712-362-7923
Educational Counseling Office		
Estherville	Jody Condon	712-362-7990
Emmetsburg	Jody Condon	712-362-7990
Spencer	Jacque Carstens	712-262-8627
Executive Dean of Students	Troy Larson	712-362-7915
Executive Dean	Kyle Norris	712-852-5244



IOWA LAKES

COMMUNITY COLLEGE

ALGONA CAMPUS

2111 Hwy. 169 North
P.O. Box 680
Algona, Iowa 50511
(515) 295-9455 1-877-807-9583
FAX (515) 295-3729

ESTHERVILLE CAMPUS

300 South 18th Street
Estherville, Iowa 51334
(712) 362-2604 1-800-242-5106
FAX (712) 362-8363

CONTINUING EDUCATION

300 South 18th Street
Estherville, Iowa 51334
(712) 362-7231 1-800-252-5664
FAX (712) 362-3969

SPENCER CAMPUS

1900 Grand Ave. Suite B1
Spencer, Iowa 51301
(712) 262-7141 1-877-807-9585
FAX (712) 262-4047

EMMETSBURG CAMPUS

3200 College Drive
Emmetsburg, Iowa 50536
(712) 852-3554 1-800-242-5108
FAX (712) 852-2152

SPIRIT LAKE CAMPUS

800 21st Street
Spirit Lake, Iowa 51360
(712) 336-3439 1-877-807-9584
FAX (712) 336-1357

ADMINISTRATIVE OFFICES

19 South 7th Street
Estherville, Iowa 51334
(712) 362-2604
FAX (712) 362-0480