



2023 Annual Security Report

Data from 2022

.....

In compliance with
**The Jeanne Clery Disclosure of Campus
Security Police and Campus Crime Statistics Act of 1998**

Non-Discrimination Policy Statement

Cox College is committed to maintaining a community that values the worth and dignity of every person, and fosters understanding and mutual respect among its members. Cox College does not discriminate against any member of the College community on the basis of race, color, national origin, religion, disability, age, veteran status, political affiliation, sex, sexual orientation, gender identity, pregnancy, marital status, or any other basis protected by law in its programs and activities.

Inquiries concerning the non-discrimination policy or the procedure for filing a complaint should be addressed to Abby Craigmyle, VP of Corporate Compliance, 417-269-8806 or compliance@coxcollege.edu, or to the Office for Civil Rights.

TABLE OF CONTENTS

| | |
|--|----|
| Introduction | 4 |
| Clery Act | 4 |
| Campus Overview | 5 |
| Clery Geographical Area | 5 |
| Definitions of Key Terms | 6 |
| Campus Crime Statistics Report | 9 |
| Preparation and Disclosure of Annual Statistics | 9 |
| Crime Log..... | 10 |
| Cox College Crime Statistics | 10 |
| Campus Safety & Security | 12 |
| Incident Reporting..... | 12 |
| Campus Security Authority..... | 12 |
| Confidential Reporting of Crimes..... | 13 |
| Relationship with Local Law Enforcement | 13 |
| Security Awareness and Crime Prevention Programs..... | 14 |
| Campus Access Policy..... | 14 |
| Photo Identification Badges..... | 14 |
| Preventing and Responding to Sexual Misconduct | 14 |
| Prohibition of Sexual Misconduct | 15 |
| Non-Discrimination/Harassment Policy and Complaint Procedures | 15 |
| Reporting Sexual Assault..... | 15 |
| Victim's Rights..... | 16 |
| Community Resources for Victims | 16 |
| Disciplinary Procedures | 16 |
| Sanctions and Protective Measures | 17 |
| Retaliation | 18 |
| Sex Offender Registration and Community Notification | 18 |
| Active Bystander Intervention | 18 |
| Prevention/Educational Programs..... | 19 |
| Drug and Alcohol Policy | 19 |
| Drug-Free Schools..... | 19 |
| Background Investigations and Drug Screenings..... | 20 |
| Alcoholic Beverages..... | 20 |
| Substance Abuse Education/Prevention Program | 20 |
| Health Risks | 20 |
| Resources | 20 |
| Student Support/Counseling Services | 22 |
| Off Campus Community Resources | 23 |
| Tobacco Policy | 23 |
| Alcohol, Drug and Substance Abuse – Local, State and Federal Sanctions | 23 |
| Emergency Response and Evacuation Procedures | 24 |
| Emergency Procedures..... | 25 |
| Inclement Weather | 25 |
| Injuries to Faculty or Staff Members | 25 |
| Injuries to Students..... | 26 |
| Family Education Rights to Privacy Act of 1974 (FERPA) | 26 |

INTRODUCTION

The Cox College (or “College”) 2019 Annual Safety and Security Report is published in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (Clery Act) with guidance from *The Handbook for Campus Safety and Security Reporting*, U.S. Department of Education, Office of Postsecondary Education, *The Handbook for Campus Safety and Security Reporting*, 2016 Edition, Washington, D.C., 2016.

This report includes statistics for reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Cox College; and on public property within, or immediately adjacent to and accessible from college property for the prior three (3) years. This report contains certain Cox College safety and security policy statements concerning alcohol and drug use, emergency response procedures, as well as crime reporting and prevention programs.

Cox College is in the collaboration with the CoxHealth Public Safety and Security Department and the Springfield Police Department to compile the necessary information. This report is available at <https://ope.ed.gov/campussafety/#/institution/details>.

THE CLERY ACT

In 1990, Congress approved the *Crime Awareness and Campus Security Act of 1990*, 20 USC 1092(f), a federal law that amended the *Higher Education Act of 1865*. The 1998 amendments renamed the law the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* in memory of Jeanne Clery, a student who was slain in her dorm room in 1986.

As a freshman at Lehigh University in 1986, Jeanne Clery was raped and murdered in her residence hall room by a student she did not know. Her parents lobbied Congress to enact the law after discovering students at Lehigh had not been notified about 38 violent crimes that had occurred on campus in the three years prior to their daughter’s murder. The Act is now known as the “*Clery Act*” in memory of Jeanne Clery is in section 485(f) of the HEA. The *Clery Act* mandates higher education institutions in the United States participating in federal student aid programs publish and disseminate annual information about crime on and around their campuses. The *Clery Act* is enforced by the United States Department of Education.

In 2013, the *Violence Against Women Reauthorization Act of 2013* (VAWA) was signed into law. VAWA includes amendments to the *Clery Act*. These changes require institutions to disclose statistics, policies and programs related to dating violence, domestic violence, sexual assault and stalking, among other changes.

The *Clery Act* requires Cox College to:

- Publish an annual report containing three(3) years of campus crime statistics and certain campus security policy statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus security, local law enforcement, and other college officials who have “significant responsibility for student and campus activities”;
- Provide “timely warning” notices of those crimes (without disclosing the names of any victims) that have occurred and pose an ongoing “threat to students and employees”;

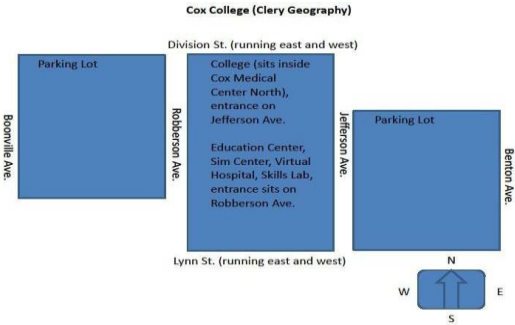
- Implement emergency notification procedures if there is an immediate threat to the health or safety of students or employees on campus; and
- Disclose in a public crime log “any crime that occurred on campus...or within the patrol jurisdiction of the campus policy or the campus security department and is reported to the campus police or security department.”

CAMPUS OVERVIEW

Cox College, located in Springfield, Missouri, is a private health professions institution with an enrollment of approximately 900 students. The population of the Springfield, Missouri metropolitan statistical area is approximately 500,000. The safety and security of every member of the Cox College community is paramount. The CoxHealth Public Safety and Security Department is primarily responsible for preventing crime and maintaining a safe learning environment for all members of the College community and its visitors. To promote, strengthen and support campus safety, the Clery Annual Security Report is available to current and prospective students and employees on the College website. The reality is that no community is immune from crime, but fortunately, Cox College has not experienced a large number of crimes throughout the years on or near its campus location.

Clery Geographical Area

Cox College (on-campus property) is situated within the Cox Medical Center North building of the CoxHealth campuses. Division Street borders the College to the north, Boonville Street to the west, Benton Avenue to the east, and Lynn Avenue to the south. Jefferson Avenue and Robberson Avenue both run adjacent, north to south, to the college’s entrances and parking lots. Public property would include the sidewalk, street, and sidewalk.



CoxHealth Clinical Sites

Cox College students access areas of CoxHealth for clinical sites. The main clinical site areas are found at Cox South; however, clinical sites are also located through the region. Cox South and Meyer Orthopedic Rehabilitation Hospital crime statistics are reported annually to students as part of the ASR statistical data.

DEFINITIONS OF KEY TERMS

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by other means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Arson

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another.

Battery

Intentionally causing physical harm to someone, regardless of if a weapon is involved.

Burglary

The unlawful entry into a structure to commit a felony or theft. For reporting purposes, this definition includes unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safe-cracking; and any other type attempts to commit any of the aforementioned.

Campus Security Authority

1. A campus law enforcement unit;
2. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to whom students and employees should report criminal offenses; and
3. An official of an institution who has significant responsibility for student and campus activities but does not have significant counseling responsibilities.

Campus Official

A "Campus Security Authority" as designated under the *Clery Act* or a "Responsible Employee" as defined under *Title IX*. The College has defined "Responsible Employees" for the purposes of mandatory reporting and encourages all employees to report crimes reported to them to the CoxHealth Public Safety and Security Department or to the Vice President of Corporate Compliance within 24 hours. If a crime meets the designation of a timely warning, it should be reported sooner so that the campus can make the appropriate notification to college constituents. If a crime meets the criteria for a Clery reportable crime, it will be included in the statistics in the Annual Security Report. In the case of sexual harassment or sexual violence, identifying information about the victim may be disclosed to the Vice President of Corporate Compliance or designee.

Coercion

The use of an unreasonable amount of pressure to force someone else to engage in an activity in which she/he does not want to engage.

Consent

Consent is informed and freely and actively given. Consent is communicated through mutually understandable words or actions that indicate willingness by all of the involved parties to engage in the same sexual activity, at the same time, and in the same way. Clear and open communication is an essential element to conveying and understanding consent. Any person who contemplates initiating any form of sexual activity is strongly encouraged to talk with all involved parties before engaging in such activity. While it is the responsibility of the initiator of a specific sexual activity to obtain consent, individuals should communicate as clearly and verbally as possible with all parties about what they do and do not want.

Consent is not present when one is incapable of consent, by reason of intoxication or incapacitation due to drugs

or alcohol, when subject to coercion or threat of coercion, or subject to force. Consent to conduct does not occur when a person is incapable of evaluating the nature of the conduct, incapable of declining participation in, or communicating unwillingness to engage in, a sexual act or other acts. Submission to conduct does not mean the conduct was welcome or consensual; in other words, the absence of “no” does not mean “yes.”

Crime Statistics

Crimes that must be disclosed, such as criminal homicide, murder, negligent manslaughter, sex offenses such as rape, fondling, incest, and statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson; hate crimes such as larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property; arrests and disciplinary actions for liquor law violations, drug law violations, and illegal weapons violations.

Domestic Violence

Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of a victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction [...], or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

- Missouri’s definition of domestic violence can be found at Mo. Rev. Stat. § 455.010.
- Under Missouri law, domestic violence also includes the crime of “domestic assault” which can be found at Mo. Rev. Stat. §§ 565.072-565.074.

Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.

- Missouri law does not specifically define dating violence, but conduct of this nature is covered by Missouri’s definitions of domestic violence and domestic assault.

Drug Abuse Violations

Violations of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics – manufactured narcotics which can cause true addition (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

Force

To attempt to succeed at engaging in behavior with another without that individual’s consent. Force can be committed by using threats, intimidation, coercion, or physical means.

Gender-based Harassment

Unwelcome conduct of a non-sexual nature based on a person’s actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.

Harassment

Behavior that creates fear or emotional distress to an individual.

Hate Crimes

A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s

bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, gender identity, ethnicity, or national origin. The Violence Against Women Act (VAMA), which amended, inter alia, the Clery Act, added reported dating violence, domestic violence, and stalking in stances to the Hate Crimes category.

Liquor Law Violations

The violation of laws ordinances prohibiting the manufacturing, selling, transporting, furnishing, and possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not covered in this definition.)

On-Campus Building or Property

1. Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes; and
2. Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports of institutional purposes (such as food or other retail vendor).

Non-Campus Building or Property

1. Any building or property owned or controlled by a student organization recognized by the institution*; or
2. Any building or property owned or controlled by an institution that is in direct support of, or in relation, to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**Cox College currently has no officially recognized student organizations with off-campus locations.*

Public Property

All public property including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from campus. Cox College crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.

Responsible Employees

Cox College defines "responsible employees" as those employees who:

- have the authority to take action to redress sexual violence or other forms of discrimination, harassment or retaliation prohibited by this Policy;
- have been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Vice President of Corporate Compliance or other appropriate school designee; or,
- who could reasonably be believed to have this authority or duty.

Responsible employees include, but are not limited to: faculty members, managers, directors, department heads, deans, vice presidents, president, and public safety officers.

Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Sexual Assault

Non-consensual sexual activity that meets the definition of fondling, rape, incest, or statutory rape. It may involve the use of force or the threat of force.

Sex Discrimination

Sex discrimination occurs when persons are excluded from participation in, or denied the benefits of, any College program or activity because of their sex.

Sexual Exploitation

Occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person's consent.

Sexual Violence

Sexual violence is a particularly severe form of prohibited sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity, because he or she is below the minimum age of consent in the applicable jurisdiction, or because of his or her incapacitation due to the use of drugs and/or alcohol. Other types of conduct may also constitute sexual violence.

Sexual Misconduct

"Sexual misconduct" is an umbrella term covering sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking.

Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature and includes sexual advances, requests for sexual favors, and other verbal, physical, visual, or digital/electronic conduct of a sexual nature when:

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education,
- Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual, or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would perceive as an intimidating, hostile, or offensive employment, education, or living environment.

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

- Stalking can include conduct that occurs via electronic communications, including social media (i.e., "cyberstalking").
- Missouri's definition of stalking can be found at Mo. Rev. Stat. § 455.010 and § 565.225.

CAMPUS CRIME STATISTICS REPORT

Preparation and Disclosure of Annual Crime Statistics

Cox College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. §1092(f)) and the Drug-Free Schools policies as outlined by the federal government. Crime statistics provided in Cox College's Annual Security Report are based upon incidents reported by campus security authorities and local police agencies. Cox College annually reports statistics for the three(3) most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and on public property (as those terms are defined and interpreted for purposes of the Clery Act) for occurrences of murder, manslaughter, sexual misconduct, including, (forcible and non-forcible) sexual assault, domestic violence, dating violence and stalking, robbery, arson, aggravated

assault, burglary, and motor vehicle theft; statistics on arrests for violations of liquor or drug abuse as well as weapons possession violations; disciplinary referrals for liquor, drug and weapons violations; and statistics on Hate Crimes that are reported to local police agencies or to campus security authorities.

The CoxHealth Security Services Department, in consultation with the Vice President of Corporate Compliance, will make the determination as to whether a reportable offense has occurred. These reports are compiled to prepare the annual Campus Crime and Security Survey for submission to the United State Department of Education, Office of Postsecondary Education. This report will be made available to the public by October 1st of each year. This report is posted to the Cox College website for viewing. The most recent report can be found at <https://ope.ed.gov/campusafety/#/institution/details>.

Crime Log

The College is required to keep a daily log containing the following information:

1. The nature, date, time, and general location of each crime; and
2. The disposition of the complaint (if known).

This log must be available for public inspection within two (2) business days of the initial incident report unless such disclosure (or parts of) is prohibited by law or would jeopardize the confidentiality of the victim or the conduct of an investigation, cause a suspect to flee or evade detection, or result in the destruction of evidence. Upon the elimination of these conditions, such information would again be available for public inspection. Logs are maintained by the CoxHealth Public Safety and Security Department and may be viewed during regular business hours. (8:00 am – 4:00 pm). For more information, contact CoxHealth Public Safety and Security at 417-269-6120.

Cox College Crime Statistics

The tables below provides information on the criminal offenses reported to campus security authorities or local law enforcement agencies by students, employees and/or visitors during calendar years 2016 - 2018.

| Type of Crime | Main Camp | Cox South (Clinicals) | MOHR | Cox Branson | Non-Campus* | Public Property* |
|------------------------------|-----------|-----------------------|------|-------------|-------------|------------------|
| Robbery | | | | | | |
| 2020 | 1 | 0 | 0 | 0 | 0 | * |
| 2021 | 1 | 0 | 0 | 0 | 0 | |
| 2022 | 0 | 0 | 0 | 0 | 0 | |
| Forcible Sex Offenses | | | | | | |
| 2020 | 0 | 0 | 0 | 0 | 0 | * |
| 2021 | 0 | 0 | 0 | 0 | 0 | |
| 2022 | 0 | 0 | 0 | 0 | 0 | |
| Rape | | | | | | |
| 2020 | 0 | 0 | 0 | 0 | 0 | * |
| 2021 | 0 | 0 | 0 | 0 | 0 | * |
| 2022 | 0 | 0 | 0 | 0 | 0 | * |
| Fondling | | | | | | |
| 2020 | 0 | 0 | 0 | 0 | 0 | * |
| 2021 | 0 | 0 | 0 | 0 | 0 | |
| 2022 | 2 | 0 | 0 | 0 | 0 | |
| Incest | | | | | | |
| 2020 | 0 | 0 | 0 | 0 | 0 | * |
| 2021 | 0 | 0 | 0 | 0 | 0 | * |
| 2022 | 0 | 0 | 0 | 0 | 0 | |
| Statutory Rape | | | | | | |
| 2020 | 0 | 0 | 0 | 0 | 0 | * |
| 2021 | 0 | 0 | 0 | 0 | 0 | |
| 2022 | 0 | 0 | 0 | 0 | 0 | |
| Stalking | | | | | | |
| 2020 | 1 | 1 | 0 | 0 | 0 | * |
| 2021 | 0 | 4 | 0 | 0 | 0 | * |
| 2022 | 0 | 1 | 0 | 0 | 0 | |
| Domestic Violence | | | | | | |
| 2020 | 4 | 0 | 3 | 1 | 0 | * |
| 2021 | 5 | 4 | 0 | 0 | 0 | |
| 2022 | 5 | 7 | 0 | 0 | 0 | |
| Dating Violence | | | | | | |
| 2020 | 0 | 0 | 0 | 0 | 0 | * |
| 2021 | 0 | 1 | 0 | 0 | 0 | |
| 2022 | 0 | 1 | 0 | 0 | 0 | |
| Liquor Law Violations | | | | | | |
| 2020 | 0 | 0 | 0 | 0 | 0 | * |
| 2021 | 0 | 0 | 0 | 0 | 0 | * |
| 2022 | 0 | 0 | 0 | 0 | 0 | |
| Drug Violations | | | | | | |
| 2020 | 12 | 30 | 0 | 5 | 0 | * |
| 2021 | 2 | 34 | 0 | 0 | 0 | |
| 2022 | 12 | 50 | 0 | 0 | 0 | |
| Weapons Violations | | | | | | |
| 2020 | 0 | 3 | 0 | 0 | 0 | * |
| 2021 | 0 | 1 | 0 | 0 | 0 | |
| 2022 | 0 | 2 | 0 | 0 | 0 | |

There was one (1) hate crime reported in 2016 regarding intimidation on the basis of national origin. For Hate Crimes, categories of prejudice (based on actual or perceived race, gender, religion, sexual orientation, ethnicity, disability, national origin or gender identity.) Hate crimes may also include larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property.

*Cox Branson crime statistics provided by the Branson Police Department.

**Cox College obtained limited crime information from local law enforcement but it could not be determined if the information was for College's *Clergy Act* geography and/or included crimes committed on private property or within private residences and businesses.

CAMPUS SAFETY & SECURITY

Cox College strives to continually provide the safest environment possible for its students, employees, and visitors. Safety and security tips are listed in the Student and Faculty Portal, reviewed in student and employee orientations, on the College website www.coxcollege.edu, and by visiting CoxHealth Public Safety and Security website at <https://connect.coxhealth.com/securityservices/SitePages/Home.aspx> to help prevent incidents from occurring on or near campus.

Incident Reporting

All safety and security incidents should be reported to CoxHealth Public Safety and Security Department upon occurrence. In addition, other College officials with significant responsibility for student and campus activities may be called upon for the purpose of making timely incident reports.

To report a crime or a non-emergency incident on the Cox College or CoxHealth campus, call CoxHealth Public Safety and Security by calling the operator by **dialing zero (0)** or, from an outside phone line, **417-269-**

To report a crime in progress or an emergency on campus, call CoxHealth Public Safety and Security Department at **333 or 911**; from outside the CoxHealth phone system, call **417-269-3333 or 911**.

Crimes should be reported to the CoxHealth Public Safety and Security Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate; for example, a crime that was reported only to a rape crisis center would not be included in the annual crime statistics.

Campus Security Authority

The following CoxHealth and Cox College departments/positions listed in Table 2 have been designated as campus security authority, serving as points of contact for the reporting of potential criminal actions and other emergencies at

Cox College. If someone has a significant responsibility for student and campus activities, he/she is a campus security authority. This list includes, but is not limited to, campus safety and security personnel, members of administration, deans, department directors, and center and program directors.

Table 2

| Department | Phone Number |
|---|--------------|
| CoxHealth Public Safety and Security Department – Cox North | 417-269-3715 |
| CoxHealth Public Safety and Security Department – Cox South | 417-269-6120 |
| College President | 417-269-3402 |
| Vice President of Corporate Compliance | 417-269-8806 |
| Vice President of Academic Affairs | 417-269-3406 |
| Vice President of Student Affairs and College Development | 417-269-3469 |
| Vice President of Business and Finance | 417-269-3473 |
| Undergraduate Nursing Chair | 417-269-8619 |
| MSN Department Chair | 417-269-3076 |
| MSOT Department Chair | 417-269-3334 |
| RSI Department Chair | 417-269-3063 |
| MND Department Chair | 417-269-3040 |
| Director of Library Services | 417-269-3051 |

Confidential Reporting of Crimes

Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by mailing a written statement or by calling the CoxHealth Public Safety and Security Department. The purpose of a confidential report is to comply with one’s wishes to keep the matter confidential, while taking steps to ensure the future safety of the victim, witnesses and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger.

The Violence against Women Act (VAWA) allows for confidentiality by prohibiting the sharing of personally identifying information about victims without informed, written consent. The College will protect as fully as possible the identity of persons who report having been victims of dating violence, domestic violence, sexual assault, and stalking.

Relationship with Local Law Enforcement

CoxHealth Public Safety and Security officers are Missouri POST certified and armed. The CoxHealth Public Safety and Security Department maintains a close working relationship with the Springfield Police Department (SPD). The CoxHealth Public Safety and Security Department staff occasionally works with other law enforcement agencies in the Springfield Greene County area, including the FBI, Federal Marshals, U.S. Secret Service, Missouri State Highway Patrol, and the Greene County Sheriff. Meetings are held between the leaders of these agencies on both a formal and informal basis. The officers of the CoxHealth Public Safety and Security Department and the SPD communicate regularly on the scene of incidents that occur in and around the campus area. The CoxHealth Public Safety and Security Department leadership works closely with the investigative staff at the SPD when incidents arise that require joint investigative efforts, resources, crime-related reports, and exchanges of information, as deemed necessary. There is no written memorandum of understanding between CoxHealth and the SPD.

If assistance is required from the Springfield Police Department or Fire Department, the security officer will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including the security officer, will offer the survivor a wide variety of services. CoxHealth has a Sexual Assault Crisis Consultation Team that has trained members who are available to assist a survivor 24 hours a day.

Major offenses such as rape, murder, aggravated assault, robbery, and auto theft are reported to the local police and investigators, with joint investigative effort, with the Springfield Police Department being the primary investigators who are deployed to solve these serious felony crimes. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted at either the city Municipal Court or the Greene County Courthouse.

Security Awareness and Crime Prevention Programs

The following programs are specifically designed to inform students and employees about campus security procedures and practices and to encourage responsibility for self and others on campus:

- New Student Orientation
- New Employee Orientation via HealthStream
- Faculty and staff meetings
- Online training through SafeColleges and/or Canvas
- Printed posters, brochures, and flyers concerning violence, dating violence, sexual assault, stalking, drug and alcohol awareness
- Resources available to all students and employees through the Student or Staff Portal and on the CoxHealth intranet
- Sexual Harassment/Sexual Violence Awareness programs including prevention and bystander education
- SHARPS/self-defense courses (offered by Public Safety and Security)
- Fire Safety Awareness and Drills
- Email and College website notices

Campus Access Policy

CoxHealth campuses are normally open to the public daily between the hours of 6:00 a.m. and 9:30 p.m.; however, the College's entrance is monitored and is accessed by a photo ID badges wipe reader. All college constituents are expected to wear their photo ID badges while on campus. Between the hours of 9:30 p.m. and 6:00 a.m., all CoxHealth campuses are locked down, and public access is restricted. At the Cox North/Cox College campus, access during the lockdown hours is through the emergency department entrance (on Robberson) only. At Cox South, public access is through the emergency department entrance and the West Pavilion outpatient entrance. At the Meyer Orthopedic and Rehabilitation Hospital (MORH), there is no public access during lockdown hours. The Cox North/Cox College campus and the MORH have employee/ student access during lockdown hours utilizing a proxy card reader. Emergencies may necessitate changes or alterations to any posted schedules.

Photo Identification Badges

Students are required to obtain and display the Cox College photo ID badge at ALL times when they are at Cox College, Cox South, Cox North, and at any other clinical site. The ID badge is to be visible on the chest with the picture facing out at all times. By obtaining and wearing your approved ID badge, you can help maintain the security of our campus. The ID badge must be returned to Cox College or CoxHealth upon graduation, withdrawal or leave of absence.

Students who forget their ID badge may obtain a temporary badge at the front desk. Valid photo ID may be required. There is no cost for the Cox photo ID when it is first acquired, but there is a fee for a replacement ID.

For additional information, refer to the *Identification Badges for Cox College policy*.

PREVENTING AND RESPONDING TO SEXUAL MISCONDUCT

Cox College will not tolerate domestic violence, dating violence, sexual assault, stalking or any other forms of sexual misconduct. In accordance with Cox College's *Non-discrimination/Harassment Policy and Complaint Procedures*, the College utilizes procedures that provide prompt, fair and impartial investigation and resolution of the reported incident.

Prohibition of Sexual Misconduct

Title IX prohibits sex discrimination including sexual assault, stalking and other forms of sexual misconduct. It also includes discrimination, harassment and retaliation on the basis of sex or gender in employment, admission, participation and other matters related to education programs or activities operated by recipients of Federal financial assistance. Sexual assault, stalking and other sexual misconduct is a form of sexual harassment and, as such, is sex discrimination prohibited by Title IX. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to incapacity, and/or intellectual or other disability. This can include, but is not limited to, rape, sexual battery, sexual violence, sexual assault, and sexual coercion.

Cox College is committed to maintaining a community that values the worth and dignity of every person, and fosters understanding and mutual respect among its members. Cox College does not discriminate against any member of the College community on the basis of race, color, national origin, religion, disability, age, veteran status, political affiliation, sex, sexual orientation, gender identity, pregnancy, marital status, or any other basis protected by law in its programs and activities.

Harassment consists of unwelcome conduct, whether verbal, physical, digital/electronic, or visual, based on a person's protected status such as age, sex, color, disability, marital status, race, religion, ethnic or national origin, and any other basis protected by law. Sex discrimination includes discrimination on the basis of pregnancy, gender identity, and failure to conform to stereotypical notions of femininity and masculinity. Sexual violence is a severe form of sexual harassment prohibited by this Policy. The College will not tolerate, condone, or subject anyone to any form of harassment. In addition to being illegal, any form of prohibited harassment violates the dignity of the individual and the integrity of the College as an institution of learning.

Non-Discrimination/Harassment Policy and Complaint Procedures

Sexual abuse, domestic violence, dating violence, and stalking of students and/or employees at Cox College are considered acts of criminal behavior and are not tolerated. Cox College policy requests an immediate reporting of sexual misconduct/harassment to a responsible employee. The complete policy and procedures can be found on the Cox College website and on the CoxHealth intranet > Policy Manager > Cox College.

Following the initiation of a Title IX complaint, the College will investigate the case, as well as assist the individual in reporting the offense to the local police, if requested to do so. The College will also provide contact information to counseling, health, mental health, victim advocacy and legal assistance available in the community. After an alleged sex offense, domestic violence, dating violence, or stalking incident is reported, at the victim's request, the College will attempt to make changes to his/her academic, clinical, and working situations to avoid a hostile environment if options are reasonably available.

Reporting Sexual Assault

Reporting a sexual assault may help to prevent another assault. Reporting the incident does not mean the victim must proceed with a prosecution. Immediately following the incident, the victim should try and write down everything he/she remembers about the incident. In accordance with the Cox College *Non-discrimination/Harassment Policy and Complaint Procedures* and the Violence Against Women Act (VAWA), students are encouraged to report incidents of sexual assault, domestic violence, dating violence, and stalking to the Vice President of Corporate Compliance, other 'responsible employee' at Cox College, or CoxHealth Public Safety and Security Department.

When receiving a report of a sexual assault incident, the recipient of the report, including law enforcement and campus authorities: (i) may notify the victim of the option to notify local police, (ii) assist the victim if they choose in notifying law enforcement, and (iii) give the victim the right to decline to notify authorities. Although the College will do its best to respect the rights and requests of the victim, it must also balance its institutional responsibilities to follow federal, state, and local rules regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by criminal, civil, or tribal courts.

Victims' Rights

Students or employees reporting victimization of domestic or dating violence, sexual assault, and stalking, will be provided their written rights, which are:

- To be assisted by campus authorities if reporting a crime to local law enforcement
- Change academic, clinical, or working situations to avoid a hostile environment
- Obtain or enforce a no contact directive or restraining order
- Have a clear description of Cox College's disciplinary process and know the range of possible sanctions
- Receive contact information about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available in the community

Community Resources for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking

Family Violence Center, Inc.

P.O. Box 5972, Springfield MO 65802

Phone: 417-837-7700 (shelter)

Hotline/Crisis: 417-864-7233; 800-831-6863

Harmony House

519 E Cherry (PO Box 5972), Springfield, MO 65806

Office: 417-837-7700

800-831-6863

H.I.T. No More

1325 W. Sunshine St., Box 175, Springfield, MO 65807

Office: 417-869-8332

Legal Services of Southern Missouri – SW

809 N. Campbell, Springfield, MO 65802

Office: 417-881-1397

Hotline/Toll-free: 800-444-4863

Missouri Coalition against Domestic Violence (www.mocadv.org)

415 E. McCarty, Jefferson City, MO 65101

(573) 634-4161

Rape Crisis and Sexual Abuse Center

519 E. Cherry, Springfield, MO 65806

417- 864-7233

The Victim Center

819 N. Boonville Ave, Springfield, MO

65802 417-863-7273

Disciplinary Procedures

In accordance with Title IX and the College's *Non-discrimination/Harassment Policy and Complaint Procedures*, it is Cox College's goal to provide a prompt, fair, and impartial investigation and resolution, which shall be conducted by Cox College officials who receive annual training on issues related to domestic and dating violence, sexual assault/harassment, and stalking along with how to conduct an investigation and hearing process that protects the safety of the victim(s) and promotes accountability. During a disciplinary action, the accuser and the accused will be afforded equal opportunities to present relevant witnesses and other evidence during a disciplinary proceeding. Cox College uses a "preponderance of the evidence" (e.g., more likely than not) standard during all disciplinary proceedings.

It is Cox College's intent to preserve the confidentiality of any complaint to the fullest extent; however, it cannot guarantee absolute confidentiality. While the accuser's wishes regarding confidentiality will be considered, they must be balanced against the College's responsibility to respond to such reports and the rights of the person accused of sexual harassment, violence, or discrimination to be informed of the allegations against them, including their source. Cox College will limit disclosures to what is reasonably necessary to conduct a fair investigation and determine appropriate disciplinary recommendations. All participants in an investigation will be advised that they are obliged to maintain confidentiality as well.

Pursuant to Title IX, Cox College's *Non-discrimination/Harassment Policy and Complaint Procedures*, and the Violence Against Women Act (VAWA), the Vice President of Corporate Compliance (or designee) will notify, simultaneously, all concerned parties, including the accuser and the accused, in writing of the outcome of the investigation and Cox College's appeals process. The accuser will be notified generally if the complaint has been referred for disciplinary action, but will not be informed of the details of the recommended disciplinary action without the consent of the accused. Compliance here does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232(g)). The accuser and the accused are entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.

A student found guilty of violating the College's policy on domestic violence, dating violence, stalking, and sexual assault could be criminally prosecuted in the state courts and may be suspended or dismissed from the College. Other possible sanctions include – but are not limited to – written reprimand, probation, restrictions from being in certain areas and/or buildings on campus, formal behavior plan, demotion, designated *persona non grata* as to the College's campuses. Other remedial measures may include monitoring, counseling, or Title IX training. In the case of an employee, employment may be terminated immediately, at the discretion of the College, or an employee may be suspended either with or without pay, placed on probation or terminated, or be subject to such other disciplinary actions as determined by Human Resources.

Full disciplinary action may be imposed following the final determination of an institutional disciplinary proceeding regarding domestic violence, dating violence, sexual assault, stalking or any other sex offense. Further, based upon the circumstances following a final determination of domestic violence, dating violence, sexual assault, stalking or any other sex offense, Cox College will make reasonable attempts to change to the affected student's academic and clinical situations if options are reasonably available.

Sanctions and Protective Measures

In all cases, investigations that result in a finding of more likely than not that a violation of the *Non-discrimination/Harassment Policy* occurred will lead to the initiation of disciplinary procedures against the accused individual. Cox College sanctions can include reprimands, letters of apology, alcohol treatment, counseling, community service, no-contact orders, suspension, demotion, and termination, in accordance with college policy. Multiple sanctions may be applied. The College may implement protective measures following the report of dating violence, domestic violence, sexual assault, and/or stalking, which may include some or all of the following options: counseling; changes in academic, clinical, transportation, or work situations; and no-contact orders.

For students, sexual assault, dating violence, domestic violence, and stalking are violations of the Student Conduct Code. Employees who violate this policy will be subject to discipline, up to and including, termination of employment. Dating violence, domestic violence, sexual assault, and stalking are criminal acts, which also may subject the perpetrator to criminal and civil penalties under federal and state law.

The Vice President of Corporate Compliance in conjunction with the CoxHealth Public Safety and Security Department, will determine whether interim interventions and protective measures should be implemented,

And if so, will take steps to implement those protective measures as soon as possible. Some examples of protective measures include, but are not limited to, an order of no contact, adjustment of course schedules, special arrangements for class/clinical learning environments, a leave of absence, or reassignment. These remedies may be applied to one, both, or multiple parties involved. Violations of directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Cox College. The college will maintain as confidential any accommodations or protective measures provided to the victim, as long as the maintenance of confidentiality does not impair the ability of the college to provide such accommodations or protective measures.

Retaliation

Cox College's *Non-discrimination/Harassment Policy and Complaint Procedures* prohibits retaliation against anyone who exercises his or her rights under the *Clery Act* or Title IX.

Sex Offender Registration and Community Notification

Under provisions of the *Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act* (Wetterling Act), any person who is required to register under a state sex offender registration program must notify the state when he or she enrolls at an institution of higher education or is employed at such an institution and must notify the state of any change in enrollment or employment at an institution of higher education. Sex offender registration information is to be transmitted from each state to the law enforcement entities where the registered sex offenders reside. In Missouri, the sex offender list is maintained at the county level.

Members of the College Community who wish to be informed of the identities of registered sex offenders who reside in Greene County or a surrounding county may access this information through the following links:

[Missouri State Highway Patrol Registry Sex Offenders List](#), [Greene County Sex Offenders List](#), [Christian County Sex Offenders List](#), [Lawrence County Sex Offenders List](#), [Polk County Sex Offenders List](#).

Active Bystander Intervention

A bystander is someone who observes problematic behavior or a dangerous situation and has the opportunity to intervene. If you see something, say something. Contact CoxHealth security or other authorities, provide the victim with support, or report to campus or local counseling/crisis center for support and options.

Be careful not to put yourself in harm's way. However, bystanders play a critical role in the prevention of sexual and relationship violence. As an active bystander, you are not directly involved but have the choice to intervene, speak up, or do something about it.

Cox College wants to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on-campus or community resources listed in this document for support in health, counseling, or with legal assistance.

Prevention/Educational Programs

During orientation presentations, students are informed of services offered by the CoxHealth Public Safety and

Security Department. During these prevention and awareness programs, students learn that Cox College prohibits domestic violence, dating violence, sexual assault, and stalking, definitions of domestic violence, dating violence, sexual assault, and stalking under Missouri law, definition of consent under Missouri law and at the College, and information on how to be an effective bystander and reducing the risk of becoming a victim of the aforementioned crimes. Employees receive similar education and training during new employee orientation, employee forums and convocations, and annual mandatory online training courses.

CoxHealth and Cox College offer various crime prevention programs, and security awareness programs, and self-defense or harassment/sexual assault prevention programs are offered on a continual basis. The College presents awareness sessions on crime prevention information, including awareness on sexual assault (rape and acquaintance rape), domestic violence, and stalking, as well as educational sessions on personal safety. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. In addition to seminars and special events, information is disseminated to students and employees through crime prevention awareness handouts, posters, displays, videos, PowerPoints, and on the College information monitor. When time is of the essence, information is released to the college community through security alerts, e-mails through the college's electronic mail system, and signs or flyers posted throughout the College.

Drug and Alcohol Policy

Drug-Free Schools

Cox College strives to maintain a drug-free environment for both students and employees. Cox College recognizes that misuse of alcohol and other drugs and the unlawful possession, use or distribution of illicit drugs and alcohol pose major health problems, are potential safety and security problems, can adversely affect academic, clinical, and job performance, and can generally inhibit the educational development of students.

Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, Cox College is required to establish a drug-and-alcohol-prevention program for its students and employees. The Cox College program includes education and information about the dangers of drugs and alcohol abuse in the workplace and within the campus community; programs that address unlawful controlled substance and alcohol use and high-risk use, including actions that may result from such violations.

Cox College prohibits the unlawful manufacture, distribution, dispensation, possession or use of alcohol and illicit drugs on college-owned or college controlled property and college-sponsored or college-supervised activities.

Violation of Cox College regulations and programmatic codes of conduct can result in disciplinary action up to and including expulsion for students and termination for employees.

Local, state and federal laws also prohibit the unlawful manufacture, distribution, dispensation, possession or use of alcohol and illicit drugs. Criminal penalties for violation of such laws range from fines to imprisonment for terms up to life.

Background Investigation and Drug Screenings

The purpose of this policy is to assure the safety and well-being of patients, students, faculty and staff in the clinical and academic environments and to attest to clinical agencies the students' eligibility to participate in clinical activities. Background investigations and drug screens will be conducted as a condition of enrollment for students admitted into any certificate or degree program.

Students currently employed by CoxHealth who have already undergone a background investigation will still be subject to a drug screen as a condition of enrollment into any certificate or degree program.

If the background investigation and/or drug screen results indicate adverse information, the admission to the College and certificate or degree program may be denied or rescinded. All background investigations and drug screening will be kept strictly confidential and disclosed only to those who have a legitimate educational interest in their contents or for any other purpose permitted by FERPA or state law.

Alcoholic Beverages

Cox College is an affiliate of CoxHealth, and it is the objective of both CoxHealth and Cox College to maintain an alcohol and drug-free environment for both students and employees. A copy of CoxHealth's policy on drugs and alcohol in the workplace is available to all students and employees on the CoxHealth intranet at Policy Manager>Cox College. The unlawful possession, use, or distribution of a controlled substance is prohibited on all property of Cox College or CoxHealth. The possession, use, or distribution of alcohol is prohibited on Cox College premises or any premises of CoxHealth. The transfer, sale, or use of alcohol or illegal drugs while on CoxHealth premises could result not only in disciplinary action against the individual(s) involved, but also may result in legal prosecution.

Substance Abuse Education/Prevention Program

Cox College is committed to providing a healthy, safe, and learning environment for their students, faculty, staff, and guests. Part 86, the Drug and Alcohol Abuse Prevention Regulations (EDGAR) requires, that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees both on college premises and as a part of any of its activities.

Cox College has created a program that complies with the regulations to do the following:

- Annually notify each employee and student, in writing, of standards of conduct; a description of appropriate sanctions for violation of federal, state, and local law and campus policy; a description of health risks associated with alcohol and drug use; information on available treatment programs.
- Develop a sound method for distributing annual notification information to every student and staff member each year.
- Conduct a biennial review on the effectiveness of its alcohol and drug use program and the consistency of sanction enforcement.
- Maintain its biennial review material on file so that, if requested to do so by the U.S. Department of Education, the campus can submit it.

Health Risks

Substance abuse may result in a wide array of serious health and behavioral problems. Substance abuse has both long and short-term effects on the body and the mind. Alcohol and drugs are toxic to the human body. In addition to the problem of toxicity, contaminant poisonings often occur with illegal drug use. HIV infection with intravenous drug use is a prevalent hazard.

Acute health problems may include heart attack, stroke, and sudden death, which can occur for first time cocaine users. Long lasting effects caused by drug and alcohol abuse can cause problems such as disruption of normal heart rhythm, high blood pressure, leaks of blood vessels in the brain, bleeding and destruction of brain cells, possible memory loss, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver, and pulmonary damage. Drug use during pregnancy may result in fetal damage and birth defects causing hyperactivity, neurological abnormalities, and developmental difficulties.

Additional Health Risks

| SUBSTANCE | SOME POSSIBLE LONG-TERM EFFECTS |
|--|--|
| Alcohol | toxic psychosis, physical dependence, neurological and liver damage, fetal alcohol syndrome, impaired judgment |
| Amphetamines (uppers, speed, crank) | loss of appetite, delusions, hallucinations, heart problems, hypertension, irritability, insomnia, toxic psychosis, rebound depression |
| Barbiturates (barbs, bluebirds, blues) | Severe withdrawal symptoms, possible convulsions, toxic psychosis, depression, physical dependence, impaired judgment |
| Benzodiazepines (Valium, Xanax, Ativan, Dalmane, Rohypnol) (benzos, bars, downers, sleepers, trans, roofies) | impaired judgment, sedation, panic reaction, seizures, psychological dependence, physical dependence |
| Cocaine & Cocaine freebase | loss of appetite, depression, weight loss, seizure, heart attack, stroke, hypertension, psychosis, chronic cough, nasal passage injury, hallucinations |
| Codeine | physical dependence, constipation, loss of appetite, lethargy, respiratory depression |
| Heroin (H, junk, smack) | physical dependence, constipation, loss of appetite, lethargy, respiratory depression |
| Inhalants (ames, gas, laughing gas, poppers, snappers) | psychological dependence, psychotic reactions, confusion, frozen airway, sudden death |
| LSD (acid) | May intensify existing psychosis, panic reactions, can interfere with psychological adjustment and social functioning, insomnia, flashbacks |
| MDA, MDMA, MOMA (ecstasy, xtc) | same as LSD, sleeplessness, nausea, confusion, increased blood pressure, sweating, paranoia |
| Marijuana (cannabis)(pot, grass, dope, weed ,joints) | bronchitis, conjunctivitis, mood swings, paranoia, lethargy, impaired concentration |
| Mescaline (peyote cactus) | may intensify existing psychosis, hallucinations at high dose |
| Methaqualone (ludes) | coma, convulsions |
| Morphine (M, morf) | physical dependence, constipation, loss of appetite, lethargy |
| PCP (crystal, tea, angel dust) | psychotic behavior, violent acts, psychosis, hallucinations at high dose |
| Psilocybin (magic mushroom, shrooms) | may intensify existing psychosis |
| Steroids (roids, juice) | cholesterol imbalance, acne, baldness, anger management problems, masculinization of women, breast enlargement in men, premature fusion of long bones preventing attainment of normal height, atrophy of reproductive organs, impotence, reduced fertility, stroke, hypertension, congestive heart failure, liver damage, depression |

Resources

Cox College strongly encourages a student or employee who might be dealing with a drug or alcohol abuse to seek counseling, treatment, and/or rehabilitation. There is no available on-campus counseling. However, there are drug and alcohol abuse resources available in the near-campus community, on-line, and/or by telephone. Any member of the College community that is experiencing symptoms associated with their own or someone else's alcohol or drug use is encouraged to seek help.

The following contact numbers and hotlines are available for counseling, treatment and rehabilitation:

Substance Abuse Treatment Locator

www.findtreatment.samhsa.gov

1-800-662-HELP or 1-800-662-4357

Alcoholics Anonymous

www.aa.org

Cocaine Anonymous

www.ca.org

1-800-347-8998

Nar-Anon

<http://nar-anon.org>

1-800-477-6291

National Council of Alcoholism and Drug Dependence Hope Line

www.ncadd.org

1-800-NCA-CALL or 1-800-622-2255

Springfield

- Center for Addictions: 1423 N. Jefferson St., Springfield, MO 65802
- Burrell Behavioral Health: 1300 Bradford Parkway, Springfield, MO 65804
- Alternative Opportunities, Inc. (Carol Jones Recovery Center for Women): 2411 W. Catalpa St., Springfield, MO 65807
- Sigma House: 800 South Park Avenue, Springfield, MO 65802
- Springfield Valley Hope: 1661 W. Elfindale Drive, Springfield, MO 65807

Greene County

- Sheriff's Office 417-868-4040
- Springfield Police 417-864-1810
- Missouri Drug/Alcohol Help Hotline 800-662-4357
- Missouri Drug Rehabilitation Treatment Center 800-435-2890

Student Support/Counseling Services

Cox College's student support program is a referral service coordinated by the Coordinator of Student Support and the Student Resource Center.

Off-Campus Community Resources

Off-campus community counseling and treatment services are available from the following organizations:

- Burrell Behavioral Health: 1300 Bradford Parkway, Springfield, MO 65804; 417-269-5400; 24-hour Crisis Service: 417-862-6555
- Center City Counseling Center (MSU): 430 South Ave. Springfield, MO 65806; 417-895-5957
- Carol Jones Recovery Center for Women: 2411 West Catalpa, Springfield, MO 65807; 417-862-3455
- Cox-North Center for Addictions: 1423 North Jefferson Ave., Springfield, MO 65802; 417-269-2273
- Murney Clinic: 1322 South Campbell, Springfield, MO; 417-865-8943
- Ozarks Counseling Center: 1515 E. Battlefield, Suite A, Springfield, MO 65804; 417-869-9011
- Mercy (Marian Center): 1235 East Cherokee, Springfield, MO; 417-885-3088
- Sigma House: 800 South Park Ave., Springfield, MO; 417-862-3339
- Christian Counseling Services: 614 South Ave., Springfield, MO 65806; 417-869-9011
- The People Center: 1441 E. Kearney St. Springfield, MO 65803; 417-840-7831
- Revelations, LLC: 1435 E. Bradford Pkwy., Suite 105, Springfield, MO 65804; 417-353-7393
- Lakeland Behavioral Health System: 440 S. Market St. Springfield, MO 65806; 417-865-5581

Treatment fees may be covered by insurance, sliding-scale fees, pre-determined fees, self-pay, or free of charge. Please contact the individual agency to discuss payment policies and options.

Tobacco Policy

In accordance with CoxHealth System policy and efforts to promote and encourage healthy lifestyles, Cox College is a tobacco-free environment. Use, sale or distribution of tobacco products is prohibited inside and outside all buildings on the Cox College campus. All CoxHealth buildings, grounds and parking lots are tobacco-free. Tobacco use will not be permitted in or within 500 feet of Cox hospital and CoxHealth facilities including public rights of way. Employees/students may not smoke or use tobacco in any form while wearing their CoxHealth photo ID badge or in CoxHealth issued uniforms, scrubs or other clothing provided by CoxHealth whether at work or off duty. Employees/students may not smoke in their vehicles while on campus. Employees/students with an offensive smoke odor on or in their clothing may be asked to change into a set of hospital-issued scrubs or sent home on their own time to change clothes. Failure to comply may result in disciplinary sanctions.

Resources are available to students and employees interested in smoking cessation options. For more information, contact the Academic Resource Center, Human Resources, or the Office of Compliance and Assurance.

Alcohol, Drug and Substance Abuse - Local, State & Federal Legal Sanctions

Local, state and federal laws also prohibit the unlawful possession, use, distribution and sale of alcohol and illicit drugs. Applicable legal sanctions under state, local, and federal law can include: forfeiture of personal property and real estate, fines, revocation of driver's license, probation, parole, imprisonment, mandatory minimum sentences, and deportation for non-US citizens. Conviction of a federal drug crime can also result in the loss of eligibility for federal financial aid.

Federal Penalties

A listing of Federal Trafficking Penalties obtained from the U.S. Drug Enforcement Administration, can be found at: https://www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf

Missouri Penalties

Missouri drug regulations can be found at (Effective 1/1/17): <http://www.moga.mo.gov/mostatutes/ChaptersIndex/chaptIndex195.html>

Springfield City Code prohibits the following acts:

Alcohol Offenses:

- a) *Possession by minors under 21 years of age:* The possession, actual or constructive, of any beer, wine or intoxicating liquor by any person under the age of 21 years is prohibited. A violation of this section shall be punishable by a fine of not less than \$500.00. (G.O. No. 5575, § 1, 7-10-2006)
- b) *Open containers of alcoholic beverages in motor vehicles within the passenger compartment of any motor vehicle:* No person shall transport, carry, possess or have, and no driver shall permit the transporting, carrying, possessing or having, of any alcoholic beverages within the passenger area of any motor vehicle which is being operated upon a public way, except in the original container and with the seal unbroken. (Code 1981, § 3-7.8; G.O. No. 5835, § 2, 9-8-20)
- c) *Possession, sale or consumption of alcoholic beverages in public place.* No person shall drink, sell, give away, purchase or dispense alcoholic beverages as defined in section 78-189(b) in any street, alley or other similar public place in the city, nor shall any person sell, dispense, give away, offer to sell or possess or consume any beverage or drink containing alcohol in any public park or on lands held by the city for park purposes. (G.O. No. 2892, Section 1)
- d) *Possession of open containers on public ways and city parking lots.* No person shall transport, carry, possess or have any alcoholic beverage on a public way or city parking lot except in the original container with the seal unbroken. (Code 1981, § 26-3; G.O. No. 4583, §§ 1, 2, 2-5-1996; G.O. No. 5977, § 2, 3-26-2012)
- e) *Driving while intoxicated.*

Emergency Response and Evacuation Procedures

In an effort to provide a safe campus and pursuant to Public Law 101-542, Cox College provides campus safety information to each student during orientation to the College. The student should refer to the Campus Security Reference and other security data posted on the college website for information about public safety, crime statistics, parking regulations and security policies and procedures at CoxHealth and the College.

The College uses a mass alert notification system designed to keep the students, faculty and staff at Cox College informed during emergencies. Emergency communications from the college, including inclement weather announcements, will be sent as a text message/voice message and/or e-mail to those enrolled in the notification system.

Cox Health Security provides services at Cox College, Cox North and Cox South. In an emergency, security personnel may be accessed from a phone within the college, Cox North or Cox South by dialing 333 or "0" for the switchboard operator. Security personnel will also assist with unlocking car doors and charging batteries. To access CoxHealth Security, call 269-3715 (Cox North) or 269-6120 (Cox South).

In an emergency on the Drury University campus, students should contact the Office of Continuing Education in C. Arch Bay Hall until 8:30 p.m. at 873-7207 or the Olin Library personnel until 12:00 midnight at 873-7338.

Emergency Procedures

It is the desire of Cox College to provide as safe an environment as possible for students.

Fire

Upon finding a fire in the College:

- Notify anyone in the area that a fire exists.
- Pull the nearest fire alarm. Fire alarms are located at every exit and at intervals along each hall.

- Use appropriate judgment in utilizing fire extinguishers.
- On exiting the room, close windows (if possible), close the door to the room to limit the spread of fire and smoke and evacuate the building.
- Notify the receptionist (if possible), of the location, type and extent of the fire.

Use of fire extinguishers

- All fire extinguishers are dry chemical to enable them to be used safely on any type of fire. To allow ample time to escape the area, anyone attempting to use an extinguisher should be aware that the fire should be able to be contained within 30 seconds or less. If unable to smother or extinguish the fire within this period of time, the individual should simply exit, close the door, escape the area, pull the nearest fire alarm and notify the receptionist of the exact location of the fire. Students should be aware of the location of fire extinguishers.

Evacuation of the College

- Possible exits are clearly marked with “EXIT” signs. Maps are located by every fire alarm, as well as in strategic locations in hallways. Each map indicates two possible exits for that area. Use the nearest exit that is not obstructed by smoke or flames.
- Evacuate immediately and remain calm.
- Do not return to the building for any reason after evacuation has begun.
- Do not use the elevator.
- Individuals in the area of the college leave by the nearest exit and assemble on Jefferson Avenue on the sidewalk area across from the college entrance.
- Students in classes or with a group should reassemble with that group. Faculty are responsible for identifying and reporting any absences to the individual in charge of roll call.
- Any individual not in class or with a group at the time of evacuation should report to the individual in charge of roll call.

Tornado

- The Front Desk will be notified when a tornado warning is in effect and will notify occupants of the College.
- Proceed by the nearest stairs to the basement areas without windows. These areas are:
 - Classroom 5
 - Hallway outside classroom 5
 - Basement hall (keeping a safe distance from glass areas at either end of the hall)
- The telephone in classroom 3 may be used for communication.
- All individuals evacuated to the basement will remain there until an “ALL CLEAR” is sounded.

Complete details about the Emergency Response Plan are available from the CoxHealth Department of Emergency Management, 417-269-4761 or can be found at the following web address:

<https://connect.coxhealth.com/emman/SitePages/Home.aspx>

Inclement Weather

In case of inclement weather, sound judgment should be exercised regarding safe travel. The President, or designee, will evaluate weather conditions and decide if current or future weather conditions warrant closing Cox College. When the College closes due to inclement weather, all seated academic courses, faculty office hours, clinicals and business operations are closed at that campus location(s) for the defined time period. Cox College will announce the decision to close through local news media, online, and social media. The *Inclement Weather policy* is located on the college Web site: www.coxcollege.edu and CoxHealth Intranet under Policy Manager – Cox College.

Injuries to Faculty or Staff Members

Faculty or staff members who sustain any work-related injury while employed with the College should complete an incident report. In addition to the incident report required by the College, individual clinical agencies may require an

additional report of the incident. A faculty or staff member who is injured should initially seek medical evaluation at the Emergency Department, Cox North or Cox South campus.

Injuries to Students

Students are to report any injuries or accidents occurring during classroom or laboratory activities to a faculty member who will facilitate completion of an incident report required by the college. Individual clinical agencies may require an additional report of the incident. Students who sustain injuries during nursing laboratory activities should be referred to the Emergency Departments on Cox North or Cox South campuses or to CoxHealth Urgent Care.

Family Education Rights to Privacy Act (FERPA) of 1974

Cox College abides by the Family Education Rights to Privacy Act of 1974 (“FERPA”), which contain guidelines for the handling and confidentiality of student records. FERPA gives students certain basic rights. To review the Cox College’s policy concerning FERPA, consult the College Catalog.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

Conditions that apply to disclosure of information in health and safety emergencies:

- a. An educational agency or institution may disclose personally identifiable information from an education record to appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- b. Nothing in this Act or this part shall prevent an educational agency or institution from:
 1. Including in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community;
 2. Disclosing appropriate information maintained under paragraph (b)(1) of this section to teachers and school officials within the agency or institution who the agency or institution has determined have legitimate educational interests in the behavior of the student; or
 3. Disclosing appropriate information maintained under paragraph (b)(1) of this section to teachers and school officials in other schools who have been determined to have legitimate educational interests in the behavior of the student.

In making a determination under paragraph (a) of this section, an educational agency or institution may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the educational agency or institution determines that there is an articulable and significant threat to

the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals. If, based on the information available at the time of the determination, there is a rational basis for the determination the Department will not substitute its judgment for that of the educational agency or institution in evaluating the circumstances and making its determination. See 20 U.S.C. 1232g (b)(1)(l) and (h).