

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

#### Staff Enforcement

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

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

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

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

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

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

\*Source: World Health Organization (For future updates, refer to [www.who.int/globalatlas/dataQuery](http://www.who.int/globalatlas/dataQuery) Revised 3/7/12)

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

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

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

#### Students

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

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

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

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

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

#### **Violence on Campus (Procedure 2.13)**

The following procedure is based on LCC Policy 2.13. The policy can be found in the LCC Policy and Procedure