

# **Continuing Education**

## **FACULTY MANUAL**

KCAI Main Campus

The KCAI Faculty Handbook is the primary document governing employment of all KCAI Faculty. The Departmental Manual is supplemental to the Faculty Handbook. The Continuing Education Department policy and procedure manual contains specific departmental policies and procedures, and supercedes all previously published Continuing Education Department policies and procedures.

Updated 11/09

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Kansas City Art Institute is a private, independent, four-year college of fine art and design founded in 1885. KCAI is an accredited institutional member of the National Association of Schools of Art and Design (NASAD) and the North Central Association of Colleges and Secondary Schools.

The Kansas City Art Institute is comprised of nearly 600 students (representing more than 45 states and several foreign countries) and approximately 75 talented artists and educated scholars who serve as KCAI's faculty.

Students pursue the Bachelor of Fine Arts degree, in which a comprehensive liberal arts program is complemented by emphasis in one of the following studio majors: Ceramics, Graphic Design, Fiber, Painting, Photography, Digital Media, Digital Filmmaking, Printmaking, and Sculpture. Majors in Art History, Interdisciplinary Arts and Creative Writing are also available.

## **The Continuing Education Department**

- KCAI is a rich art education resource in the heartland
- Our resources will be generously shared throughout the region
- Classes will be offered in a variety of formats, mediums and locations
- Audiences served will only be limited by the availability of qualified instructors
- KCAI is not just a place, but an attitude, an essence of artistic/creative opportunity
- Excellent internal and external customer service is a staff priority

Kansas City Art Institute  
Special Programs  
4415 Warwick Boulevard  
Kansas City, MO 64111  
Phone: 816-802-3505 Fax: 816-802-3456

Northland Special Programs Campus  
1801 N.W. Platte Rd, Suite 275  
Riverside, Mo 64150  
Phone: 816-505-1443

## **GENERAL INFORMATION**

### **Special Programs & Continuing Education Staff**

*Shirley O'Leary, Associate Vice President for Special Programs*

soleary@kcai.edu

(816) 802-3445

*Mary Dwyer, Assistant Director of Continuing Education, main campus*

mdwyer@kcai.edu

(816) 802-3449

*Roslyn Burney, Assistant Director of Continuing Education, Northland*

rburney@kcai.edu

(816)505-1443

*Ruth Kartman, Special Programs Assistant*

rkartman@kcai.edu

(816) 802-3505

#### **Additional contact numbers for information and assistance:**

Fax number

(816) 802-3456

Security

(816) 931-6666

*(This number will reach Campus Security Officers 24 hours a day, 7 days a week.)*

Nancy Noble

Model Coordinator

(816) 802-3423

Ed Rodriguez

Art store Director

(816) 802-3436

Deborah Tinsley

Slide Library Coordinator

(816) 802-3395

MJ Poehler

Library Director

(816) 802-3393

#### **CE Office Hours:**

Generally, the CE office is open Monday -Friday 8:30 am – 6:30pm; Friday 8:30 am – 5:00pm and on Saturday from 8:30am - 1:30pm. However, there are times that no one is in the office. If you are intending to come by, please call ahead to make sure that one of the staff will be there when you arrive.

#### **Class Cancellation**

In the event of an emergency and you are unable to attend a class or might be late to a class session, please call CE Staff at the phone numbers listed above during our office hours. Please do not just leave a message as the person you called may be out for the day. A member of our staff will inform the students. If you are unable to reach a staff member, please call Security at 931-6666 and ask them to post a sign on your classroom.

Class cancellation decisions must be made in conjunction with the Assistant Director of Continuing Education. Once a class has been cancelled, registered students will be notified by phone. A sign will be posted on the assigned classroom door for students that were unable to be notified.

## Registration

Registration for CE classes begins approximately six (6) weeks prior to the start of the session. Students may register by online, fax, in person or by mail. A minimum number of students must enroll in each course in order for it to be held. The minimum number is determined on an individual class basis. Class "go"/"no go" is decided 3 business days before the class' start date. You may check on line for enrollment status of your class or contact staff members.

## EMERGENCIES ON CAMPUS

### Emergency Closing

If the university is officially closed due to weather or any other emergency, an announcement will be made on all major radio and television stations and posted on [www.kcai.edu](http://www.kcai.edu). Or call KCAI's main number, 816-472-4852 for a recording about closings.

**Before your first class starts, locate the nearest phone, so you will be prepared in case of an emergency.** For any emergency first contact KCAI Campus security first by calling (816) 931-6666. (For campus phones first dial "9" to get an outside line.) This number will reach Campus Security Officers 24 hours a day, 7 days a week.

Our Security Officers can also be reached by using our exterior phones located in gray call boxes found around the campus at key locations. They are located:

East side of Foundation Bldg.

West side of Living Center

West side of Irving Bldg.

South side of Paint Bldg.

These call box phones provide a 24-hour direct link to on-duty Security Officers.

For KCMO police, fire department, paramedic or ambulance assistance call 911. From beige house phones, dial "9" for outside line, listen for dial tone, dial 911, clearly state the emergency and its nature. From pay phones, dial 911 (no coin needed).

## **IMPORTANT INFORMATION TO GET YOU STARTED**

The fees charged to students taking CE courses are inclusive and *no additional charges may be collected by the instructor for materials, books, etc.* unless prior arrangements are made with the Special Programs office.

### **Customer-Centered Philosophy**

Please let us know if there is anything we can do for you to make your time on campus as enjoyable as possible. You, in turn, are our ambassador to our students. Please conduct yourself at all times in a friendly, responsive and professional manner that reflects the Art Institute's customer-centered philosophy.

### **Field Trips**

For insurance purposes, please fill out a "**Field Trip Permission Form**" if you decide to take your class off campus. (see appendix)

### **Purchasing Procedures**

All purchases must be approved by the Assistant Director of Continuing Education prior to purchase. You have two options in purchasing your instructor materials:

- Purchase your supplies on your own and we will reimburse you after you turn in your receipts. Any supplies purchased for reimbursement are part of your calculated budget for the class and should be agreed to when the class is developed.
- To purchase at KCAI Artstore, call Special Programs Assistant at 816-802-3505 and she will give you the account number to charge your purchases. Inform the Artstore clerk that you are purchasing for a Continuing Education class and make sure the Artstore charges it to the account number. Your receipt must then be turned in to the CE staff. We encourage you to visit the Artstore so that you are aware of what is available. The Artstore will match any price.

### **Art Store (Course Materials)**

Hours during the school year

M-W 7:45am - 7:00pm

Th-F 7:45am - 5:00pm

Sat/Sun 11:00am - 5:00pm

#### Hours during the summer

M-F 8:30am to 5:00pm (closed for lunch 12:00pm -1:00pm)

The Director of Auxiliary Services and the Art Store can be reached by calling (816) 802-3436. Besides art materials and books, the Art Store stocks great T-shirts, hats, tote bags, postcards and other KCAI merchandise as well.

## **Models**

If you are instructing a class that needs models, please read the following:

Scheduling Models is a complex and sometimes difficult process. It is imperative that the Model Coordinator, Nancy Noble, be kept informed of your individual requirements for each class you request a model.

Basic information required in scheduling a model:

- Rotations - the beginning and ending dates are required.
- Gender (male or female)
- Number of models
- If model is not required to be nude, the Model Coordinator needs to know what props are needed.
- The model coordinator needs to be apprised of any special needs.

Procedures to follow in scheduling models:

- A minimum of 7 days before your session, fill out and return to Nancy, a *Model Requisition Form* (see appendix).
- After you have submitted your Model Requisition Form, all correspondence, inquiries, and arrangements should be made directly with our model coordinator, Nancy, at 816-802-3432. Please be aware that the CE staff has no contact with the models. Any problems, absences, or delays with your models must be reported directly to Nancy as soon as possible.
- If a model does not show up in the evening or on the weekend, call Nancy on her cell phone 816-985-1741.
- If you find out that you will not need your model, you must submit the change to Nancy in writing prior to seven days before class.
- Scheduling should never be discussed with the model. This causes the model to be placed in an uncomfortable position with the instructor and model coordinator.

Basic Model Responsibilities:

- Models are responsible for keeping track of their work and break times. Models are required to furnish their own robes, foot covering and timers.
- Models are responsible for reporting to their assignment 15 minutes before scheduled class time to discuss poses, room temperature, etc.
- It is the responsibility of the model to inform the instructor when a pose becomes too painful, if they are uncomfortable or if the room temperature is not appropriate.
- Pads are the sole responsibility of the model.

**When you use a model in your class, please post the "model in session" sign on the outside of the door. The signs should be located in the CE bins in each room or in the model changing room.**

## **Campus Facilities**

Continuing Education students have access to KCAI facilities only during the designated class time.

### **Living Center Cafeteria**

The cafeteria is available to you and your students during the school year. Located in the Student Life Center, it is open Monday-Friday evenings until 6:15. Saturday & Sundays they serve brunch from 11:00am – 1:00pm and dinner from 4:45 - 6:15pm. Located just outside the entrance to the cafeteria are several snack and beverage vending machines. The cafeteria is not open in the summer.

### **Parking**

No parking permits are required of continuing education students or faculty, however if you would like a sticker contact Bob Bayless at (816)802-3399. A parking sticker will speed contact with you in case of an emergency.

Parking is available in any of the parking lots on campus with the exception of the lot on the west side of the Student Living Center. Do not park in any reserved spot at any time or handicapped spot unless you have a hang tag. There is plenty of street parking around the campus, as well as parking on the north end of the Kemper Museum of Contemporary Art's north parking lot (north of the ceramics/fiber/foundation buildings).

### **Jannes Library**

All students and CE instructors are welcome to use the library during regular library hours. The library schedule is available at <http://library.kcaLedu> and 816-802-3390. CE instructors can apply at the library for borrowing privileges by presenting a valid picture ID, completing an application form, and supplying MasterCard or Visa information as a security deposit. Borrowing privileges are in effect for the duration of the CE course(s) being taught. All library materials must be returned before your library privileges expire. The charge for unreturned books is an amount equal to the cost to the library of purchasing a replacement plus a \$20.00 processing fee. A detailed circulation policy is available at the library circulation desk.

Your adult CE students enrolled in courses lasting 6 weeks or longer can apply for borrowing privileges at the library. CE student requirements include a \$10 non-refundable application fee, plus a MasterCard or Visa number as a security deposit. Borrowing privileges are in effect for the duration of the course the student is enrolled in.

NOTE: Library staff will make every effort to put your borrowing privileges in effect quickly. However, there may be a waiting period before you are able to borrow books.

### **Slide Library**

The KCAI Slide Library is available for CE instructors if they plan ahead. The Library is open Monday-Friday 8:30am 5:00pm and slides are loaned for three (3) days at a time. Occasionally special arrangements can be made for a longer period of time. The Slide Library is located in the Baty House on the ground floor. If you have questions about usage of the Slide Library, call the Associate Librarian for Visual Resources at (816) 802-3395.

## **Audio-Visual Equipment**

Instructors teaching courses (both credit and non-credit) may request audio-visual equipment from the Media Center. Please submit your requests to staff as soon as possible, a minimum of two weeks ahead of your class. Requests are made by emailing Aldo Bacchetta, director of the media center at [abacchetta@kcai.edu](mailto:abacchetta@kcai.edu). **Please be aware that special arrangements must be made for evening or weekend classes and not all equipment is available for every classroom.** PLEASE NOTE: instructors are responsible for equipment checked out. Instructions will be provided on how to return or store the equipment following your class.

## **Duplication of materials not for purchase**

The CE staff provides limited duplication services for non-published documents. In order to use this in-house service, instructors need to make arrangements and provide materials to the staff for reproduction turn-around one week before the start of the class.

## **Duplication Reimbursement**

.Reimbursement for duplicated materials will be authorized in emergency situations only! Duplication of materials by an outside source must be approved by the Assistant Director of Continuing Education prior to duplication.

# PROCEDURES FOR OPENING UP CLASSROOMS AND LABS

## Prior to start of first class

First class packets will be delivered to the classroom wall bin prior to the start of the first class. Please arrive to your first class early enough to review the materials. If this is the first time you are teaching a class, give yourself enough time to read the safety manual for your medium, so you can inform your class.

## Class packets include:

- First class packet check sheet (if you are missing items, contact the Special Programs Asst.)
- Copies of safety guidelines for instructor (students may get a copy online)
- Instructor Safety Guidelines form
- Safety form for student signatures
- Course Syllabus copies
- Class roster/attendance record form (which must be returned to the Special Program office at the conclusion of the class)
- Contact verification form (for children/youth)
- Additional items designated by the CE staff

## Instructor Safety Guidelines form & Safety form for Student Signatures

Each department has provided us with a copy of their safety manual. We will include a copy with your first class packet and it is posted online for students to read. Please review it with your class and then have them sign the safety sheet and return the sheet to Special Programs Assistant.

As every class is different, involving a variety of chemicals, solvents or tools, it is important that you carefully evaluate the materials you use and review their hazards and safety requirements with your students during your class's first meeting. Please make this presentation before you begin to use any hazardous materials at the first class.

After you have given your presentation, students must sign the safety form, acknowledging that they listened. Both forms must be returned to CE staff after the first class.

## Class Roster/Attendance Record Form

- The class roster/attendance record form enclosed in the packet includes the names of students who have registered and paid for the class. It also lists whether students are taking the class for credit or non-credit.
- *PLEASE REPORT ANY DISCREPANCIES ON YOUR ROSTER IMMEDIATELY TO STAFF.* This includes additional students in the class and whether students are taking the class for credit/non-credit.
- If a student is taking the class for credit please review what your expectations are for grading. This grade is recorded on their permanent record.
- All instructors must maintain attendance records.
- Class rosters do not carry addresses, as it is in violation of the Title V privacy provision. If students sign a list with their addresses, this constitutes consent for you to have access to

their addresses. Distribution of such lists to class members must have each student's consent, and anyone objecting to providing such information should be left off the list.

- If you would like an updated class list after the class starts, please contact staff.

### **First Class Meeting Information**

Your room should be unlocked when you arrive. If you find that it is not, please use the Security Phones around campus to directly reach security and get them over to unlock it for you, or use a regular phone and call 931-6666 to reach security.

You may find your room in disarray when you arrive and need to pick it up a bit and arrange it according to your preference. Please leave your room cleaner than you found it. If there is a major problem with your room as far as maintenance please let staff know. It's easier to address concerns during the session than at the end of the class.

### **Course syllabus**

At the first class meeting, instructors of adult programs must provide students with a course syllabus containing the following information:

- Course title
- Name of instructor(s) and information on how to contact instructor(s) outside of class
- Course material to be covered during class, listed session by session
- Grading policy for the class if the course is offered for credit
- Detailed information on class assignments (i.e. format, due date, length)
- Where applicable, examination dates, make-up policy and the required or permissible materials or equipment that may be used in testing situations
- Required or permissible materials and/or equipment needed for the course (i.e. texts, handouts, calculators, "software," artistic materials, scientific apparatus, etc.)
- A copy of this handout is due to the office as soon as possible but no later than a week before class. Copies for your students will be in your first class packet.
- In addition, we also encourage you to write up a "how to" handout if you are teaching a class with a step-by-step process.

PLEASE NOTE: At the discretion of the staff, observers may occasionally attend a class meeting at random. Please be aware of this, and also note that observers are not allowed to participate in the class.

## DURING THE COURSE

### **Instructor Absences**

Continuing Education has a strong commitment to maintaining printed and contracted class schedules, but we understand that there may be an occasional instance when instructors' professional or personal commitments demand them to be elsewhere unexpectedly. Should you have an unforeseen schedule conflict, please contact the staff immediately so that the situation may be handled with the best interest of the students in mind.

In the case of an instructor absence, we prefer to schedule a make-up class meeting, typically by extending the schedule for another week. This is the ideal solution because it enables the course to remain at the same number of total hours/ academic units. In addition, we have a commitment to our students that they get the class time they registered for. If this solution is implemented and a student is unavailable for the re-scheduled last class meeting, the instructor must make other arrangements with that student (sending course materials by email, etc.).

Should this not be possible, the second best option is for the instructor to find a substitute instructor on the date of his/her absence. The substitute should be a reliable, qualified instructor who can maintain the continuity of the course. These arrangements too, must be made through the staff. The instructor or staff will notify the students.

### **Illness policy**

We know that illnesses occur. If you are ill prior to your class please contact us at (816)802-3505 as soon as possible and we will call all the students. If you are ill the day of your class, please call 8163505 and we will put a note on the door of the class to let students know. If you are unable to talk with a staff member, do not leave a message, as we might not be in our office. Call security at 931-6666 and ask them to post a sign on the door. Then call Asst. Director of Continuing Education at 802-3449 and report your absence. You will then be responsible to talk to the students about how to make up the class and contact the Asst. Director of Continuing Education to determine if your classroom is available on the date determined.

### **Inclement Weather Policy**

Classes will usually meet during inclement weather, with the exception of very bad storms. In the event that a class is cancelled, a make-up class will be scheduled. Please refer to the methods below to learn if your class will be held.

*For evening classes:*

1. Check the TV and radio stations
2. Check [www.kcai.edu/calendar](http://www.kcai.edu/calendar). If classes are cancelled it will be posted on the web site.
3. Call the switchboard at 816-472-4852 and listen to the recording.
4. Call KCAI Campus Security at 816-931-6666 .

Decisions are made by 3 p.m.

*For weekend classes:*

1. Check the TV and radio stations
2. Check [www.kcai.edu/calendar](http://www.kcai.edu/calendar). If classes are cancelled it will be posted on the web site.
3. Call the switchboard at 816-472-4852 and listen to the recording.
4. Call KCAI Campus Security at 816-931-6666.

## **Keep students in class**

Please keep your students in class. Our BFA students have been disturbed in the past by people wandering in and out of their studios, making it difficult to focus on their work. If your students are curious about the work our BFA students are doing, encourage them to attend our exhibitions throughout the year. If your students would like a campus tour or more information about KCAI, please have them contact the Admissions office at 816-802-3300.

## **LAST CLASS MEETING INFORMATION**

You will find last class packets in the classroom wall bin. Please arrive at your last class early enough to locate the packet and read through it. If your packet is not in the room, call the Special Programs Assistant at 816-802-3505.

### **Final Class packets include:**

- Evaluations
- Instructions on how to conduct the evaluations
- Instructor Evaluation
- Additional items designated by the staff

## **Course Evaluations**

University policy requires student evaluations to be completed each session for all courses except children's and youth classes. **We consider evaluations crucial for future programming and staff review.** For noncredit classes you can review the evaluations after the students have left. If you have someone taking the class for credit you must return the evaluations in a sealed envelope. You may review the evaluations after the grade has been assigned.

Please follow the instructions below:

- Distribute the evaluation and student survey forms to all students. Pencils or pens can be used to complete the forms.
- For classes where someone is taking the class for credit: Leave the room while students complete the forms. Ask for a student volunteer to collect the forms, place them in the envelope provided in the class packet, seal the envelope. For noncredit classes you do not have to leave the room or seal the envelope.
- For courses with multiple meetings, it is suggested that the evaluations be completed during a break in the last meeting. For single meeting seminars, evaluations should be completed at the end of your session.
- Return the evaluations to a member of the staff or if they are unavailable, under our door in Vanderslice directly following your last class. If it is an evening class, call security and give the packet to them to put under the door to Special Programs.

## **Instructor Evaluations**

This form allows you to give an assessment of your class and to give suggestions to improve the class. Please fill this out and return it to CE.

## **Instructor Grade Sheet**

### **Academic Credit Courses**

- If your class is offered for credit, you will receive a notice in your first class packet if someone has elected to take the course for credit. If a student takes the class for credit, you will need to review in detail what is expected and how the grade will be determined. In the last class packet you will receive a reminder to assign a grade. You must contact the Special Programs Assistant at [rkartman@kcai.edu](mailto:rkartman@kcai.edu) or by calling 816-802-3505 no later than **three days** after the class ends to report your grades.
- Students who receive a grade lower than "C" may repeat the course but must register and pay the fee for the class. Courses may not be repeated free-of-charge.

### **Student Complaint Procedures (Grades, etc.)**

Guidelines for hearing student complaints about faculty and academic matters:

1. Anyone on the KCAI staff may listen to a student complaint. Sometimes that is all a student needs.
2. Should a student desire action on a complaint and call the CE staff, these are the procedures we will recommend to the student:
  - a) Confer with the instructor involved. If such a conference does not resolve the situation,
  - b) Confer with the Assistant Director of Continuing Education. If still no resolution,
  - c) Confer with the Associate Vice President for Special Programs.

## **INSTRUCTORS IN OUR YOUTH PROGRAMS**

Teachers will be provided with copies of student emergency contact information in their first day packet. These copies must be with the instructor at all times. If you take your class outside or on a field trip, they must go with you. You will also find in your first day packet a list of allergies and/or special needs. This information is to be kept private, and again, with you at all times. Please note the following:

1. Teachers should never give their students any food or beverage that is not pre-approved by the Assistant Director of Continuing Education.
2. Teachers are not allowed by law to give medication to students or place a band-aid on wounds. You may open the band-aid for them, but they must adhere it to their body.
3. Never take a child to the restroom alone.
4. Students, in particular the younger students, should not go to the bathroom alone, they should have a buddy.
5. If parents are tardy picking up their child, please stay until the child has been picked up. Address the tardiness with the parent. If there is an issue with chronic tardiness, please call the Asst. Director of Continuing Education and she will contact the parents.
6. At the end of class please return the emergency contact sheets so we may shred the personal information.

## PLANNING FOR NEXT SEMESTER

### Course Proposal Deadlines

For questions/suggestions regarding proposals and scheduling, contact your Assistant Director of Continuing Education.

#### Proposal Deadlines

Spring Classes	mid-August
Summer Classes	mid-November for youth, mid-January for adult
Fall Classes	early May

## PAYROLL

Questions about instructor salary information should be directed to your Assistant Director of Continuing Education. If you have received your check and still have questions, call the Human Resources office at 802-3433.

- 1. All instructors must return their contracts to Human Resources in order to receive their pay.**
2. New Instructors: our Human Resources Department will send hiring documents to you. It is required that these documents be completed and returned to Human Resources. Call Human Resources with any questions regarding this process at 802-3433.
3. To assure no payment delays, instructors **MUST** return to CE their completed course evaluations, class attendance form, and grade report if needed. Upon completion of the course, the prompt return of these items will assure payment as specified in your contract.
4. Payroll checks for CE instructors will be mailed **upon the instructor's request by notifying Human Resources**. Otherwise you may pick them up in the Human Resources Office.

# **HUMAN RESOURCES ISSUES**

## **Notice of Non-Discrimination**

Kansas City Art Institute is committed to a policy of non-discrimination on the basis of race, color, national origin, ancestry, sex, sexual orientation, age, creed, religion, disability, marital, parental or veteran status in admissions, educational programs or activities, and employment as required by applicable laws and regulations. Inquiries may be addressed to: Executive Vice President for Administration, Kansas City Art Institute, 4415 Warwick Blvd., Kansas City, MO 64111 or Director of Civil Rights, Department of Education, Washington, D.C. 20201.

KCAI reserves the right to change institutional programs, regulations and fees when not otherwise prohibited by statute.

## **Background Checks**

Since minors can participate in all levels of classes, including adult, all continuing education instructors will have a background check at their initial hire and throughout their tenure.

## **Policy on Sexual Harassment**

### **KCAI'S Policy on Sexual Harassment**

Discrimination on the basis of sex is a violation of Title IX of the 1972 Amendments of the Education Act and harassment on the basis of sex is a violation of Title VII of the Civil Rights Act. Contact Human Resources for reference information on the federal acts involved.

### **What Is Sexual Harassment?**

Sexual harassment is unacceptable conduct, which includes but is not limited to actions such as:

- Unwelcome deliberate or repeated verbal comments, questions or representations or physical contacts of a sexual nature
- Request for sexual favors
- Other verbal or physical conduct or written communication of a sexual nature which intimidates, is hostile or offensive
- Action taken in retaliation for reporting such behavior, regardless of where such conduct could occur

### **Sexual Harassment can Occur...**

- When the submission to or acquiescence in conduct of a sexual nature is made a condition of an individual's employment or academic performance
- When submission or rejection of sexual nature conduct by an individual is used as the basis for decisions regarding employment, promotion, transfer, performance evaluation, or academic evaluation

- When the presence of a sexual nature conduct creates an intimidating, hostile, or offensive work or educational environment or interferes substantially with an employee's or student's performance
- When a sexual element crosses the boundaries that normally exist between the professional role and the personal relationship, or
- When subtle or overt coercion and threats are made to pursue a sexual relationship

### **Relationships in which sexual harassment can occur**

- Between or among individuals of different sexes or of the same sex
- Through relationships of unequal power (supervisor and employee, faculty member and student)
- In relationships of equal power (between fellow employees or between fellow students)

### **Examples of Sexual Harassment**

#### **Behavior that tends to be repetitive and is unwanted!**

- Suggestive or inappropriate notes, letter or other written communication
- Sexual innuendoes, comments, or remarks about a person's clothing, body or activities
- Suggestive or insulting sounds
- Whistling in a suggestive manner
- Jokes or other humor about sex that denigrate men and women
- Sexual propositions, invitations or pressure for sexual activity
- Implied or overt sexual threats
- Suggestive or obscene gestures
- Inappropriate touching (patting, pinching, etc.)
- Inappropriate physical exposure
- Attempted or actual fondling or kissing
- Coerced sexual intercourse
- Sexual assault

### **What can be done about a sexual harassment incident?**

If you are a victim, sexual harassment is NOT YOUR FAULT! KCAI has a policy and procedures to deal with sexual harassment. You should:

- Speak up at the incident by saying "no" or "stop"
- Be alert - do not ignore unwelcome behavior
- Know where to seek assistance
- Report the incident

### **Procedures for Reporting Discrimination/Sexual Harassment**

Complaints can be brought to anyone in a supervisory capacity, any faculty member, department chair, school director, vice-president, or the Director of Human Resources. All complaints, written or oral, will be reviewed. Questions regarding the review process may be directed to the appropriate supervisor, department chair, school director, vice-president, or Director of Human Resources. KCAI shall impose appropriate corrective action, up to and including discharge, according to procedures set forth in the Faculty, Student or Staff Handbook. Reports may be made without fear of reprisal.

## **Educational Opportunities for Continuing Education Faculty**

Faculty in Continuing Education (CE) who are offered and accept contracts for 3 consecutive terms (even if cancelled by KCAI) may take a CE class tuition free on a space available basis. After any contract break a CE faculty member will need to be offered and accept contracts for 3 subsequent terms to again be eligible for this opportunity. Contact the Asst. Director of Continuing Education for an application form.

For degree classes, faculty must actually teach 3 consecutive terms to be eligible. To take a class the instructor obtains a letter of eligibility from the Asst. Director of Continuing Education and takes it to admissions to become a special status student.

## **APPENDIX**

### **Computer Lab Policies and Guidelines**

Important information regarding use of KCAI's computer hardware/software and computer labs

### **Field Trip Permission Form**

To be filled out when you intend to take your class off campus. Submit it to the CE staff ASAP.

### **Model Requisition Form**

Fill out if you need a live model for your class. Submit it to Nancy Noble ASAP.

### **Blood or Body Fluid Exposure Procedure**

### **Severe Weather Information**

## **Kansas City Art Institute Computer Lab Policies and Guidelines**

*Violating Computer Lab policies will result in the suspension of your lab privileges.*

## **Who May Use Lab Facilities**

Users must have a current and valid Kansas City Art Institute identification card (ID) in order to use any of the equipment in the computer labs on the Kansas City Art Institute campus. Campus Technology staff and student technicians may check your ID to confirm that you have a valid and current Kansas City Art Institute ID. No other form of identification will be accepted. If you do not have a current Kansas City Art Institute ID you will not be able to use the lab facilities or check out Computer Lab equipment and/or manuals.

## **Use of Equipment/Manuals**

The Kansas City Art Institute's computer hardware and/or software may NOT be used for non-educational purposes: I.E. recreational game playing. NO equipment or manuals may be removed from KCAI computer labs without written permission of the Director. Software installs are prohibited.

## **Computer Lab Technicians**

Student Lab Technicians' responsibilities are to check out manuals and other equipment when needed, keep the hardware and software functional and assist patrons with color printing. They are not tutors. During slow times, if a technician is familiar with the software you are working on, they may help you with your questions. LAB PATRONS SHOULD NOT RETRIEVE ITEMS OR KANSAS CITY ART INSTITUTE IDS FROM THE LAB TECHNICIANS DESK. The sign that is placed on the computer they are working at can identify a computer lab technician on duty.

## **Hardware and/or Software Malfunctions**

Please inform the Campus Technology staff of any problems with the hardware or the software by contacting the helpdesk at x3502 or [helpdesk@kcai.edu](mailto:helpdesk@kcai.edu). The sooner we know about the problems, the sooner we can fix them. Operation of the Computer Labs is not guaranteed. You should plan for these situations accordingly and not wait until the last minute. Please SAVE YOUR WORK OFTEN (at least every five minutes). Storage on local hard drives is temporary. Your work may be deleted or damaged by the next user or removed by campus technology or student technician staff. The storage server is for Kansas City Art Institute students/faculty and staff only. The storage is determined based upon level of usage. Please see a Campus Technology staff member if you request additional amounts of storage.

## **Food and Drinks**

There is no food or drinks allowed in any campus computing facility. There are no exceptions to this policy.

## **Copyrights**

The Kansas City Art Institute's policy on software prohibits any copying of software in the Campus Computer Labs. Violation of this policy may subject the violator to legal liability. No software, i.e. fonts, personal software, games should be installed on campus computers without authorization from the Campus Technology Staff. Disabling security procedures violates this policy and will result in suspension of lab privileges. All students are hereby notified that it is illegal to use P2P (Peer to Peer) file sharing services to download and host copyrighted music and movies. The Kansas City Art Institute disclaims any responsibility and/or warranties for information and materials residing on non-college systems or available over publicly accessible networks.

# REQUEST FOR STUDENT FIELD TRIP



Name \_\_\_\_\_

Dept. \_\_\_\_\_

Date (s) of Trip \_\_\_\_\_

Destination / Event \_\_\_\_\_

\_\_\_\_\_

Instructor / Staff Name(s) \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Purpose of Trip \_\_\_\_\_

## OUT OF TOWN INFORMATION

Hotel/Motel, etc \_\_\_\_\_ Hotel/Motel phone \_\_\_\_\_

**STUDENTS MUST HAVE A SIGNED RELEASE FORM ON FILE IN THE STUDENT LIFE OFFICE TO BE ELIGIBLE TO PARTICIPATE IN ANY OFF-CAMPUS ACTIVITY**

Release Forms for all students on file (Please check box only after verification)

\_\_\_\_\_  
Requested by

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Dept. Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Area VP/Dean of Faculty

\_\_\_\_\_  
Date

**Purchase Order/Advance Needed**

\_\_\_\_\_  
**NO**

(Submit this form only)

\_\_\_\_\_  
**YES**

(Travel request attached)

***Individuals who use personal vehicles for transportation, must provide KCAI with proof of insurance  
(Please attach photocopy of driver's proof of insurance)***

# Model Department Model Requisition Form

**Requests must be submitted seven (7) calendar days in advance.** Requests will be filled on a first come, first serve basis, with exception to rotations which will take priority. Should your schedule change please submit another form to reflect the change. One form per class. Fax to Nancy Noble at 816-802-3456.

Date of Request:\_\_\_\_\_ Instructor:\_\_\_\_\_ Dept.:\_\_\_\_\_

Building:\_\_\_\_\_ Room Number:\_\_\_\_\_ Email\_\_\_\_\_

Dates Needed:\_\_\_\_\_

Days Needed (please circle):

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Times Needed (please circle):

8 – 10:30 am	8 – 10:50 am	8 – 11:00 am	8 – 11:20 am
8 – 11:30 am	8 – noon	8:30 – 11:30 am	8 am – 2:20pm
9 am – 12 pm	10 am – 1 pm	11:30 am – 2:20 pm	12:00 – 2:30pm
12:30 – 2:50 pm	1 – 3:50 pm	1 – 4 pm	1 – 4:50 pm
1 – 5 pm	2 – 4 pm	6 – 9 pm	7 – 10 pm

Model Preference: Male Female Same Variety

Props or Costumes brief Description:\_\_\_\_\_

\_\_\_\_\_

Special Instructions:\_\_\_\_\_

\_\_\_\_\_

Signature

Date

## **BODY FLUID EXPOSURE**

### **BLOOD SPILLS**

#### **Initial Response and Notification**

Do not attempt to clean up the blood spill. Only properly trained individuals may clean up blood spills.

Call Security at 931-6666 or Plant services at 802-3467 to report a blood spill during normal working hours. Call Security after hours.

An employee from Plant Services or Security will be dispatched to clean up the spill. Secure the area until cleanup personnel arrive.

#### **Specific Emergency Procedures**

Employees designated to clean up blood spills or other potentially infectious materials must receive training in OSHA's Bloodborne Pathogen Standard, blood borne pathogens and methods to reduce exposure. Call the Director of Safety and Security to schedule training.

Observe universal precautions when cleaning up blood spills. The concept of universal precautions assumes that all people are infectious for bloodborne pathogens such as HIV, the virus that causes AIDS and Hepatitis B. Universal precautions require the use of appropriate barriers, such as gloves, to prevent contact with bloodborne pathogens.

Employees occupationally exposed to blood should receive a vaccination for Hepatitis B. The supervisor and the Director of Safety and Security will determine the need for the vaccination. This vaccination is offered at no cost to employees. Employees may refuse the vaccination but can change their minds at a later date. Employees who refuse such sign a declination form.

Personnel occupationally exposed to blood should report all exposure incidents to their supervisor.

#### **Blood Spill Cleanup Kits**

Blood Spill Cleanup Kits are located in the following areas:

Plant Services 802-3437

Security Department 931-6666

## SEVERE WEATHER

Spring and early summer are tornado season. A tornado warning is the sounding of an emergency siren for three minutes followed by seven minutes of silence – take cover.

Stay inside away from windows, mirrors and glass.

Find a safe place under heavy furniture for protection from falling objects; or

Proceed to an inside hallway or below ground level.

Do not use elevator.

Remain in a safe area for at least 10 minutes after sirens stop sounding or until “all clear” signal is given.

For instructions: contact security at **931-6666**.

Medical emergency call “**911**”

## SEVERE WEATHER DESIGNATED CAMPUS BUILDINGS

The following buildings are designated locations for your safety in the event of a tornado warning or severe weather:

Admissions/Mineral Hall: Go to the basement.

Baty House: Go to the basement.

Ceramics: Go to Ceramics basement/Plant Services area.

Design Department: Go to the basement.

East Building: Go to the basement of Vanderslice Hall.

Fiber: Go to the basement of Ceramics building/Plant Services area.

Foundation: Go to the basement of Ceramics building/Plant Services area.

H & R Block Artspace: Do not use elevator. Go to the basement.

Irving Building: Go to basement or to Vanderslice Hall basement.

Jannes Library: Do not use the elevator. Go to the basement.

Living Center: Do not use the elevator. Go to the basement at Art Store.

Painting: Go to the basement of the painting building.

Sculpture: Go to the basement of Vanderslice Hall.

Wild Oats Classroom: Go to Wild Oats they have basement.

Vanderslice Building: Go to the basement.