



2016 Annual Security & Fire Safety Report

 **CALVARY
UNIVERSITY**

President's Message

Dear Calvary Community Member,

I am pleased to introduce the Calvary University *2016 Annual Security and Fire Safety Report* for the 2015 calendar year. This report is prepared by a comprehensive team representing various campus sectors including the Security Department, Dean's Department, Title IX staff, and others. Safety is a priority at Calvary University. The campus enjoys a rich culture of safety and security, and as such, this report is designed not only to comply with the Jeanne Clery Disclosure of Campus Statistics Act, but also to communicate to all current and prospective campus community members, as clearly and comprehensively as possible, the policies, procedures, and services in place to ensure a safe environment for all members of Calvary University.

The best protections against campus crime are: a strong law enforcement presence, and an aware, informed, alert campus community. Calvary University works diligently to reduce risks and potential for crime. We also encourage all community members to cultivate and maintain a situationally aware mindset, and report suspicious activities. This awareness contributes significantly to the safety and security of our campus.

If you have any questions or suggestions concerning this publication, please contact the Calvary Security Department at 816.322.0110 ext. 1322.

Best Wishes,



Christopher Cone, Th.D, Ph.D, Ph.D.

President



Table of Contents

President’s Message	2
The Clery Act	7
Compliance with the Clery Act.....	7
Campus Safety	8
Calvary Security Department.....	8
Law Enforcement Authority	9
Daily Security Log.....	9
Accurate and Timely Reporting of Criminal Offenses	9
Access to and Security of Campus Facilities	10
Missing Student Notification	11
<i>Registering Information</i>	11
<i>Reporting a Missing Student</i>	11
<i>Investigation</i>	11
<i>Contacting Family Members</i>	11
<i>Methods of Contacting a Reported Missing Student</i>	11
<i>Resolution of Missing Student Status</i>	12
Emergency Response and Evacuation	12
<i>How to Report an Emergency</i>	12
<i>Response Procedures for an Emergency or Dangerous Situation</i>	12
<i>Confirming a Significant Emergency or Dangerous Situation</i>	12
<i>Authorized Officials</i>	12
<i>Notifying the Campus</i>	13
<i>Notification Methods</i>	13
<i>Procedures for Evacuation in Emergency or Dangerous Situations</i>	13
<i>Drills and Exercises</i>	13
<i>Promoting Emergency Procedures</i>	14
Communication about Campus Crime	14
Timely Warnings	14
<i>Initiating Timely Warnings</i>	14
<i>Warning Content</i>	15
<i>Notification Methods</i>	15
How to Report a Criminal Offense	15
<i>Limited Voluntary Confidential Reporting</i>	16
<i>Alternatives to Immediately Filing a Police Report</i>	16
Definitions of Criminal Offenses.....	16

Definitions of Geography	17
<i>On-Campus Buildings or Property</i>	17
<i>Non-Campus Buildings or Property</i>	17
<i>Public Building or Property</i>	18
Preparation and Disclosure of Crime Statistics.....	18
Non-Campus Crime Statistics.....	18
Security Awareness and Crime Prevention Programs.....	20
<i>Security Programs</i>	20
<i>Programs Encouraging Personal Security and the Security of Others</i>	20
<i>Crime Prevention Programming</i>	20
<i>Suggested Crime Prevention Practices</i>	21
<i>How to be an Active Bystander</i>	22
Disclosures to Victims of Alleged Crimes.....	22
Alcohol and Drugs.....	23
<i>Alcohol Policy</i>	23
<i>Tobacco Policy</i>	23
<i>Drug Policy</i>	23
<i>Disciplinary Sanctions</i>	28
<i>Federal Student Financial Aid Penalties for Drug Law Violations</i>	28
<i>Health Risks Associated with the Use of Illicit or Illegal Drugs or Alcohol</i>	29
<i>Drug and Alcohol Programs</i>	29
Preventing and Responding to Domestic Violence, Dating Violence, Sexual Assault, and Stalking. 30	
Introduction.....	30
Prevention Efforts	31
How to Be an Active Bystander.....	31
Risk Reduction Tips.....	31
<i>If you need to get out of an uncomfortable or scary situation, here are some things that you can try:</i>	32
How to Help a Survivor of Sexual Misconduct	33
<i>Support for survivors can be essential in their ability to recover. Here are some suggestions for how to help:</i> 33	
<i>Partners of Survivors</i>	34
Reporting	34
<i>Notification and Availability of Protective Measures</i>	34
<i>Consider Filing a Police Report</i>	35
<i>Alternatives to Immediately Filing a Police Report</i>	35
<i>Confidentiality of Protective Measures</i>	36
On-Campus Investigation and Adjudication	36
<i>Interim Arrangements and Post-Hearing Interventions</i>	36

<i>Administrative Services to Assist a Student Complainant or Respondent</i>	37
<i>Administrative Services to Assist Faculty or Staff Complainant or Respondent</i>	37
<i>Interim Conditions and Post-Hearing Interventions Applying to Complainants and Respondents</i>	37
JUDICIARY PROCESS	38
Procedures for Handling Complaints Involving Students	38
Requests for Information or Advice	38
Determination of Proceeding	39
Requests for Informal Resolution	39
Procedures for Formal Complaints	39
<i>Initiating a Complaint</i>	39
Referral of Complaints Between or Against Staff, Faculty, Other Calvary University Appointees, or Third Parties	40
Timeframe for Filing a Complaint	40
Initial Review	41
Investigation	41
Personal Advisors	42
Confidentiality	42
Coordination with Law Enforcement Authorities	42
Conclusion of the Investigation and Issuance of Final Report	42
Special Circumstances	43
<i>Request for Anonymity</i>	43
<i>Administrative Closure</i>	43
<i>Request to Withdraw the Complaint</i>	43
<i>Request for Informal Resolution After a Complaint has Been Filed</i>	44
Appeal	44
Defining Acts Involved with Sex Offenses	45
<i>Dating Violence</i>	45
<i>Domestic Violence</i>	45
<i>Domestic Assault</i>	45
<i>Stalking in the First Degree</i>	45
<i>Sexual Harassment</i>	46
<i>Sexual Assault</i>	47
<i>Consent</i>	47
<i>Coercion</i>	48
<i>Incapacity</i>	48
<i>Sexual Penetration</i>	48
<i>Communication</i>	48
<i>Sexual Abuse</i>	48

<i>Rape</i>	48
<i>Statutory Rape</i>	48
Disciplinary Sanctions for Students	49
<i>Restrictions or Educational Activities Sanctions</i>	49
<i>Suspension</i>	50
Disciplinary Sanctions for Faculty and Staff.....	50
Privacy and Respect of Information.....	50
<i>Confidentiality in Reporting</i>	51
Registered Sex Offender Information	51
Survivor’s Rights	51
http://www.ago.mo.gov/crimevictims/crimevictims.htm	51
Annual Fire Safety Report	52
Smoking and Open Flames In Student Housing	52
<i>Open Flames, Incense and Flammable Storage</i>	52
<i>Smoking</i>	52
Fire Safety Education and Training Programs	52
<i>Reporting a Fire Occurring in an On-Campus Student Housing Facility</i>	53
<i>Fire Drills</i>	53
<i>Fire Alarm System</i>	53
<i>Suppression System</i>	53
<i>Fire Safety and Prevention</i>	53
Fire Evacuation Procedures	54
<i>Students in On-Campus Housing</i>	54
<i>Campus Employees</i>	54
Fire Safety Systems in On-Campus Housing.....	55
Fire Safety Definitions	55
Daily Fire Log.....	55
Post-Fire Contact Information	56
Plans for Future Improvements in Fire Safety	56
Figure 2 - Fire Safety Systems in On-Campus Housing	57
Figure 3 - Statistics and Related Information Regarding Fires in Residence Facilities: 2013	58
Figure 4 - Statistics and Related Information Regarding Fires in Residence Facilities: 2014	59
Figure 5 - Statistics and Related Information Regarding Fires in Residence Facilities: 2015	60

2016 Annual Security and Fire Safety Report

Calvary University

The Clery Act

Choosing a postsecondary institution is a major decision for students and their families. Along with academic, financial, and geographic considerations, the issue of campus safety is a vital concern.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal mandate requiring all institutions of higher education (IHEs) that participate in the federal student financial aid program to disclose information about crime on their campuses and in the surrounding communities. The Clery Act affects virtually all public and private IHEs and is enforced by the U.S. Department of Education. Campuses that fail to comply with the act can be penalized with large fines and may be suspended from participating in the federal financial aid program.

The Clery Act, formerly known as the Crime Awareness and Campus Security Act, was signed in 1990 and is named after 19-year-old Jeanne Clery, who was raped and murdered in her Lehigh University residence hall in 1986. Clery's parents lobbied Congress to enact the law when they discovered students at Lehigh hadn't been notified about 38 violent crimes that had occurred on campus in the three years prior to Clery's murder.

Compliance with the Clery Act

The Clery Act requires Calvary University (CU) to provide timely warnings of crimes that represent a threat to the safety of students or employees, and to make their campus security policies available to the public. The act also requires CU to collect, report, and disseminate crime data both to everyone on campus and to the Department of Education on an annual basis.

When the Higher Education Opportunity Act (HEOA) was signed into law in 2008, it amended the Clery Act by adding a number of safety and security related requirements to the Higher Education Act of 1965. To be in full compliance with the law, CU must do the following:

1. Publish and distribute an Annual Security Report to current and prospective students and employees by October 1 of each year. The report must provide crime statistics for the past three years, detail campus and community policies about safety and security measures, describe campus crime prevention programs, and list procedures to be followed in the investigation and prosecution of alleged sex offenses.

An email, with the Annual Security and Fire Safety Report attached, is sent to every member of the CU community each year. In addition to the report itself, the email contains an exact Internet web link to the report, briefly describes the content of the report and announces the availability of a paper copy of the report.

2. Provide students and employees with timely warnings of crimes that represent a threat to their safety. The Calvary Security Department (CSD) must also keep and make available to the public a detailed crime log of all crimes reported to them in the past 60 days. Crime logs must be kept for seven years, and logs older than 60 days must be made available within two business days upon request.

3. Keep the past three years of crime statistics detailing crimes that have occurred: on-campus; in CU residential facilities; in public areas on or near campus; and in certain non-campus buildings, such as fraternities/sororities and remote classrooms. CU must also report liquor and drug law violations and illegal weapons possession if they result in a disciplinary referral or arrest.
4. Disclose missing student notification procedures that pertain to students residing in any on-campus student housing facilities.
5. Disclose fire safety information related to any on-campus student housing facilities. This includes maintaining a fire log that is open to public inspection and publishing an Annual Fire Safety Report containing policy statements and fire statistics associated with each on-campus student housing facility. These statistics must include the location, cause, injuries, deaths and property damage of each fire.
6. Submit the collected crime and fire statistics to the Department of Education each fall.
7. Inform prospective students and employees about the availability of the Annual Fire Safety Report. The following statement is included on every prospective student enrollment application and every employment application:

“The Annual Security & Fire Safety Report, which contains statistics regarding crime on or near campus as well as campus fire statistics and institutional policies and procedures related to campus safety, may be found online at www.calvary.edu/campus-security. You may also request a paper copy of The Annual Security & Fire Safety Report by contacting the Calvary Security Department at 816-425-6123.”

CU has a vested interest in campus security and the personal safety of its students and employees. The following pages contain specific information, including crime prevention, fire safety, law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. This report also contains information about campus crime statistics.

Members of the campus community are encouraged to use this report as a guide for safe practices on and off campus. The report is available on the Internet at www.calvary.edu/campus-security. For more information, contact CSD at (816) 898-2989.

Campus Safety

This report contains emergency management information, campus crime statistics and critical campus safety information such as policies, crime prevention, crime reporting, and resources to aid you in becoming more safety-minded. The best protections against campus crime are: a strong law enforcement presence; an aware, informed, and alert campus community; and a commitment to reporting suspicious activities and using common sense when carrying out daily activities. CU strives to be a safe place to learn, live, work and grow.

Calvary Security Department

The stated purpose of CSD is to protect lives and property; maintaining a safe and secure environment for the students, staff, faculty and visitors to our campus. Our approach is to involve the entire University community in the process of maintaining a safe campus.

CSD is located on the second floor of Madison Hall in Room 211. Security officers on-duty can be reached 24 hours a day, 365 days per year, by dialing extension 3333 or (816) 898-2989.

Law Enforcement Authority

Our security officers provide a uniformed presence intended to deter crime and are the means by which the College cooperates fully with local law enforcement officials. All CSD security patrol officers are trained to meet Kansas City Missouri Police Department (KCPD) standards and carry a Class A license which grants arrest authority. Non-patrolling officers carry a Class B license. Security officers who have received additional training from KCPD are licensed to carry a firearm while on duty.

The Security Department coordinates with KCPD, the Belton Police Department, the Grandview Police Department, the Raytown Police Department and the Cass County Sheriff's Office for training, emergency response and active shooter drills. CSD's jurisdiction is defined by KCPD as the property of CU. CU has no "Non Campus" sites at this time.

Daily Security Log

CSD maintains a daily security log. The log contains any reported incidents and crimes. The most recent 60-day period of the log is available to the public upon request during normal security office hours at CSD office. Any portion of the log older than 60 days will be available within 2 business days of a request for public inspection. The log may be viewed at CSD office, 211 Madison Hall, 15820 Elmwood Avenue, Kansas City, MO 64147.

Accurate and Timely Reporting of Criminal Offenses

Prompt and accurate reporting of criminal offenses aids in providing a timely response and timely warning notices to the community when appropriate, and assists in compiling accurate crime statistics. Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents in an accurate and timely manner to CSD and/or local law enforcement.

To report a crime or emergency on the CU campus, call CSD at (816) 898-2989 and/or 9-1-1. To report a non-emergency security or public safety related matter, call CSD Chief of Security at (816) 425-6123.

Uniformed Security Officers are available 24 hours per day to respond to any request for assistance by calling (816) 898-2989.

Individuals on campus may also report crimes to a designated Campus Security Authority (CSA):

- Dean of Students (816) 322-0110 ext. 1309
- Dean of Women (816) 322-0110 ext. 1329
- Housing personnel – Resident Directors, Resident Assistants, Assistant Resident Assistants (816) 322-0110 ext. 1327
- Title IX Coordinator (816) 425-6121
- Title IX Investigator (816) 322-0110 ext. 1309
- Title IX Training Coordinator (816) 425-6121
- Athletic Director (816) 425-6156
- All Head Coaches (816) 322-0110 ext. 1210

These designated individuals have significant responsibility for student and campus activities, and as such are trained to report incidents to CSD and/or law enforcement as may be necessary.

A student's privacy concerns are weighed against the needs of CU to respond to certain incidents and crimes. To the greatest extent possible, all reports will remain private. However, information may be shared with appropriate departments and agencies under a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community. Information reported to CSD is treated as confidential during the investigative phase, except as required by law. When major incidents occur, the KCPD and/or other law enforcement may also respond.

Applicable CSD incident reports are forwarded to appropriate campus department offices for review and potential action. CSD will investigate a report when it is deemed appropriate. Additional information obtained via the investigation may also be forwarded to the appropriate campus department.

Campus professional counselors and pastoral counselors, when employed as a counselor and acting within the scope of their employment at CU, are not considered to be CSAs and are not required to report crimes for inclusion in the annual disclosure of crime statistics. However, campus professional counselors and pastoral counselors are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion in the annual crime statistics.

Access to and Security of Campus Facilities

CU is a private institution and is not open to the general public except during special events. With the exception of essential personnel and services, and others as designated, buildings are locked and access is permitted only with proper authorization and identification after normal building hours. Buildings have individual hours which may vary at different times of the year. In these cases, the buildings are secured according to schedules developed by the department responsible for the building.

All exterior doors of Dormitory 256 are kept locked 24 hours a day. We also strongly encourage residents to lock their individual room doors whenever possible. Additionally, during the registration process all residents of Dormitory 256 are issued an electronic keycard for their room which also opens an exterior door. All keys and keycards are collected and accounted for at the end of each school year.

The Maintenance Department is the only entity that may make changes, additions, or alterations to CU approved or installed access systems. Hasps, padlocks, or other privately supplied locking devices are not allowed. These devices will be removed and the department or individual responsible will be charged for all costs incurred.

CSD and the Maintenance Department have access to all areas with the exception of specifically identified restricted or high security areas. The President, Vice Presidents, Deans, IT Department and the Chief of Security have access to all areas.

In order to protect the safety and welfare of students and employees of CU and to protect the property of CU, all persons on the property under the jurisdiction of CU that behave in a suspicious or threatening manner will be asked to identify themselves by a CU official. A person identifies himself/herself by giving his/her name, complete address, and stating truthfully his/her relationship to the CU. A person may be asked to provide proof of identification which is subject to verification.

If any person refuses or fails upon request to present evidence of his/her identification and proof of his/her authorization to be in the building or on the campus, or if it is determined that the individual has no legitimate reason to be in the building or on campus, the person will be asked to leave and may be removed from the building or campus. CSD is available to assist with this request.

Persons who behave in a suspicious or threatening manner or are involved in suspicious or threatening activities should be reported to CSD.

Security Considerations

Proper lighting and building security are major factors in reducing crime on campus. The Maintenance Department maintains the buildings and grounds with a concern for safety and security. Inspections of campus facilities are conducted regularly, and repairs are made as quickly as possible. Individuals should report potential safety and security hazards, such as broken locks and windows. All members of the campus community are encouraged to report safety hazards to the Maintenance Department and/or CSD.

Campus security officers, working with the Maintenance Department, constantly monitor the exterior lighting on campus. Malfunctioning or non-functioning lights are referred to the responsible parties for repair, and CSD follows up to ensure the repairs are made. Security officers also monitor areas of the facilities that directly impact campus security such as doors, locks, and broken windows.

Keys and electronic keycards must be secured at all times. Assigned keys and keycards should remain in the care, custody and control of the assigned employee or student and not be given to other individuals. Any violations of this policy can result in disciplinary action in accordance with CU policies.

Missing Student Notification

CU will investigate any report of a missing CU student residing in an on-campus residential facility and take appropriate action to ensure all notifications and actions comply with legal mandates. Investigation of such reports will be initiated immediately by CSD and local law enforcement.

Registering Information

Student emergency contact information is collected during the application process and the information is stored in the student's electronic records. This data is only available to authorized individuals. For a person under the age of 18 (who is not emancipated), and for purposes of missing student notification, the person(s) to be contacted must be a custodial parent or legal guardian.

Reporting a Missing Student

A student shall be deemed missing when they are absent from the College for more than 24 hours, or are absent from the dorms at curfew without a known reason. Any and all reports of missing students are encouraged to be reported immediately to CSD, the Student Deans Department, and/or other Campus Security Authority which will then begin an immediate investigation. CSD is available 24 hours per day, 7 days per week at (816)-898-2989.

Investigation

CSD and/or the Student Deans Department will initiate an investigation to determine the whereabouts of the reported missing person. All essential information will be gathered from the person making the report and from the student's acquaintances. This information includes, but is not limited to, personal descriptors, clothing last worn, locations where student may be, persons or witnesses who may have information, vehicle descriptions, information of the physical and mental well-being of the student, up-to-date photographs, class schedule, etc.

When a student who resides on campus is determined to be missing CSD and/or the Student Deans Department will notify and work with KCPD, (816) 234-5000, and/or other jurisdictional authorities in attempting to determine the whereabouts of the student.

Contacting Family Members

Individuals identified by the student as their emergency contacts, and/or the parent(s) if the student is under 18 years of age, will be contacted by CSD, the Deans Department or other Campus Security Authority, within 24 hours of the initial report.

In situations in which the student has failed to designate a contact for missing student notification, CSD and/or Deans Department will use CU records and resources to continue its investigation. Family members, including those not formally identified by the student, may be contacted during the course of the investigation to resolve a report of a missing student.

Methods of Contacting a Reported Missing Student

CSD and other Calvary departments may work in cooperation and share records and information as appropriate to assess the status of a student reported as missing. Methods of attempting to locate a reported missing student include, but are not limited to, the following:

- Checking phone numbers and email addresses provided as well as social networking sites;
- Surveying the student's room or apartment, including contacting those with whom the student may live;
- Contacting friends, family members, known associates, faculty and other campus community members;
- Contacting extra jurisdictional law enforcement for assistance; and
- Assessing student's use of campus resources, such as ID card access or computer network systems.

Resolution of Missing Student Status

The missing student's emergency contacts will be advised of the resolution of a student's missing status. These contacts will further be advised of law enforcement options in cases where the student is not contacted through measures in this protocol. Contact notification will be made by CSD, the Deans Department or other Campus Security Authority.

Emergency Response and Evacuation

CU is prepared to respond to any emergency situation in a deliberate and immediate fashion in order to minimize danger to our campus community. CSD has a prescribed emergency plan for various possible emergency scenarios including active shooter, earthquake, tornado, and fire. CU maintains relationships with several local law enforcement agencies and other first responders who come to the CU campus to perform drills and training throughout the year.

CU maintains an Emergency Text Alert Program (ETAP) notification system, provided by AMGAlerts, which can mass communicate emergency messages in a timely manner to our campus community via text, phone, and email. This system is tested annually.

How to Report an Emergency

The campus community is encouraged to call CSD (818) 898-2989 and/or 9-1-1 to report any situation on-campus that could constitute a significant emergency or dangerous situation involving an immediate or on-going threat to the campus. Contacting CSD is the best way to help expedite an emergency notification to alert the rest of the campus community of the threat.

Response Procedures for an Emergency or Dangerous Situation

When a serious threat or disaster to the campus community occurs, CSD and CU will coordinate with other first responders, which may include the KCPD, the Belton Police Department, the Cass County Sheriff's Office, The Missouri State Police and the Kansas City Fire Department. Depending on the nature and magnitude of the incident, other local, state, and federal agencies may be called upon for assistance.

Confirming a Significant Emergency or Dangerous Situation

First responders and essential personnel in CSD are responsible for initiating emergency warnings. Those responsible include, but are not limited to:

- Chief of Security
- Security Lieutenant
- Security Officer on duty

CSD works in close collaboration with agencies and departments both on and off campus to gather and assess information related to events that may pose an immediate threat or hazard to the CU community. CSD, as the first responders, will investigate all reported incidents to determine if the incident poses an immediate threat to the CU community. CSD will confirm the incident as a threat and implement procedures to minimize the impact of the incident to the CU community.

Authorized Officials

During or in the time leading up to an emergency that threatens life, safety, or security, it will be necessary for notification to be provided to the CU community with speed and accuracy. For this reason, all CSD personnel are

authorized and trained to make timely emergency notifications to the CU community by implementing the ETAP notification system and/or other means. In addition, any CU officer may authorize an emergency notification.

Notifying the Campus

Decisions concerning whether to issue a notification will be made on a case-by-case basis using the following criteria:

- Nature of the situation
- Continuing danger to the campus community
- Possible risk of compromising law enforcement efforts

CSD will without delay, taking into account the safety of the campus community, determine the content of the notification and initiate the notification system unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. CSD will activate the appropriate emergency notification system(s) and provide subsequent incident update notifications as may be required.

Notification Methods

The following methods may be used to notify the campus community of various emergencies that may affect the campus community:

- Emergency Text Alert Program (ETAP)
- Phone
- Text message
- Email
- Overhead Public Address System
- Outdoor warning sirens
- Official CU website
- Local media
- Targeted communication – posters, letters, group meetings, etc.

The Emergency Text Alert Program (ETAP) is Calvary University's campus-wide emergency notification system. Community members are enrolled by default while employed or registered as students, however, any member may opt out of the system if they wish. ETAP is used when there is a severe threat to the safety and health of the entire campus. Calvary's ETAP is provided by AMGAlerts. Subscribers to ETAP receive one or more of the following forms of emergency notifications: text message, phone message, and/or email.

Procedures for Evacuation in Emergency or Dangerous Situations

In the event of an emergency or dangerous situation, CSD will direct students, faculty, staff, and guests to evacuate a building, several buildings, a portion of the campus, or the entire campus. The campus community will be asked to follow building and campus evacuation protocols and to obey directions from CSD and on-scene emergency responders.

Certain events, like a hazardous materials release, may require the CU community and the general public to shelter-in-place to prevent exposure to harmful elements.

Drills and Exercises

The ETAP notification system is tested annually during the annual active shooter drill. Each test will be documented with a description of the exercise, the date, time, and whether it was announced or unannounced.

Fire drills are held once each semester, either announced or unannounced. A tornado drill is held annually in preparation for tornado season, either announced or unannounced. Before announced drills Calvary will publicize its emergency procedures to students, faculty, and staff. Each drill will be documented with a description of the exercise, the date, time, and whether it was announced or unannounced.

Promoting Emergency Procedures

CU promotes its emergency procedures through training sessions and drills. Students living on-campus receive training upon move-in and/or participate in drills held throughout the academic year.

Communication about Campus Crime

Timely Warnings

CU will issue a timely warning when it receives a report of a crime that represents a serious or continuing threat to the safety of members of the campus community. CU may also issue a warning to the campus community when other instances pose a safety concern (see Emergency Response and Evacuation section).

Initiating Timely Warnings

First responders and essential personnel in CSD are primarily responsible for initiating timely warnings. Those responsible include, but are not limited to:

- Chief of Security
- Security Lieutenant
- Security Officer(s) on duty

CSD in conjunction with various campus offices will distribute timely warning announcements when there appears to be a threat to the safety and security of persons on campus for the following crimes:

- Aggravated assault
- Arson
- Burglary
- Negligent manslaughter
- Motor vehicle theft
- Murder/non-negligent manslaughter
- Robbery
- Rape, Fondling, Incest, and Statutory Rape
- Domestic violence, dating violence, and stalking
- Violations of liquor laws, underage drinking, drug laws, or weapons possession laws
- Any other crime in which the victim was chosen on the basis of race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin

Decisions concerning whether to issue a timely warning will be made on a case-by-case basis using the following criteria:

- Nature of the crime
- Continuing danger to the campus community
- Possible risk of compromising law enforcement efforts

If the threat is sudden and serious a warning will be issued immediately and will be continually updated until the threat is contained or neutralized. If a threat is less immediate the warning will be fully developed and distributed after that point in time.

Crimes that could constitute a continuing threat include, but are not limited to:

- Serial crimes that target certain campus populations such as sex crimes or race-based crimes in which the perpetrator has not been apprehended, and
- Ongoing criminal activity in which there is no apparent connection between perpetrator and victim.

Crimes that would not constitute a continuing threat include, but are not limited to:

- Crimes in which the perpetrator has been apprehended, thereby eliminating the threat, and
- Crimes in which an identified perpetrator targets specific individuals to the exclusion of others, such as domestic violence.

Warning Content

The warning contains sufficient information about the nature of the threat to allow members of the campus to take protective action:

- A succinct statement of the incident
- Possible connection to previous incidents if applicable
- Date, time, and location of the warning
- Description and drawing of the suspect, if available
- Risk reduction and safety tips
- Other relevant and important information

Messages disseminated by the ETAP notification system are necessarily limited in message length and may include only the most critical and timely content. Additionally, CSD may need to keep some facts confidential to avoid compromising an ongoing investigation.

Notification Methods

The following methods may be used to notify the campus community of various emergencies that may affect the campus community:

- Emergency Text Alert Program
- Phone
- Text message
- Email
- Overhead public address system
- Outdoor warning sirens
- Official CU website
- Local media
- Targeted communication – posters, letters, group meetings, etc.

How to Report a Criminal Offense

Reporting a crime or notifying law enforcement of suspicious activity helps to protect CU property and the campus community. To report a crime the campus community should contact an appropriate law enforcement agency, CSD at (816) 898-2989, 9-1-1, or other appropriate off-campus law enforcement agency.

Reports may also be made to an identified campus security authority (CSA):

- Dean of Students (816) 322-0110 ext. 1309
- Dean of Women (816) 322-0110 ext. 1329
- Housing personnel – Resident Directors, Resident Assistants, Assistant Resident Assistants (816) 322-0110 ext. 1327
- Title IX Coordinator (816) 425-6121
- Title IX Investigator (816) 322-0110 ext. 1309
- Title IX Training Coordinator (816) 425-6121
- Athletic Director (816) 425-6156
- All Head Coaches (816) 322-0110 ext. 1210

Limited Voluntary Confidential Reporting

CU encourages anyone who is the victim or witness to any crime to promptly report the incident to CSD and/or local law enforcement. Anonymous reports may be filed for statistical reporting purposes. A student's privacy concerns are weighed against the needs of CU to respond to certain incidents and crimes. To the greatest extent possible all reports will remain private. In compelling situations CU reserves the right to take reasonable action in response to any crime report, and information may be shared with appropriate departments and agencies under a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community. All reports submitted on a confidential or anonymous basis are evaluated for purposes of issuing a campus-wide "timely warning," as well as inclusion in the annual crime statistics.

Alternatives to Immediately Filing a Police Report

- Report the crime at a later date.
- Make an anonymous report to Calvary Security Department.
- Contact a referral agency for help, the Dean's Department or the Title IX Coordinator.
- Make a complaint to the Title IX coordinator. Such a complaint may be used for actions which include, but are not limited to, on-campus disciplinary proceedings.

Definitions of Criminal Offenses

Aggravated assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by 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 is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property, etc.

Burglary is the unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

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

Domestic violence is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the 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 of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, 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 in which the crime of violence occurred.

Drug abuse violations are defined as the violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Hate crimes are 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, gender identity, religion, disability, sexual orientation, ethnicity, national origin, or disability.

Liquor law violations are defined as the violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Motor vehicle theft is the theft or attempted theft of a motor vehicle.

Murder and non-negligent manslaughter is the willful (non- negligent) killing of one human being by another.

Negligent manslaughter is the killing of another person through gross negligence.

Robbery is 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.

Sex offenses are defined as any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape** is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator.
- **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory rape** is non-forcible sexual intercourse with a person who is under the statutory age of consent.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or to suffer substantial emotional distress.

Weapons violations are defined as the violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Definitions of Geography

As specified in the Clery Act, the following property descriptions are used to identify the location of crimes on and around CU's campus.

On-Campus Buildings 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, including residence halls; and
2. Any building or property that is within or reasonably contiguous to the area identified in the above paragraph, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

Non-Campus Buildings or Property

1. Any building or property owned or controlled by a student organization that is officially recognized by the institution; or

2. Any building or property owned or controlled by an institution that is used 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.

Public Building or Property

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Preparation and Disclosure of Crime Statistics

CU is responsible for preparing and disclosing crime statistics in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), 20 U.S.C. Section 1092. This federal mandate requires the disclosure of certain crime statistics so current and potential families, students, and employees can be knowledgeable about the safety of college campuses.

The CU Chief of Security is responsible for collecting and reporting the annual crime statistics from the local police agencies and campus security authorities. This information is included in CU's Annual Security and Fire Safety Report (ASF SR). By October 1 of each year, notification of the new ASF SR is emailed to current students and employees. A hard copy of the report is available upon request at CSD and the Office of Admissions. The crime statistics are also submitted to the U.S. Department of Education on an annual basis.

CSD collects its own statistics and accepts supplemental numbers from recognized student conduct administrators, and other Campus Security Authorities (CSAs), in their subordinate reporting roles. The Deans Department provides statistics to CSD. CSD then annually requests statistical information from the appropriate law enforcement agencies for adjacent public areas. Clery reporting covers the preceding calendar year, January 1 to December 31.

CU protocols specify that aggravated assault, arson, negligent manslaughter, burglary, motor vehicle theft, murder/non-negligent manslaughter, and robbery are reported to CSD, either by having a CSA or the student contact CSD. In cases of sexual assault, domestic violence, dating violence, and stalking the victim or witness may report to CSD, the Title IX coordinator, or file an anonymous report (a statistical notation absent any names).

All relevant crime data are compiled by the Chief of Security and are included in CU's submission to the Department of Education annually by October 15.

The Chief of Security, in collaboration with other CU departments, produces the Annual Security and Fire Safety Report which contains policies, procedures and crime data as required by the Clery Act.

Non-Campus Crime Statistics

For this reporting period, CU has no areas which can be defined as Non-Campus Areas.

Figure 1 - Campus Crime Statistics

	On-Campus			On-Campus Residence			Public		
	2013	2014	2015	2013	2014	2015	2013	2014	2015
Aggravated Assault	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Burglary: Total	2	0	0	1	0	0	0	0	0
Forcible Burglary ¹	0	0	0	0	0	0	0	0	0
Non-Forcible Burglary ¹	2	0	0	1	0	0	0	0	0
Attempted Burglary ¹	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	1	1	1	0	0	0	0	0	0
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Sexual Offenses Forcible: Total	0	0	0	0	0	0	0	0	0
Rape ¹	0	0	0	0	0	0	0	0	0
Fondling ¹	0	0	0	0	0	0	0	0	0
Sexual Offenses Non-Forcible: Total	0	0	0	0	0	0	0	0	0
Incest ¹	0	0	0	0	0	0	0	0	0
Statutory Rape ¹	0	0	0	0	0	0	0	0	0
Stalking ¹	0	1	1	0	0	0	0	0	0
Domestic Violence ¹	0	0	0	0	0	0	0	0	0
Dating Violence ¹	0	0	0	0	0	0	1	0	0

Arrests	On-Campus			On-Campus Residence ²			Public		
	2013	2014	2015	2013	2014	2015	2013	2014	2015
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0

Non-Arrest Campus Referrals	On-Campus			On-Campus Residence ²			Public		
	2013	2014	2015	2013	2014	2015	2013	2014	2015
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0

There were no unfounded crimes in 2013, 2014 or 2015.³

There were no hate crimes reported in 2013, 2014 or 2015.

Calvary Bible College has no areas defined as “Non-Campus” areas.

¹ These categories were new for the 2013 reporting period and were not required to be reported in this manner in 2012. Note: Sodomy and sexual assault with an object are included in the rape category.

² On-Campus Residence crimes are included in the On-Campus numbers.

³ This reporting category is new for 2014.

Security Awareness and Crime Prevention Programs

Security awareness and crime prevention programs encourage students and employees to be aware of their responsibility for their own security and the security of others. CSD, in cooperation with other CU departments, is responsible for presenting security awareness and crime prevention programs to the campus community in an ongoing basis.

Security Programs

For Students

- Housing Resident Directors, Resident Assistants and Assistant Resident Assistants receive safety training biannually and in an ongoing basis.
- Security Chapel: biannually
- New student orientation: biannually

For Staff

- New employee orientation: ongoing
- Faculty Staff Leadership Meeting: annually
- Security updates at staff meetings: monthly
- RD, RA, ARA, training: ongoing

For Our Campus Community

- Escort program: Ongoing

Programs Encouraging Personal Security and the Security of Others

For Students

- Personal safety course sponsored by the Calvary Security Department: annually
- Bystander intervention training: biannually
- Survivor ally training: biannually
- Title IX training: biannually
- Domestic violence, dating violence, sexual assault, and stalking training: biannually

For Staff

- Bystander intervention training: annually
- Survivor ally training: biannually
- Title IX training: annually
- Domestic violence, dating violence, sexual assault, and stalking training: annually

Crime Prevention Programming

Bystander Intervention Training

Bystander intervention training is offered biannually to staff, faculty, and students. These sessions teach our community about social justice and how to safely intervene in situations, and/or to speak up in situations they see as potentially dangerous or limiting to another individual.

Survivor Ally Training

Survivor ally training is offered biannually to staff, faculty and students. These sessions teach our community how to be an ally to someone who has suffered sexual assault.

Housing RD, RA, and ARA Training

The Deans Department, in coordination with CSD, provides training to all RDs, RAs and ARAs. Topics include Campus Security Authority responsibilities, Title IX, crime prevention, safety, security, and emergency preparedness.

Campus Lighting Checks

CSD officers complete campus lighting checks on an ongoing basis. Malfunctioning or non-functioning lights are referred to the responsible parties for repair, and CS follows up to ensure the repairs are made. This inspection ensures adequate lighting for the public at night on campus.

Personal Safety Course

This course, sponsored by CSD, trains individuals how to make daily choices that reduce the chances of becoming a victim. Also, physical self-defense skills are taught and practiced. This course is open to any student of CU and any other interested community member.

Security Chapel

CSD provides this one hour presentation which encourages and presents campus safety in all aspects: fire safety, tornado safety, active shooter response, personal safety awareness, best practices for crime prevention, normalcy bias, and other relevant topics.

Campus Safety Checks

CSD officers complete campus safety checks in an ongoing basis. If at any time there are any unsafe or hazardous conditions found to exist, immediate action is taken as necessary to prevent access to an unsafe area by individuals and the Maintenance Department is notified.

Informational Correspondence

CU publishes information on how to access the campus crime statistics, campus police services, fire statistics, and important phone numbers. This information is made available to all CU employees and students.

Escort Program

The escort program provides a uniformed security guard to accompany students and employees between buildings, to vehicles, or other locations on campus. Anyone can request a security escort from one campus location to another for any reason at any time, 7 days per week, 24 hours per day.

Emergency Text Alert Program (ETAP)

CU is equipped to quickly mass communicate text messages to all personnel in the event of an emergency. This system allows CSD to effectively relay emergency information, procedures, and orders to individuals that voluntarily participate in the program. Rapid communication is a critical element for safety during an emergency. Emergency messages are typically sent via three routes simultaneously: text message, phone message and email.

Vehicle Registration

Vehicle information is collected and window stickers are provided free of charge to help identify which on-campus vehicles are part of our campus community. Registration allows the Calvary Security Department to investigate and aid local law enforcement in the case of any incidents that may be related to a vehicle – motor vehicle theft, missing person, etc.

Suggested Crime Prevention Practices

- Do not hesitate to call CSD or local law enforcement when confronted.
- Keep your dormitory room locked.
- At night, walk in groups of at least two and stay on main walkways.
- When parking, remove valuables from view and lock your vehicle.
- Engrave your valuables with your driver's license number and record serial numbers.
- Make copies of credit cards and other valuables in your wallet.
- Report all losses to CSD immediately.
- Do not leave personal property unattended.
- Be aware of your surroundings and what is going on around you.
- Do not hesitate to report suspicious individuals or activity to CSD.

How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, contact CSD at (816) 898-2989 and/or dial 9-1-1. 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, and 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 an experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Disclosures to Victims of Alleged Crimes

Calvary University adheres to disciplinary procedures when students are involved in any violent crime or sex offense.

Pursuant to the Family Educational Rights and Privacy Act (FERPA) and consistent with the Student Handbook, a school is permitted to disclose to the harassed student information about the sanction imposed upon a student who was found to have engaged in harassment when the sanction directly relates to the harassed student.

Further, when conduct involves a crime of violence or sex offense, FERPA permits postsecondary institutions to disclose to the complainant, upon written request, the final results of a disciplinary proceeding against the alleged perpetrator, regardless of whether the institution concludes a violation was committed. Additionally, the institution may, upon written request, disclose to anyone — not just the complainant — the final results of a disciplinary proceeding if it determines that the student is an alleged perpetrator of a crime of violence or sex offense, and, with respect to the allegation made, the student has committed a violation of the institution's rules or policies. The final results are limited to the name of the alleged perpetrator, any violation found to have been committed, and any sanction imposed against the perpetrator by CU.

CU may not require that a complainant refrain from disclosing this information to others.

If the complainant is deceased as a result of the crime or offense, CU will provide the results of the disciplinary hearing to the victim's next of kin, if so requested. The records of deceased students may also be released or disclosed at the request of a parent, personal representative or other qualified representative of the student's estate, or pursuant to a court order or subpoena.

Alcohol and Drugs

Alcohol Policy

Calvary University (the “University”), in order to promote its fundamental mission, has adopted a zero-tolerance policy for the use, consumption, possession, or distribution of alcohol on University property or at any University sponsored or sanctioned event, regardless of the age of the student. Participation in any of the above activities is strictly prohibited. Furthermore, students are to refrain from the public possession or use of alcohol.

Any student violating this policy will be subject to disciplinary sanctions including, but not limited to, warnings, probation, expulsion, loss of employment, referral to law enforcement and/or prosecution.

Any student under the legal age for consumption of alcohol that is unlawfully using, consuming, possessing, or distributing alcohol will be subject to disciplinary sanctions including, but not limited to, expulsion. Any student over the age for legal consumption of alcohol that is using, consuming, possessing, or distributing alcohol may be subject to disciplinary sanctions as described in the Disciplinary Sanctions Section of this policy.

In addition to any punishment imposed by the University, any student suspected of violating any federal, state, or local law proscribing the use, possession, or distribution of the unlawful consumption or possession of alcohol will be referred to the appropriate law enforcement agency.

The display of any advertising of alcoholic beverages, including containers, is not allowed at the University. This includes but is not limited to: clothing, signs, lamps, posters, etc.

Legal Sanctions for Use, Possession, or Distribution of Alcohol

Missouri laws prohibit people under 21 years of age from purchasing, attempting to purchase, or possessing alcoholic beverages. (RSMo. 311.325) Anyone who sells or gives any alcoholic beverages to people under 21 years of age violates RSMo. 311.310. It is unlawful to obtain or attempt to obtain alcoholic beverages by using a fake or fraudulent identification. (RSMo. 311.328(3)) Anyone convicted of using fraudulent identification per RSMo. 311.320 is subject to penalties, including fines of up to \$1,000 and one year imprisonment. Conviction of any offense involving the possession or use of a controlled substance; the alteration, modification, or misrepresentation of a license to operate a motor vehicle; or the possession or use of any alcohol while operating a motor vehicle will require the surrender of a driver’s license for a minimum of 90 days to a maximum of one year.

[City of Belton Legal Sanctions](#) – City of Belton Code of Ordinances, Article X, Division 2

[City of Kansas City Legal Sanctions](#) – City of Kansas City Code of Ordinances, Chapter 10

State of Missouri Legal Sanctions – [Chapter 311](#), [Chapter 577](#)

Tobacco Policy

Calvary University, in order to promote its fundamental mission, does not allow the use or possession of any form of Tobacco on campus property. This policy includes E-cigarettes. Furthermore, students are to refrain from the public possession or use of tobacco.

Drug Policy

Calvary University, in order to promote its fundamental mission, has adopted a zero-tolerance policy for the use, consumption, possession, distribution, or manufacture of illicit or illegal drugs at all times. The

University will not tolerate any of the above activities by any student, and any such activities may be cause for expulsion.

The University reserves the right to require a drug test from a student where there is a reasonable suspicion that this drug-free policy has been violated. Failure to submit to a drug test is a major violation of the disciplinary rules and will result in expulsion from the University.

In addition to any punishment imposed by the University, any student suspected of violating any federal, state, or local law proscribing the use, possession, distribution, or manufacture of illicit or illegal drugs will be referred to the appropriate law enforcement agency.

Legal Sanctions for Use, Consumption, Possession, or Distribution of Illicit or Illegal Drugs
Local, state, and federal laws provide specific penalties for Alcohol, drug, and narcotic offenses.

[City of Belton Legal Sanctions](#) – City of Belton Code of Ordinances, Article X, Division 2
[City of Kansas City Legal Sanctions](#) – Kansas City Code of Ordinances, Chapter 50
 State of Missouri Legal Sanctions, [Chapter 195](#), [Chapter 311](#), [Chapter 577](#),
[Federal Legal Sanctions](#)

RSMo	Description	Prison Term
195.13	Keeping or maintaining a public nuisance.	Up to 7 years, C/Felony
195.202	Possession or control of a controlled substance.	Up to 1 or 7 years, A/Misdemeanor - C/Felony
195.211	Distribution, delivery, manufacture, or production of a controlled substance, violations and attempted violations.	C,B,A/Felony
195.212	Unlawful distribution to a minor.	5 - 15 years, B/Felony
195.513	Unlawful purchase or transport with a minor.	5 - 15 years, B/Felony
195.214	Distribution of a controlled substance near schools.	10 years - life (30 years), A/Felony
195.217	Distribution of a controlled substance near a park.	10 years - life (30 years), A/Felony
195.218	Distribution of a controlled substance near public housing.	10 years - life (30 years), A/Felony
195.222	Trafficking drugs, first degree.	10 years - life (30 years), A/Felony
195.223	Trafficking drugs, second degree.	5 years - life (30 years), B,A/Felony
195.226	Providing materials for production of a controlled substance.	Up to 4 years, D/Felony
195.233	Unlawful use of drug paraphernalia.	Up to 1 or 4 years, A/Misdemeanor-D/Felony
195.235	Unlawful delivery or manufacture of drug paraphernalia.	Up to 4 years, D/Felony

195.241	Possession of an imitation controlled substance.	Up to 1 year, A/Misdemeanor
195.244	Advertisements to promote sale of drug paraphernalia or imitation controlled substances.	Up to 6 months, B/Misdemeanor
195.285	Prior and persistent offenders (see 195.202).	5 years - life (30 years), B,A/Felony
195.291	Prior and persistent offenders (see 195.211).	10 years - life (30 years), A/Felony
195.292	Prior drug offenders, distribution to a minor or purchase or transport with a minor.	10 years - life (30 years), A/Felony
195.295	Prior drug offender trafficking 1st degree.	10 years - life (30 years), A/Felony
195.296	Prior drug offender trafficking 2nd degree.	10 years - life (30 years), A/Felony
195.42	Possession of Methamphetamine precursors.	Up to 4 years, D/Felony
578.26	Possession or purchase of solvents to aid others in violations.	Up to 6 months or 4 years, B/Misdemeanor or D/Felony
578.265	Selling or transferring solvents to cause certain symptoms.	Up to 7 years, C/Felony

Students should be aware that alcohol and drug laws vary from State to State. If it is discovered by the University that a student violated the law of a state they were present in, Calvary will report the violation to the appropriate authorities of that state. The following list provides basic alcohol and drug laws of each state. This list may not be exhaustive and state laws may change without notice. Therefore, students are responsible to know the laws of the state they are present in. This information is provided for reference and does not constitute legal advice.

State	Alcohol Laws	Drug Laws
Alabama	Alabama Statues, Title 28	Alabama Statues, Title 13a, Chapter 12, Article 5
Alaska	Alaska Statues Title 4	Alaska Statues Title 17
Arizona	Arizona Liquor Law, Title 4	Arizona State Legislature , Title 13, Chapter 34
Arkansas	Arkansas Statues, Title 3, Chapter 4	Arkansas Code, Title 5
California	California Health and Safety Code, Division 10.7	California Health and Safety Code, Division 10.7
Colorado	Colorado Liquor Rules	Colorado Revised Statutes, Chapter 18
Connecticut	Connecticut Criminal Code	Connecticut Statues Chapter 545
Delaware	Delaware Code, Title 4	Delaware Code, Title 16
Florida	Florida Statutes Title XXXIV	Florida Statutes, Title XLVI, Chapter 893
Georgia	Georgia Code, Title 3	Georgia Code, Title 16, Chapter 13
Hawaii	Hawaii Code Chapter 281	Hawaii Code Chapter 329
Idaho	Idaho Statutes, Title 23	Idaho Statues , Title 37, Chapter 27
Illinois	Illinois Liquor Control Act	Illinois statutes, Chapter 570
Indiana	Indiana Code, Title 7	Indiana Code, Title 35
Iowa	Iowa Statutes, Chapter 123	Iowa Statutes, Chapter 124
Kansas	Kansas Statute, Article 41	Kansas Statutes, Article 57
Kentucky	Kentucky Statutes, Chapter 244	Kentucky Statutes, Chapter 218A

Louisiana	Louisiana Alcohol and Tobacco Control Law	Louisiana Statutes, Title 40
Maine	Main Statutes, Title 28	Maine Statutes, Title 17, Chapter 45
Maryland	Maryland Statutes, Chapter 5	Maryland Criminal Law, Title 5
Massachusetts	Massachusetts Statutes, Chapter 138	Massachusetts Statutes, Chapter 94C
Michigan	Michigan Statutes, Chapter 436	Michigan Statutes, Chapter 333
Minnesota	Minnesota Statutes, Chapter 340A	Minnesota Statutes, Chapter 152
Mississippi	Minnesota Statutes, Title 67	Mississippi Code, Title 41, Chapter 29
Montana	Montana Code, Title 16	Montana Code, Title 45 Chapter 9
Nebraska	Nebraska Code, Chapter 53	Nebraska Code, Chapter 28
Nevada	Nevada Statutes, Chapter 369	Nevada Statutes, Chapter 453
New Hampshire	New Hampshire Statutes, Title XIII	New Hampshire Statutes, Chapter 318
New Jersey	New Jersey Statutes, Title 33	New Jersey Statutes, Title 24:21
New Mexico	New Mexico Statutes, Title 15 Chapter 10	New Mexico Statutes, Section 30-31-23
New York	New York Alcoholic Beverage Control	New York Consolidated Laws, Article 33
North Carolina	North Carolina Statutes, Chapter 18B	North Carolina Statutes, Chapter 90
North Dakota	North Dakota Statutes, Title 5 Chapter 5	North Dakota Statutes, Title 19
Ohio	Ohio Code, Title 43 Chapter 4301	Ohio Code, Title 29, Chapter 2925
Oklahoma	Oklahoma Statutes, Title 37	Oklahoma Statutes, Title 63
Oregon	Oregon Statutes, Title 37	Oregon Statutes, Title 37
Pennsylvania	Pennsylvania Statutes, Title 47	Pennsylvania statutes, Title 35
Rhode Island	Rhode Island Statutes, Title 3	Rhode Island Statutes, Title 21
South Carolina	South Carolina Code, Title 61	South Carolina Code, Title 44 Chapter 53
South Dakota	South Dakota Statutes, Title 35	South Dakota Statutes, Title 22
Tennessee	Tennessee Code, Title 39 Chapter 17 Part 7	Tennessee Code, Title 39 Chapter 17 Part 4
Texas	Texas Alcoholic Beverage Code	Texas Health and Safety Code, Title 6
Utah	Utah Code, Title 32B	Utah Code, Title 58 chapter 37
Vermont	Vermont Statutes, Title 7	Vermont Statutes, Title 18 Chapter 84
Virginia	Virginia Statutes, Title 4.1	Virginia Statutes, Title 18.2 Chapter 7
Washington	Washington Code	Washington Code
West Virginia	West Virginia Code, Chapter 60	West Virginia Code, Chapter 60A
Wisconsin	Wisconsin Statutes, Chapter 125	Wisconsin Statutes, Chapter 961
Wyoming	Wyoming Statutes, Title 12	Wyoming Statutes, Title 35 Chapter 7

In addition to State Statutes, Federal law makes it unlawful for any person to manufacture, distribute, create, or dispense or to possess with the intent to manufacture, distribute, create, or dispense controlled substances. Title 21 of United States Code provides terms of imprisonment and fines for violations of this Act. The nature of the offense and whether the person has committed any previous unlawful acts under this statute will determine the term of imprisonment as well as the amount of the fine.

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)

Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Second Offense: Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	

Substance/Quantity	Penalty
Any Amount Of Other Schedule I & II Substances	First Offense: Not more that 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.
Any Drug Product Containing Gamma Hydroxybutyric Acid Flunitrazepam (Schedule IV) 1 Gram	Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.
Any Amount Of Other Schedule III Drugs	First Offense: Not more than 10 yrs. If death or serious bodily injury, not more that 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.
Any Amount Of All Schedule V Drugs	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

1

¹ <http://www.dea.gov/druginfo/ftp3.shtml>. Accessed July 29, 2016

Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual. Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual. Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants	First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual. Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

2

Disciplinary Sanctions

In determining appropriate institutional disciplinary sanctions two major factors will be considered, 1) if the infraction was opposed to local, State, or Federal laws, and 2) if the infraction was opposed to University standards and the seriousness of the impact of the violation. To determine the impact of the violation it will be evaluated if the offense was illegal, if it was on-campus or off-campus, if there is a personal history of drug or alcohol abuse, and the impact on campus and student life. Depending on these determining factors, disciplinary action may range from a warning to expulsion. If illegal activity was involved, Law Enforcement will also be informed of the incident.

Federal Student Financial Aid Penalties for Drug Law Violations

Anyone who is convicted of a federal or state drug crime while receiving federal student aid will lose their eligibility to receive federal student aid until their eligibility is reestablished according to Title IV regulations. Eligibility can be reestablished by successfully completing a qualified drug rehabilitation program and passing two unannounced drug tests.

² <http://www.dea.gov/druginfo/ftp3.shtml>. Accessed July 29, 2016

	Possession of illegal drugs	Sale of illegal drugs
First Offense	1 year from the date of conviction	2 years from date of conviction
Second Offense	2 years from the date of conviction	Indefinite period
3+ Offenses	Indefinite period	Indefinite period

Health Risks Associated with the Use of Illicit or Illegal Drugs or Alcohol

Medical studies indicate that users of illicit or illegal drugs or alcohol can suffer from a wide range of medical and psychological problems. Those problems can be as mild as depression or as severe as permanent brain damage or death. At the very least, use promotes poor application to academics as shown by poor study habits, lack of concentration, and loss of self-esteem. Additional information on the health risks associated with the use of illicit or illegal drugs or alcohol is available at <https://www.drugabuse.gov/drugs-abuse> or through the Student Services Department.

Drug and Alcohol Programs

All students are informed of Calvary’s Zero-Tolerance Policy: the standards of conduct, applicable legal sanctions, a description of the related health risks, resources for counseling, treatment, rehabilitation, and re-entry, and a clear description of the disciplinary sanctions.

As there is no alcohol allowed on campus, Calvary offers a wide variety of alcohol-free events. The student lounge and the KA-BAR café are relaxed places for students and faculty/staff to congregate. The lounge features a movie room and games (pool, ping-pong, etc.). The KA-BAR café features a coffee shop, TV, and board games. Intramural sports, athletic events, theater, ministry opportunities, socials, and our variety of academic and personal enrichment activities are all healthy alternatives to drinking and drugs.

Counseling is available at the Student Services Office for no fee. Other local options for individual counseling are available with:

Calvary Biblical Counseling Center
15800 Calvary Rd
Kansas City, MO 64147
(816) 322-0110 ext. 1349

Abundant Life Counseling Services
414 S.W. Persels Road
Lees Summit, MO 64081
(816) 554-8181

Options for drug/alcohol treatment, including inpatient and/or outpatient treatment include:

Pathways
201 Main Street
Belton, MO 64012
(816) 322-4332
(816) 322-5445 (fax)

Shelterwood (Under 18)
3205 N. Twyman Road
Independence, MO 64058
(800) 584-5005
info@shelterwood.org

Larry Ganschow, RASAC – I
Reigning Grace Counseling Center
3500 NE Prather Road
Kansas City, MO 64116
(816) 964-1677

The following steps will be used for re-entry from drug/alcohol related issues that students must fulfill. The student will:

- Be placed on Disciplinary Probation for a minimum of one year.
- Participate in regular counseling with an approved counselor specializing in drug/alcohol recovery.

Re-entry counseling may be done with:

Larry Ganschow, RASAC – I
 Reigning Grace Counseling Center
 3500 NE Prather Road
 Kansas City, MO 64116
 (816) 964-1677

- Allow open communication between the Counselor and the Student Services Department.
- Have regular meetings with the Student Services Department.

The Student Services Department will meet after one year to review the student’s progress and status. At that time the department will decide on an appropriate course of action.

Preventing and Responding to Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Introduction

It is the policy of Calvary University to promote a learning, living, and work environment that is free of all forms of harassment. Harassment on the basis of race, color, sex, sexual orientation, gender identity or expression, condition of pregnancy, religion, national and ethnic origin, age, disability, and military or veteran status undermines the basic principles of the community, biblical teaching and applicable laws.

Calvary University (CU) will not tolerate domestic violence, dating violence, sexual assault, stalking, or other forms of sexual misconduct. Offenders may be subject to appropriate campus adjudication processes, disciplinary action, and/or criminal proceedings. CU utilizes procedures that provide prompt, fair, and impartial investigation and resolution in cases involving domestic violence, dating violence, sexual assault, and stalking. These procedures are carried out by officials who receive specific annual training.

Sexual violence is a form of sexual harassment and services are available to students, faculty, and staff who experience sexual violence, domestic violence, dating violence, and instances of stalking.

In these situations, CU is committed to providing crisis intervention measures for students, faculty, and staff, as well as appropriate administrative response for the complainant and respondent; referring individuals to criminal authorities; and educating and promoting discussion on interpersonal abuse and violence issues. CU’s process does not preclude adjudication under state law.

Calvary University prohibits retaliation by its officers, employees, students, or agents against a person who exercises his or her rights or responsibilities under any provision federal or state law, including Title IX or this policy.

Prevention Efforts

CU attempts to foster a safe living, learning, and working environment for all members of the campus community. To accomplish this, CU considers the educational programming that addresses all aspects of domestic violence, dating violence, sexual assault, and stalking (safety precautions and prevention, crisis management, reporting, counseling services, the CU discipline systems, academic schedules, living arrangement, etc.), the campus response to sexual violence, domestic violence, dating violence, and instances of stalking, and physical surroundings throughout the campus community.

CU develops educational programs concerning domestic violence, dating violence, sexual assault, and stalking. Involved students, faculty, staff, and community members provide information and promote discussion on interpersonal abuse and violence issues. Calvary Security Department (CSD) supports the educational programs by providing input and personnel to accomplish this task. For additional information about campus educational programs concerning domestic violence, dating violence, sexual assault, and stalking, contact the Title IX coordinator, the Counseling Center, Human Resources, Dean of Students Office and/or Calvary Security Department.

Calvary University provides the campus community with written information regarding the services and assistance available to victims both within CU and in the community.

CU continually reviews and modifies its physical surroundings to enhance security and safety, such as campus lighting, locking procedures, signage, etc. For additional safety information, contact CSD at 816-898-2989.

How to Be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 9-1-1. 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 or off campus resources listed in this document for support in health, counseling, or with legal assistance.

(Bystander intervention strategies adapted from Stanford University)

Risk Reduction Tips

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment.

- **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a

- way to get out of a bad situation. Try to avoid isolated areas. It is more difficult to get help if no one is around.
- **Walk with purpose.** Even if you don't know where you are going, act like you do.
 - **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
 - **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
 - **Make sure your cell phone is with you** and charged and that you have cash money.
 - **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
 - **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
 - **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
 - **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.).
 - **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, get a new one.
 - **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
 - **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
 - **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

If you need to get out of an uncomfortable or scary situation, here are some things that you can try:

- **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
- **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- **Have a code word with your friends or family** so that if you don't feel comfortable, you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- **Lie.** If you don't want to hurt the person's feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

How to Help a Survivor of Sexual Misconduct

Support for survivors can be essential in their ability to recover. Here are some suggestions for how to help:

- **Believe** the survivor. The greatest fear of a sexual assault survivor is that they will not be believed; accept what you are hearing.
- **Validate** the significance of the event. Do not minimize the trauma they experienced. Recognizing the impact of the assault on their life may be helpful in the healing process.
- **Listen** and be patient. Let her/him tell her/his story at their own pace.
- **Reinforce** that the sexual assault was not the student's fault. Whatever they did to survive the assault succeeded. Avoid questions that seem to blame them for their actions such as, "Why didn't you scream? Why did you go to his room?"
- Remind them that the **perpetrator caused the attack**, not the victim.
- **Allow** the student to share their feelings, especially those of anger, self-blame, or grief.
- **Accept** the survivor's reactions, whatever they might be. State that these feelings are normal and the recovery process takes time.
- **Avoid** comparing their experience to others' experiences. Everyone experiences trauma differently.
- Ask how you can help. **Be available**. Reassure the survivor that someone is available to them 24 hours a day.
- Let the survivor take **control** of the situation. Remember the survivor has been robbed of all sense of control, so letting them make decisions will be empowering. Support all of the survivor's decisions, even if you disagree with them.
- Offer to **accompany** the survivor in seeking medical attention, counseling, or contacting the police and/or the Title IX Coordinator or Investigators.
- Help identify a **support system** for the survivor-it can be a friend, family member, or counselor.
- Suggest they call a professionally trained sexual assault **resource** who can help her/him in all aspects of this crisis.
 - National Sexual Assault Hotline: 800-656-HOPE (4673)
 - www.rainn.org/get-help/national-sexual-assault-hotline
 - Metropolitan Organization to Counter Sexual Assault (MOCSA) 24/7 crisis line (816)531-0233 or (913)642-0233 www.mocsa.org/ndhlp_sxa.php
- Help them organize their thoughts on how to proceed, but let them make their **own decisions** in order to regain the feeling of being in **control**.
- Be **patient** and let the survivor recover at their own rate. It may take weeks, months, or years. Survivors may never completely "forget" the attack.
- Provide protection by giving the survivor a **safe place** to go. Offer them companionship or suggest a friend return home with them.
- Encourage the survivor to **preserve evidence**. The sooner an assault is reported, the better the likelihood of charges being filed and the accused convicted. Caution the victim not to shower, eat, wash their clothes or brush their teeth. If they do go to the hospital, tell them to bring a change of clothes. The **PERK** exam requires all clothing to be examined at a police lab for evidence. Assure them that they will remain in control of decision making about judicial options.
- **Touch** or hug the victim only if you're sure they are comfortable with physical contact. If you are unsure, ask.
- **Do not** tell anyone else about the assault without the survivor's permission.
- **BE AVAILABLE** in the weeks and months following the assault. Recovery from sexual assault is a long, difficult process. Know when to ask for outside support to process your own feelings.
- **Confront** your own fears and prejudices about sexual assault.
- **Educate** yourself about the common myths and misconceptions.

- **Learn** about Rape Trauma Syndrome to know what to expect from the survivor.

Partners of Survivors

- Honor your partner's wishes regarding sexual activity and physical intimacy levels.
- If your partner has not brought up the subject, gently ask them about it.
- Your partner's needs should be of primary concern and should guide your actions.
- See a counselor to discuss your feelings regarding the assault and its impact on your life.
- Remember that even though some things may change between you and your partner for some time, most survivors recover from the trauma and have healthy, loving relationships.

Reporting

A guiding principle in the reporting of domestic violence, dating violence, sexual assault, and stalking is to avoid possible re-victimizing of the complainant by forcing the individual into any plan of action. It is recommended that a person who has experienced domestic violence, dating violence, sexual assault, or stalking consider each of the following:

1. Getting to a safe place.
2. Making a police report. You can initiate a campus and/or criminal complaint for the assault. Either will help whether or not a student chooses to prosecute the assailant. Reporting a sexual assault to the police does not commit someone to further legal action. In an off-campus emergency, the student is encouraged to call 911 or the police department in the city or town where he/she is located.
3. Avoiding the destruction of evidence by bathing, douching, changing clothes, or cleaning up in any way. Preserve evidence in a paper bag for possible future action. Also, keep copies of emails, text messages, and voice messages.
4. Pursuing medical treatment. Post-assault medical care can be performed at a local emergency room. Many hospitals have a specialized examiner who can complete an exam for victims of sexual violence. Such an exam can help the victim receive an appropriate medical assessment and treatment, and can preserve evidence for possible future action. St. Luke's East Hospital, St. Joseph's Medical Center, Truman Medical Center – Lee's Summit and Research Medical Center are experienced and prepared to help sexual assault victims.
5. Pursuing counseling services with appropriate agencies (Licensed Counselors at Calvary's Counseling Center). Regardless of whether a student reports the assault, it is often helpful to seek counseling to cope with the traumatic experience. The counseling services provided by Calvary University are available regardless of where or when the assault may have occurred.
6. Calling someone that is known and trusted, such as a friend or counselor, and discussing with this person the assault can help to evaluate the trauma to sort out next steps. (This could be the Resident Director, Resident Assistant, Dean of Students or Dean of Women.)
7. Making a report to Dean's Department, Calvary's Security Department, Title IX coordinator, deputy Title IX coordinator, or other responsible employee under Title IX.
8. Making an anonymous report. An anonymous report to the police notifies them that an act of sexual violence has occurred but gives no names or identification.

Notification and Availability of Protective Measures

Please note: CU will provide all victims with written information regarding protective measures and options for, available assistance with, and how to request changes in academic, residential, transportation or employment situations. CU will endeavor to provide such protective measures if requested by the victim and reasonably available, without regard to whether or not the victim chooses to report the crime to CSD or law enforcement authorities.

Consider Filing a Police Report

A report to the police can empower the complainant by exercising her/his legal rights and can aid in the protection of others. CU staff will encourage the complainant to file a police report and will assist the complainant in notifying the police if requested. The police will then advise the complainant of the legal process.

1. On-campus investigation is typically conducted by CSD. CSD has both an administrative role and a law enforcement role.
2. Off-campus cases are usually investigated by the Kansas City Police Department or other law enforcement agency. When an investigation or legal proceedings occur off-campus, services are still available through the College.

There may be consequences to waiting to file a police report. Early reports may improve the preparation of a viable prosecution. Filing a police report immediately following the incident does not force the complainant to file charges and prosecute the respondent. However, it does aid in the preservation of valuable evidence if the complainant decides to pursue charges at a later date.

The States Attorney makes all decisions regarding the prosecution of alleged crimes reported to law enforcement.

Alternatives to Immediately Filing a Police Report

Calvary University is committed to stopping misconduct in all of its forms. Any CU student who believes that he/she has been subjected to misconduct has the right to file a complaint through the procedures delineated below.

CU encourages individuals to report incidents of misconduct, regardless of who the alleged offender may be. CU will not pursue disciplinary action against a student who claims to be a victim of misconduct in connection with reporting that misconduct or against students named as witnesses.

1. Report the crime at a later date.
2. Make a complaint to the Student Dean's Office, Title IX coordinator, or deputy Title IX coordinator. Such a complaint may be used for actions which include, but are not limited to, on-campus administrative proceedings.
3. Make an anonymous report to the police (a report that notifies the police that a domestic violence, dating violence, sexual assault, or stalking incident has occurred, but gives no names or identification).
4. Contact a referral agency for help: the Licensed Counselors in the Counseling Center, Dean of Women, Dean of Students, Title IX coordinator, Human Resources, Resident Director or Resident Assistant.
5. Make a complaint to the Title IX coordinator. Such a complaint may be used for actions which include, but are not limited to, on-campus administrative proceedings.
6. Contact the Title IX coordinator for more information concerning the administrative process. Students may reference Calvary University's *Judiciary Process for Title IX* (below) or may consult with Human Resources, Dean's Department or the Title IX coordinator.

If the complainant does not choose to file a police report, s/he may still file an administrative complaint. The complainant will be referred to other agencies if appropriate. Specifically, a complainant may be encouraged to seek assistance with the Title IX Coordinator, Student Dean's Department, Calvary Security Department, Resident Assistant or Resident Director. Support may also be sought via the licensed counselors at the Counseling Center, and/or various community resources such as:

1. National Sexual Assault Hotline: 800-656-HOPE (4673) www.rainn.org/get-help/national-sexual-assault-hotline
2. Metropolitan Organization to Counter Sexual Assault (MOCSA) 24/7 crisis line (816) 531-0233 or

- (913)642-0233 www.mocsa.org.ndhlp-sxa.php
3. SAFEHOME Shelter 24-Hour Crisis Hotlines (913) 262-2868 or 888-432-4300

Confidentiality of Protective Measures

Calvary University will keep strictly confidential any accommodations or protective measures provided to the complainant or the respondent, to the extent that upholding such confidentiality does not inhibit Calvary University's ability to provide such services.

On-Campus Investigation and Adjudication

CSD's response to domestic violence, dating violence, sexual assault, or stalking incidents may involve a number of individuals and agencies (e.g., CSD, Dean of Students, Dean of Women, licensed counseling services personnel). Any of these CU officials are available to discuss any concerns you may have and to provide information to you about CU's policy on misconduct and complaint process. In addition, for cases involving campus community members, there is a timely, campus-based investigation which is private and protects individual rights and process. The complainant is presented with options about how s/he may pursue the complaint.

Title IX complainants, including those reporting violence or concerned about CU's compliance with Title IX or Department of Education policies, may be directed to the Title IX coordinator, Moriah Roberts, in the Administration building, room 126 through the President's Office Secretary's office. Call at 816-322-0110, ext. 1304 or direct line at 816-425-6121. Or:

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

United States Equal Employment Opportunity Commission (EEOC)
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
800-669-4000

Missouri Commission on Human Rights
3315 W. Truman Blvd., Room 212, P.O. Box 1129
Jefferson City, MO 65102-1129
Toll Free Complaint Hotline: 877-781-4236
Email: mchr@labor.mo.gov
www.labor.mo.gov/mohumanrights

Office for Civil Rights (OCR)
United States Department of Education
33 Arch Street, Suite 900
Boston, MA 02110-1491
(617) 289-0111
Email: ocr.Boston@ed.gov
www.ed.gov/ocr

Interim Arrangements and Post-Hearing Interventions

CU actively provides services for all parties in domestic violence, dating violence, sexual assault, and stalking cases. CU continues a coordinated response system that attends to the complainant's and respondent's physical and emotional well-being as well as the safety of the community

Administrative Services to Assist a Student Complainant or Respondent

The Dean of Students Office (DOS) will assist students, including collaborating with CSD and other departments to provide:

1. Referral to a counselor at the Counseling Center, or referrals to outside provider(s). (Abundant Life Counseling Center)
2. Escort services. (CSD)
3. Assistance in petitioning for a protection order. CSD honors orders of protection, no-contact orders, restraining orders, or similar orders issued by a criminal, civil, or tribal court.
4. Withdrawal from the College. (DOS)
5. An on-campus investigation and, if appropriate, initiate on-campus disciplinary procedures. (DOS)
6. Other referrals as necessary.

Administrative Services to Assist Faculty or Staff Complainant or Respondent

The Title IX coordinator will assist faculty and staff, including collaborating with CSD and other departments to provide:

1. Escort services. (CSD)
2. Assistance in petitioning for a protection order (Dean's Department, Calvary Security Department) The College honors orders of protection, no-contact orders, restraining orders, or similar orders issued by a criminal, civil, or tribal court.
3. An on-campus investigation and, if appropriate, initiate disciplinary/dismissal procedures. (Title IX coordinator and/ or Human Resources)
4. Other referrals as necessary.

Interim Conditions and Post-Hearing Interventions Applying to Complainants and Respondents

1. The complainant and/or respondent may have on-campus residence changed.
2. The complainant and/or respondent may have his/her academic schedule altered and/or arrangements with instructors to assist in offsetting potential academic problems will be coordinated. This service is not applicable for a respondent who has been temporarily or immediately removed from campus and/or classes.
3. The respondent may be directed not to have contact, by any means, with a complainant. (No Contact Contract)
4. The complainant may be directed not to have contact, by any means, with a respondent. (No Contact Contract)
5. Any individual who is alleged to have committed a violent act, including domestic violence, dating violence, sexual assault, or stalking upon a member of the campus community, may be banned from campus and campus activities.
6. The complainant and/or respondent may have his/her work schedule altered.
7. The complainant and/or respondent may have leave of absence granted or required.
8. Other conditions as deemed appropriate.
9. These interim measures are subject to review and revision throughout the investigative and judiciary processes.

JUDICIARY PROCESS

Procedures for Handling Complaints Involving Students

The Committee for Dispute Resolution (“CDR”) has been charged with implementing the following procedures for students pursuant to the Sexual and Gender-Based Harassment Policy (“Policy”). The CDR operates under the Compliance Committee with oversight by the College’s Title IX Coordinator.

Calvary University students, faculty, staff, other Calvary appointees, or third parties who believe they are directly affected by the conduct of a Calvary student (collectively “Initiating Parties”) may: request information or advice, including whether certain conduct may violate the Policy; seek informal resolution; or file a formal complaint. These three options are described below. Initiating Parties are encouraged to bring their concerns to their Resident Assistant, Title IX Coordinator, Dean’s Department or members on the CDR, but may, if they choose, contact another School officer, who will refer the matter as appropriate.

Reports of violence involving students are generally directed to the DOS Office, which manages investigations, and may act as judicial officers when charges are brought.

Mediation, including assistance from the Student Dean’s Office and/or the licensed portion of the counseling center for the purpose of mediation between the parties, will not be used to resolve sexual violence complaints.

Both complainant and respondent have certain shared or complementary rights in disciplinary hearings. The rights below apply as addenda to the protocols identified below:

1. The complainant and the respondent have the right to be assisted by an advisor, including an advisor they choose at their own expense.
2. The complainant and the respondent have the right to access and review any information that will be used in the hearing.
3. The complainant and the respondent will be advised of the date, time, and location of a hearing, when scheduled. Both may attend and participate.
4. Decisions may be appealed by both parties as applicable. All parties will be informed in writing of the outcome of any appeal.

The standard of proof that exists for campus disciplinary proceedings is preponderance of evidence, (i.e., more likely than not the event(s) occurred). A student’s privacy concerns are weighed against the needs of Calvary University to respond to certain incidents and crimes. To the greatest extent possible, all reports will remain private. However, information may be shared with appropriate departments and agencies under a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community.

As set forth in the Title IX policy, interim measures designed to support and protect the Initiating Party or the College community may be considered or implemented at any time, including during a request for information or advice, informal resolution, or a formal complaint proceeding. Please see “*Interim Arrangements and Post-Hearing Interventions*” above for details.

Requests for Information or Advice

Initiating Parties seeking information or advice can expect to learn about resources available at the College and elsewhere that provide counseling and support. They also will be advised about the steps involved in pursuing an informal resolution or filing a formal complaint. In addition, the College Title IX Coordinator or the Dean’s Department or other staff in CDR may discuss with Initiating Parties whether any interim measures are appropriate at this stage.

Determination of Proceeding

The Title IX coordinator and investigators will use an informal or formal proceeding based on the allegations and evidence. For more specific information on steps, resolution, timelines, and decision making, see below.

Requests for Informal Resolution

Initiating Parties may make a request, either orally or in writing, for informal resolution to the College Title IX Coordinator. The request should identify the alleged harasser (if known) and describe the allegations with specificity. The College Title IX Coordinator will assess the severity of the alleged harassment and the potential risk of a hostile environment for others in the community to determine whether informal resolution may be appropriate.

Upon determining that informal resolution is appropriate the Title IX Coordinator will assign the informal resolution to an Investigator. The Investigator will consult further with the person initiating the request, inform the person who is the subject of the allegations, and gather additional relevant information as necessary from the parties and others, as indicated. The Title IX Coordinator also may put in place any appropriate interim measures to protect the educational and work environment. The Title IX Coordinator or the Investigator will attempt to aid the parties in finding a mutually acceptable resolution.

When the allegations, if true, might constitute criminal conduct, the party against whom they are brought is hereby advised to seek legal counsel before making any written or oral statements.

Those facing allegations may wish to obtain legal advice about how this process could affect any criminal case in which they are or may become involved.

A matter will be deemed satisfactorily resolved when both parties expressly agree to an outcome that is also acceptable to the Title IX Coordinator. At any point prior to such an express agreement, the Initiating Party may withdraw the request for informal resolution and initiate a formal complaint under these Procedures.

Ordinarily, the informal resolution process will be concluded within two to three weeks of the date of the request.

Procedures for Formal Complaints

Initiating a Complaint

An Initiating Party may file a formal complaint alleging a violation of the Policy. A complaint of sexual or gender-based harassment should be filed directly with the Title IX Coordinator, regardless of the identity of the Respondent. (If the Respondent is not a student, see Referral of Complaints Against Staff, Faculty, Other Calvary University Appointees, or Third Parties below). The Title IX Coordinator will inform the Student Dean's Department for the Complainant and the Respondent that a complaint has been received, and, if indicated, the Title IX Coordinator will put in place any appropriate interim measures.

A formal complaint must be in writing and signed and dated by a Complainant or a third party filing on behalf of a potential Complainant (Reporter). It should state the name of the alleged harasser (if known) and describe with reasonable specificity the incident(s) of alleged harassment, including the date and place of such incident(s). The complaint must be in the Complainant or Reporter's own words, and may not be authored by others, including family members, advisors, or attorneys. Attached to the complaint should be a list of any sources of information (for example, witnesses, correspondence, records, and the like) that the Complainant or Reporter believes may be relevant to the investigation. However, a complaint should not be delayed if such sources of information are unknown or unavailable.

The Title IX Coordinator will not investigate a new complaint if he/she has already adjudicated a formal complaint based on the same circumstances or if the parties and Title IX Coordinator already have agreed to an informal resolution based on the same circumstances. Whether or not a complaint is filed with the Title IX Coordinator, any person may file a complaint of discrimination with Missouri Commission of Human Rights, the U.S. Equal Employment Opportunity Commission, the U.S. Department of Education Office of Civil Rights, or any other state or federal agency having jurisdiction.

Referral of Complaints Between or Against Staff, Faculty, Other Calvary University Appointees, or Third Parties

These Procedures cover complaints involving Staff, Faculty, Other Calvary University Appointees, or third parties. When allegations are asserted against a staff member, faculty member, other Calvary University appointee, or third party, The Title IX Coordinator will promptly provide the Academic Dean (Faculty) or Humans Resources Coordinator (Staff) with a copy of the complaint. The Title IX Coordinator, in consultation with Supervisory Officers, will determine whether some or all of the allegations will be handled at the Supervisory level, or whether the CDR will conduct all or part of any investigation, and will inform the Complainant or Reporter.

1. All incidents are to be reported to the Title IX coordinator, Moriah Roberts, in the Administration building, room 126. Call at 816-322-0110, ext. 1304 or direct line at 816-425-6121.
2. Based on the initial report of the incident, the Title IX coordinator, with assistance from CSD, Human Resources, and/or the Dean of Students Office, will implement any temporary safety measures immediately.
3. The Title IX coordinator will then assign a Title IX investigator or investigators to investigate the incident.
4. The Title IX investigator(s) will investigate the incident and submit a final written report to the Title IX coordinator.
5. If it is determined that discipline or dismissal of a faculty or staff member is warranted, the following policies and procedures will be followed:
 - a. Faculty – Faculty Handbook;
 - b. Staff – Staff Handbook;
6. Both the complainant and respondent will be notified in writing of the final results of the investigation and any resulting actions.
7. Both the complainant and respondent may appeal the final determination pursuant to the Faculty/Staff Handbook.

The standard of proof that exists for campus disciplinary proceedings is preponderance of evidence (i.e., more likely than not the event(s) occurred). If a complainant requests that his or her name not be revealed to the respondent or asks CU not to investigate or seek action against the respondent, CU will be limited in its ability to respond fully to the incident.

Timeframe for Filing a Complaint

Calvary University does not limit the timeframe for filing a complaint. The College encourages complaints to be filed as soon as reasonably possible following an alleged Policy violation because the College's ability to gather adequate information may be limited where a significant length of time has elapsed between an incident and the filing of a complaint. Further, with respect to those cases that will be reviewed by disciplinary bodies at the conclusion of the investigation, the College's ability to complete its processes may be limited with respect to Respondents who have graduated from or are no longer employed by the College.

Initial Review

Once a complaint is received, the Title IX Coordinator will assign the case to an Investigator for an initial review. The Department with which the Respondent is affiliated may designate an additional individual to work jointly with the Investigator (collectively, the “Investigative Team”). Investigators will receive training so that they have the specialized skill and understanding to conduct prompt and effective sexual and gender-based harassment investigations.

The Investigative Team will contact the Complainant or Reporter in an attempt to gather a more complete understanding of the allegations, as well as any related conduct that may implicate the Policy. When a complaint is brought by a Reporter, the Investigative Team will endeavor to meet with the person identified as the potential Complainant both to gather information and to discuss his or her interest in participating in an investigation.

Based on the information gathered, the Investigative Team will determine whether the information, if true, would constitute a violation of the Policy such that an investigation is warranted or whether the information warrants an administrative closure. The Investigative Team will convey this determination to: the Complainant (and the Reporter, if there is one); and the Title IX Coordinator. The Investigative Team will work with the Title IX Coordinator to implement any appropriate interim measures to be put in place by the College pending the completion of the case (or to revise as necessary any measures already in place).

Ordinarily, the initial review will be concluded within one week of the date the complaint was received.

Investigation

Following the decision to begin an investigation, the Investigative Team will notify the Respondent in writing of the allegations and will provide a copy of the Policy and these procedures. The Respondent will have one week in which to submit a written statement in response to the allegations. This statement must be in the Respondent’s own words; Respondents may not submit statements authored by others, including family members, advisors, or attorneys. Attached to the statement should be a list of all sources of information (for example, witnesses, correspondence, records, and the like) that the Respondent believes may be relevant to the investigation.

If the decision is made to begin an investigation in a case where a Reporter filed the complaint, and the Complainant is unwilling to participate but the College has assessed the severity of the harassment and the potential risk of a hostile environment for others in the community and has determined to proceed, then, for the purposes of these Procedures, the Title IX Coordinator (or a designee) will be considered the Complainant.

The Investigative Team will request individual interviews with the Complainant and the Respondent, and, as appropriate, with other witnesses, which may include those identified by the parties as well as relevant officers of the College or others. When identifying potential witnesses, the parties should understand that the purpose of interviews is to gather and assess information about the incident(s) at issue in the complaint, not to solicit general information about a party’s character.

When a complaint involves allegations that, if true, also might constitute criminal conduct, Respondents are hereby advised to seek legal counsel before making any written or oral statements. The investigation process is not a legal proceeding, but Respondents might wish to obtain legal advice about how this process could affect any criminal case in which they are or may become involved.

After the collection of additional information is complete but prior to the conclusion of the investigation, the Investigative Team will request individual follow-up interviews with the Complainant and the Respondent to give each the opportunity to respond to the additional information.

Personal Advisors

Both the Complainant and the Respondent may bring a personal advisor to any interviews with the Investigative Team. A personal advisor should be an employee of the College who is affiliated with the department in which the advisee is enrolled or employed, but may not be related to anyone involved in the complaint or have any other involvement in the process. In the case of students enrolled in interdisciplinary programs, their official academic advisor also may serve as their personal advisor.

Personal advisors may view a redacted version of the complaint or other documents provided to the parties, offer feedback on their advisee's written statements, and provide general advice. During interviews, personal advisors may not speak for their advisees, although they may ask to suspend the interviews briefly if they feel their advisees would benefit from a short break.

Confidentiality

The Title IX Coordinator, Student Dean's Department, Academic Dean (Faculty), Human Resources Coordinator (Staff), members of the CDR, personal advisors, and others at the College involved in or aware of the complaint will take reasonable steps to protect the privacy of all involved. Once a complaint is filed, the Complainant or Reporter, the Respondent, and any witnesses will be notified of the potential for compromising the integrity of the investigation by disclosing information about the case and the expectation that they therefore keep such information – including any documents they may receive or review – confidential. They also will be notified that sharing such information might compromise the investigation or may be construed as retaliatory. Retaliation of any kind is a separate violation of the Policy and may lead to an additional complaint and consequences.

The parties remain free to share their own experiences, other than information that they have learned solely through the investigatory process, though to avoid the possibility of compromising the investigation, it is generally advisable to limit the number of people in whom they confide.

Coordination with Law Enforcement Authorities

In all cases, the Investigative Team will have completed the initial review without delay and, as appropriate, will have proposed interim measures to the Title IX Coordinator. In the event that an allegation includes behavior or actions that are under review by law-enforcement authorities, the Investigative Team will, in light of status updates from law-enforcement authorities and the Title IX Coordinator, assess and reassess the timing of the investigation under the Policy, so that it does not compromise the criminal investigation.

Conclusion of the Investigation and Issuance of Final Report

At the conclusion of the investigation, the Investigative Team will make findings of fact, applying a preponderance of the evidence standard, and determine based on those findings of fact whether there was a violation of the Policy.

The Investigative Team will provide the Complainant and the Respondent with a written draft of the findings of fact and analysis and will give both parties one week to submit a written response to the draft. The Investigative Team will consider any written responses before finalizing these sections of the report and the final section of the report, which will outline any recommended measures to be taken by the College to eliminate any harassment, prevent its recurrence, and address its effects. The Title IX Coordinator will work jointly with the appropriate Department to put in place such measures as they determine are appropriate. Consistent with College policies, measures imposed at this stage might include, among others: restrictions on contact; course-schedule or work schedule alteration; changes in housing; leaves of absence; or increased monitoring of certain areas of the campus.

The investigation will be completed and the final report provided to the Complainant, the Respondent, and the Title IX Coordinator ordinarily within six weeks of receipt of the complaint. The administration of discipline in cases involving students is subject to the authority of the Student Dean's Department; thus, as appropriate, having received the report, the College separately will consider the imposition of discipline through its own processes and notify the parties as appropriate. For cases involving faculty, staff, other College appointees, or third parties that have been investigated by the Title IX Coordinator and/or CDR pursuant to Section III.B above, the imposition of sanctions will be considered separately by the appropriate officials (i.e. Academic Dean's Department, Human Resources Coordinator) at the School through their relevant policies.

Special Circumstances

Request for Anonymity

If a potential Complainant asks to remain anonymous, then the Investigative Team, or the Title IX Coordinator, as appropriate, will consider how to proceed, taking into account the potential Complainant's wishes, the College's commitment to provide a nondiscriminatory environment, and the potential Respondent's right to have specific notice of the allegations. The Investigative Team or the Title IX Coordinator may conduct limited fact finding to better understand the context of the complaint. In some circumstances, a request for anonymity may mean an investigation cannot go forward, or the Investigative Team or the Title IX Coordinator may determine that further investigation is necessary, in which case the potential Complainant will be informed that his or her identity will be disclosed as necessary for the investigatory process. In other circumstances, the Investigative Team or the Title IX Coordinator may determine that the matter can be appropriately resolved without further investigation and without revealing the Complainant's identity.

Administrative Closure

If, after conducting the initial review of a formal complaint, the Investigative Team finds that the allegation, if true, would not constitute a violation of the Policy, then the Title IX Coordinator will administratively close the case and notify the Complainant (and the Reporter, if there is one), as well as the Student Dean's Department, Academic Dean and/or Human Resources accordingly.

Where the Complainant is unwilling to participate in further investigation, the Title IX Coordinator will assess the severity of the alleged harassment or the potential risk of a hostile environment for others in the community and will determine whether administrative closure is appropriate or whether the College should proceed with an investigation.

Within one week of the decision to close a case administratively, the Complainant or Reporter may request reconsideration on the grounds that there is substantive and relevant new information that was not available at the time of the decision and that may change the outcome of the decision. The Title IX Coordinator will consider requests for reconsideration and inform the Complainant or Reporter of the outcome, ordinarily within one week of the date of the request.

In cases where the Title IX Coordinator concludes that the alleged conduct, while not a violation of the Policy, might implicate other Student or College conduct policies, the Title IX Coordinator may refer the complaint to the appropriate Department or College official.

Request to Withdraw the Complaint

While every effort will be made to respect the Complainant's wishes to withdraw a formal complaint, the College must be mindful of its overarching commitment to provide a nondiscriminatory environment. Thus, in certain circumstances, the Title IX Coordinator may determine that investigation is appropriate despite a Complainant's request to withdraw the complaint or failure to cooperate. Other circumstances also may result in a request to withdraw the complaint being declined, where, for example, a request to withdraw is made after a significant portion of the investigation has been completed and terminating the investigation would be inequitable.

Request for Informal Resolution After a Complaint has Been Filed

Once a complaint has been opened for investigation and before the final report has been provided to the parties, a party may request informal resolution as an alternative to formal resolution of the complaint, but that disposition requires agreement of the Complainant and the Respondent and the approval of the Title IX Coordinator in consultation with the relevant Department. If such a request is approved, the timeframes will be stayed, and the Investigator or a designee will take such steps as he or she deems appropriate to assist in reaching a resolution. If the parties cannot reach an informal resolution within two weeks from receipt of the request, then the Investigative Team will resume the investigation of the complaint in accordance with the formal complaint procedures.

Appeal

Both the Respondent and the Complainant may appeal the decision of the Investigative Team to the Title IX Coordinator or the Committee for Dispute Resolution based on the following grounds:

1. A procedural error occurred, which may change the outcome of the decision; or
2. The appellant has substantive and relevant new information that was not available at the time of investigation and that may change the outcome of the decision.

Disagreement with the Investigative Team's findings or determination is not, by itself, a ground for appeal.

Appeals of the Investigative Team's decision must be received by the Title IX Coordinator or designee within one week of the date of the final report. Likewise, appeals of decisions to administratively close a case or to deny a request to withdraw the complaint must be received by the Title IX Coordinator or designee within one week of the date of the decision under appeal. Ordinarily, appeals will be decided within two weeks and the parties and the Title IX Coordinator promptly will be informed of the outcome in writing.

CU Resources:

Title IX Coordinator (Moriah Roberts)
Human Resources Coordinator (Jolayne Rogers)
Student Dean's Department (Cory Trowbridge and Arely Perez)
Counseling Center
Calvary Security Department (Glenn Williams)

Outside Agencies:

U.S. Department of Education, Office for Civil Rights (OCR)
U.S. Equal Employment Opportunity Commission (EEOC)
Massachusetts Commission Against Discrimination (MCAD)

Defining Acts Involved with Sex Offenses

The following state definitions are informational.

Dating Violence³

The term “dating violence” means violence committed by a person—

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- (i) The length of the relationship.
- (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship.

Domestic Violence

Domestic violence includes physical harm, bodily injury, sexual activity compelled by physical force, assault, or the infliction of fear of imminent physical harm, bodily injury, sexual activity compelled by physical force, or assault, not committed in self- defense, on the complaining family or household members.

Domestic Assault

A person commits the offense of domestic assault in the first degree if he or she attempts to kill or knowingly causes or attempts to cause serious physical injury to a domestic victim, as the term "domestic victim" is defined under section [565.002](#).

A person commits the offense of domestic assault in the second degree if the act involves a domestic victim, as the term "domestic victim" is defined under section [565.002](#), and him or her:

- (1) Knowingly causes physical injury to such domestic victim by any means, including but not limited to, use of a deadly weapon or dangerous instrument, or by choking or strangulation; or
- (2) Recklessly causes serious physical injury to such domestic victim; or
- (3) Recklessly causes physical injury to such domestic victim by means of any deadly weapon.

Stalking in the First Degree

1. As used in this section and section [565.227](#), the term "disturbs" shall mean to engage in a course of conduct directed at a specific person that serves no legitimate purpose and that would cause a reasonable person under the circumstances to be frightened, intimidated, or emotionally distressed.
2. A person commits the offense of stalking in the first degree if he or she purposely, through his or her course of conduct, disturbs or follows with the intent of disturbing another person and:
 - (1) Makes a threat communicated with the intent to cause the person who is the target of the threat to reasonably fear for his or her safety, the safety of his or her family or household member, or the safety of domestic animals or livestock as defined in section [276.606](#) kept at such person's residence or on such person's property. The threat shall be against the life of, or a threat to cause physical injury to, or the kidnapping of the person, the person's family or household members, or the person's domestic animals or livestock as defined in section [276.606](#) kept at such person's residence or on such person's property; or
 - (2) At least one of the acts constituting the course of conduct is in violation of an order of protection and the person has received actual notice of such order; or
 - (3) At least one of the actions constituting the course of conduct is in violation of a condition of probation, parole, pretrial release, or release on bond pending appeal; or

³ Definition from the *Violence Against Women Act* of 1994

- (4) At any time during the course of conduct, the other person is seventeen years of age or younger and the person disturbing the other person is twenty-one years of age or older; or
 - (5) He or she has previously been found guilty of domestic assault, violation of an order of protection, or any other crime where the other person was the victim.
3. Any law enforcement officer may arrest, without a warrant, any person he or she has probable cause to believe has violated the provisions of this section.
 4. This section shall not apply to activities of federal, state, county, or municipal law enforcement officers conducting investigations of any violation of federal, state, county, or municipal law.

Sexual Harassment

Sexual harassment is a form of sex discrimination and is a violation of Calvary University policy as well as federal and state statutes. Calvary University views with the utmost seriousness offenses against an individual such as stalking, inappropriate sexual touching, sexual assault and any other form of non-consensual sexual activity.

For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexual assault and all other verbal and physical conduct of a sexual nature when:

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

Calvary University considers harassment a very serious matter. Any person found to be engaging in sexual harassment will be subject to disciplinary action, up to and including dismissal from Calvary University or its residence halls.

Examples of Sexual Harassment

Sexual harassment can be directed toward a person of the opposite sex or same sex and can take many forms. Sexual harassment may occur regardless of the intention of the person engaging in the conduct. The following are some examples of conduct which, if unwelcome, may constitute sexual harassment, depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Sexual advances (whether they involve physical touching or not);
- Requests for sexual favors in exchange for actual or promised academic or job benefits such as favorable grades or continued employment;
- Sexual jokes;
- Use of sexual epithets, written or oral references to sexual conduct, gossip regarding one's sex life and comments on an individual's body, sexual activity, deficiencies or prowess;
- Displaying sexual objects, pictures, written materials or cartoons;
- Leering, brushing against the body, sexual gestures or suggestive or insulting comments;
- Sexual exhibitionism;
- Inquiries into one's sexual activities;
- Cyber-harassment including non-consensual videos or audio tapings of sexual activity;
- Sexual assault or coerced sexual acts.

Sexual Assault

The most egregious form of sexual harassment is sexual assault which will not be tolerated at Calvary University.

For the purposes of sexual assault violations, the following definitions apply:

A person who knowingly causes another person to engage in a sexual or deviate sexual, act—

- (1) by using force against that other person; or
- (2) by threatening or placing that other person in fear that any person will be subjected to death, serious bodily injury, or kidnapping;
- (3) renders another person unconscious and thereby engages in a sexual act with that other person; or
- (4) administers to another person by force or threat of force, or without the knowledge or permission of that person, a drug, intoxicant, or other similar substance and thereby—
 - (A) substantially impairs the ability of that other person to appraise or control conduct; and
 - (B) engages in a sexual act with that other person;
- (5) causes another person to engage in a sexual act by threatening or placing that other person in fear (other than by threatening or placing that other person in fear that any person will be subjected to death, serious bodily injury, or kidnapping); or
- (6) engages in a sexual act with another person if that other person is—
 - (A) incapable of appraising the nature of the conduct; or
 - (B) physically incapable of declining participation in, or communicating unwillingness to engage in, that sexual act;

or attempts to do so, commits sexual assault.

Calvary University defers to current Missouri Revised Statutes (RSMO) Chapter 566 regarding specific definitions of sexual assault.

Consent

Consent is an understandable exchange of affirmative words or actions that indicate a willingness to participate in mutually agreed upon sexually explicit touching or sexual penetration. Consent must be informed and freely and actively given. It is incumbent upon each individual involved in the activity to either obtain or give consent prior to any sexual activity, and again, prior to sexual penetration. If at any time during the sexual interaction any confusion or ambiguity should arise on the issue of consent, it is incumbent upon each individual involved in the activity to stop and clarify, verbally, the other's willingness to continue.

- A verbal "no," even if it may sound indecisive or insincere, constitutes lack of consent.
- When consent is requested verbally, absence of any explicit verbal response constitutes lack of consent.
- It is expected that, after consent has been established, a person who changes his/her mind during the sexual activity will communicate through words or actions his/her decision to no longer proceed.
- Past consent to sexual activity does not imply future on-going consent, and the fact that two persons are in an on-going relationship does not preclude the possibility that sexual misconduct or sexual assault might occur within that relationship.
- A student's use of alcohol and/or other drugs does not diminish a student's responsibility to obtain consent.

Sexually explicit touching is the unwanted touching of another person in a sexual manner. Examples of sexually explicit touching include, but are not limited to, the touching, either directly or through clothing, of another person's genitalia, breasts, inner thigh, or buttocks of any person with a clothed or unclothed body part or object.

Sexual assault is engaging, or attempting to engage in, any one or more of the following sexual acts with or directed against another person:

- Sexual penetration without the consent of the other person;
- Sexually explicit touching through the use of coercion or where the person is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity;
- Sexual penetration through the use of coercion or where the person is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

Coercion

Coercion is the exploitation of fear or anxiety through intimidation, compulsion, domination, or control with the intent to compel conduct or compliance. It is the use of force, or the threat of force; the use of a threat of immediate or future harm; or the use of physical or severe and/or pervasive emotional intimidation to cause or attempt to cause another person to engage in or submit to certain activities. Coercion also includes the administration of a drug, intoxicant or similar substance that impairs the faculties of a person.

Incapacity

Incapacity is defined as a person incapable of giving consent because he/she is asleep, unconscious, losing or regaining consciousness or clearly mentally or physically incapacitated. Signs of being incapacitated include, but are not limited to, difficulty walking, inability to speak in a coherent manner, and vomiting or the presence of vomit.

Sexual Penetration

Sexual Penetration is defined as any degree of insertion of a penis, hand, finger, tongue or any object into a person's anus or vulva, or any degree of insertion of genitalia into the mouth.

Communication

Clear communication is required by Calvary University's Sexual Assault definitions, which require each participant to obtain and give consent before engaging in any form of physical touch or sexual activity. Relying solely upon nonverbal communication is not sufficient. Communication is a foundational process that affects all of our relationships and interactions.

Sexual Abuse

A person commits the offense of sexual abuse in the first degree if he or she subjects another person to sexual contact when that person is incapacitated, incapable of consent, or lacks the capacity to consent, or by the use of forcible compulsion.

A person commits the offense of sexual abuse in the second degree if he or she purposely subjects another person to sexual contact without that person's consent.

Rape

A person commits the offense of rape in the first degree if he or she has sexual intercourse with another person who is incapacitated, incapable of consent, or lacks the capacity to consent, or by the use of forcible compulsion. Forcible compulsion includes the use of a substance administered without a victim's knowledge or consent which renders the victim physically or mentally impaired so as to be incapable of making an informed consent to sexual intercourse.

A person commits the offense of rape in the second degree if he or she has sexual intercourse with another person knowing that he or she does so without that person's consent.

Statutory Rape

A person commits the offense of statutory rape in the first degree if he or she has sexual intercourse with another person who is less than fourteen years of age.

A person commits the offense of statutory rape in the second degree if being twenty-one years of age or older, he or she has sexual intercourse with another person who is less than seventeen years of age.

Disciplinary Sanctions for Students

- **Verbal Disciplinary Warning.** A Verbal Disciplinary warning is the first step in the disciplinary process. The offender is informed of what the violation was and what is needed to correct the issue.
- **Written Disciplinary Warning** is given if the offense merits more than a verbal warning, or if the infraction from the verbal warning persists. Further misconduct will lead to Dean's Disciplinary Warning, Disciplinary Probation or Expulsion. A Disciplinary Warning may be accompanied by other forms of discipline, i.e., work projects, fines, on-campus restrictions (suspensions), etc.
- **Written Dean's Disciplinary Warning** is given if the offense merits more than a written Disciplinary warning, or if the infraction from the written warning persists. Further misconduct will lead to Disciplinary Probation or Expulsion. A Disciplinary Warning may be accompanied by other forms of discipline, i.e., work projects, fines, on-campus restrictions (suspensions), etc.
- **Disciplinary Probation** is issued to a student for a semester or part of a semester. Further misconduct will probably lead to Expulsion. A student on Disciplinary Probation will lose privileges at Calvary. Some of the lost privileges are: the position of RA/ARA, a Student Senate position, class officer, etc. He/she will not be able to participate in the special groups of the college, i.e., athletic teams, musical groups, drama productions, etc. (unless it is required coursework).
- **Disciplinary Expulsion** is when a student is asked to leave during or after a semester. The student will not be permitted on campus without expressed permission from the Student Deans. The student may or may not be allowed to return depending on his/her repentance, behavior, and compliance with re-admission requirements.

Restrictions or Educational Activities Sanctions

Having the intent of effecting a safer campus environment and/or promoting the development of a student determined responsible for Student handbook violations, the Committee for Dispute Resolutions, Dean's Department or Title IX Coordinator may impose additional sanctions. Such sanctions may include but are not limited to:

1. A disciplinary withdrawal of a student who has been suspended.
2. No Contact Contract: A contract to refrain from any intentional contact, direct or indirect, with one or more designated persons or group(s) through any means, including personal contact, email, telephone, or through third parties.
3. Suspension of or restriction(s) on access to all or to specified campus facilities, buildings, or other locations; or services; or events.
4. Residence hall transfer, residence hall floor transfer, restricted access within the residence halls, restricted access to dining services, and removal and/or ban from the residence hall system for a specified period of time.
5. Suspension of or restriction(s) on driving on or parking in campus-controlled streets, roads, and parking lots.
6. Restitution to the College for cleaning, replacing, or restoring some specific area or thing when loss or damage was a result of the student's disciplinary violation.
7. Referral for a behavioral assessment, to the Counseling Center (Approved Licensed Counselors), or another approved provider.

8. Mandated community service and/or participation in campus educational programs.
9. Mandated participation in one or more extracurricular activities, lectures or workshops, and/or other activity that employs an educational purpose and accepted pedagogy.
10. Enhanced Sanctions for Bias-Motivated Offenses – Violators of the regulations and policies outlined in this document whose violations are motivated by bias may face more severe or enhanced sanctions. Violations motivated by bias include the intentional selection of a person against whom the violation is committed because of the race, religion, color, genetic information, gender, disability, sexual orientation, gender identity, national origin, ethnicity, age, or ancestry of that person.
11. Loss of privileges (i.e. Chapel Cuts, Curfew etc.)

Suspension

The Dean's Department, the CDR or the Title IX Coordinator may impose one or more College sanctions listed above and/or others and/or the Calvary University (CU) sanction of suspension as described below.

Suspension will normally be for at least the remainder of the semester in which the penalty is imposed and will normally result in the cancellation of registration of the student. Suspension may be recommended for violations involving assault, domestic violence, dating violence, sexual assault, stalking, possession or trafficking in the sale of drugs or weapons, false emergency report, interference in CU activities (classes, administration, research, fire, police, etc.), or other serious offenses, or knowingly violating the terms of any disciplinary sanctions imposed in accordance with the *Code*.

1. Temporary Suspension— Suspension is a temporary withdrawal of enrollment privileges and ban from campus property and activities (student) or recognition (student organization) for a specific period. Suspension notification will include conditions of the suspension and terms for reinstatement. In some cases, short term suspension may be imposed depending on the nature and severity of the offense.
2. Indefinite Suspension— Indefinite suspension is a suspension which involves no definite time limit and may carry conditions which must be met before the student/ student organization may request reinstatement.
3. Emergency Suspension — The temporary, immediate removal of a student in accordance with the Student Handbook violations.

Disciplinary Sanctions for Faculty and Staff

Calvary University and/or the Academic Deans Department will follow the disciplinary policies and procedures in Faculty Handbook for complaints involving faculty. The Human Resources Coordinator will follow the disciplinary policies and procedures in the Staff Handbook for any disciplinary acts involving staff. For employees excluded from the broad banding system, policies listed by the State Board of Higher Education will be followed.

Privacy and Respect of Information

Respecting one's right to privacy is important to CU. Students can be assured that when they share information with medical, police, and/or College officials, such information will be handled professionally and within the framework of each agency's governing body privacy limitations (e.g., state law, licensing, FERPA, etc.).

College employees who have the authority to take action to redress sexual violence; who have been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX coordinator or appropriate school designee; or whom a student could reasonably believe has this authority or duty shall report all complaints of sexual violence to the Title IX coordinator.

A student's privacy concerns are weighed against the needs of CU to respond to acts of harassment, including domestic violence, dating violence, sexual assault, and stalking. To the greatest extent possible, all reports will remain private. However, information may be shared with appropriate departments and agencies under a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community. If a complainant requests that his or her name not be revealed to the respondent or asks CU not to investigate or seek administrative action against the respondent, CU will be limited in its ability to respond fully to the incident. Title IX and the Campus SaVE Act include protections against retaliation. CU officials will not only take steps to prevent retaliation but will also take strong responsive action if it occurs.

Calvary's Counseling Center mental health counselors, Student Health Services employees, or any other person with a professional license requiring confidentiality or who is supervised by such a person will not report incidents of sexual violence to the Title IX coordinator in any way that identifies a student without the student's consent.

Confidentiality in Reporting

All information received regarding sexual misconduct as defined above is subject to inclusion, in statistical form, in annual CU-published reports, including the Clery report. Victim anonymity is a primary concern, and as such Calvary University takes special care to avoid disclosing personally identifiable information about the victim in publicly available recordkeeping. This includes keeping strictly confidential the victim's name, description, and details of the incident, among other information that could indicate the identity of the victim.

Registered Sex Offender Information

Calvary Security Department is not the custodian of the sexual offenders database. This falls under the various County Sheriffs Departments. Information on sex offenders is available at <http://www.familywatchdog.us/>, and information on offenders in the local area is available in the security office during office hours.

Survivor's Rights

For information on survivor's rights, go to the Missouri Attorney General's website at: <http://www.ago.mo.gov/crimevictims/crimevictims.htm>

Annual Fire Safety Report

The Campus Fire Safety Right-to-Know Act is an amendment to the Higher Education Opportunity Act. This amendment serves to increase campus fire safety awareness across the nation, providing students and their families with the fire safety records of colleges and universities. Signed into law on August 14, 2008, this amendment requires post-secondary institutions to publish fire safety information and statistics, much as is already done with other crime statistics, such as campus theft and assault.

Additionally, the National Student Loan Program requires all eligible Title IV institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The statistics include the number, cause, related injuries and deaths, and property damages associated with each fire. In addition, each institution is required to report fire safety information to the U.S. Department of Education.

Collectively this information provides prospective and current students information regarding the policies, concerns, and fire safety conditions that are present at Calvary University (CU).

Smoking and Open Flames In Student Housing

CU regulates smoking and open flames in on-campus housing. CU maintains fire safety policies and procedures. See the Student Handbook or the Calvary Security Department (CSD) for more information.

CU further reserves the right to direct residents to remove from their rooms or residences any hazardous materials. The final decision regarding removal of such materials will be made by the Director of Operations after review by the Dean of Students. Items may be confiscated and held by CU if they violate hall fire safety and/or jeopardize security and community living.

Open Flames, Incense and Flammable Storage

Candles used for decorative purposes are prohibited. Candles and other devices with open flames, as well as incense and fireworks, are prohibited. Additionally, flammable liquids such as propane, gasoline, petroleum-based solvents, paint thinners, and similar flammable materials, may not be stored inside any residence.

Smoking

CU is a tobacco-free campus. Smoking or use of tobacco is not permitted on the CU campus. Tobacco use includes the possession of any lighted tobacco product, or the use of any oral tobacco product.

Fire Safety Education and Training Programs

CU promotes campus fire safety on an ongoing basis through various safety education and training programs.

Residence hall staff receive orientation to the operations and locations of the fire alarm system, as well as a review of their roles during a fire or fire drill. The Resident Directors (RDs), Resident Assistants (RAs) and Assistants to the Resident Assistants (ARAs) receive general fire safety and fire extinguisher training at the beginning of each semester.

Students receive a general orientation to the fire systems present in the building during the first week of the residents' arrival. Staff also review evacuation and emergency procedures with residents. Residence hall students participate in one fire drill during both the fall and spring semesters.

Reporting a Fire Occurring in an On-Campus Student Housing Facility

Individuals discovering a fire at a CU on-campus student housing facility should dial the Calvary Security Department at (816)-898-2989 and/or 9-1-1 to report the fire and activate the fire alarm system. Although fire alarms on campus are monitored by a central station and are programmed to automatically summon the fire department upon activation, the fire should still be promptly reported.

Fire Drills

Dormitory 256

One fire drill is conducted during the fall semester and one fire drill is conducted during the spring semester. Fire drills may be announced or unannounced. The fire drills are designed to give students an opportunity to evacuate the residence hall in a non-emergency situation. All residents must leave the building when the alarm sounds for the drill. Failure to do so will result in disciplinary action.

Philadelphia Hall, Duplex, Tumbleweed and Indian Trail Residences

Residents receive information regarding fire safety and evacuation from their resident manager in their welcome packets and all residents are encouraged to practice their evacuation procedures.

Fire Alarm System

Dormitory 256 is equipped with a building fire alarm system, and each student room has a smoke detector. When the building alarm sounds all residents are required to leave the building. Residents cannot re-enter a building until permitted by hall staff. The interference with the operation of a smoke detector or any other fire safety equipment will result in disciplinary action in addition to being liable for damages and subject to applicable criminal and civil penalties.

Philadelphia Hall, Duplex, Tumbleweed and Indian Trail Residence apartments have smoke detectors. The interference with the operation of the smoke detectors, or any other fire safety equipment, will result in disciplinary action, in addition to being liable for damages and subject to applicable criminal and civil penalties.

Esther Hall and Stephen Hall Dormitories were not used in 2014 as student resident facilities.

Suppression System

A sprinkler system is provided in Dormitory 256 for additional safety in the event of a fire. Residents must be careful not to damage, tamper with, cover, or hang items from the sprinkler heads or an accidental discharge of water may result. In addition, residents may not store personal items within 18 inches of any sprinkler head.

Fire Safety and Prevention

- Equipment room doors are not to be left open or unlocked.
- Fire doors must be kept closed at all times unless held open by fire release devices.
- Exits must be maintained absolutely clear of obstructions.
- Only approved exit locks will be installed.
- Other devices will not be allowed.
- Panic bars will not be disabled by use of chains or padlocks in occupied rooms or areas.
- Exit doors must be marked and must be operable.
- Storage is restricted to areas designed and designated for that purpose.
- Storage space will be located so that a fire in a storage space will not impact avenues of escape from the building.
- Storage areas and containers for combustible materials will be an authorized design so that a fire in the storage area or container will be confined.
- Flammable liquids will be stored in appropriate storage containers and cabinets.

- Chemicals will be sorted and discarded appropriately per appropriate guidelines issued by the Maintenance Department.
- Storage under a stairway or in a stairwell is not permitted.
- Each storeroom will be given frequent fire inspections.
- Discard unused items. Large items or quantities will be secured separately. Improper electric wiring will not be allowed.
- Decorations of paper based material for false ceilings, murals, etc., will not be permitted.
- Fire extinguishers of the appropriate type will be placed as required, regularly inspected and recharged.
- Waste products will not be allowed to accumulate.
- There is no smoking permitted anywhere on the CU campus.
- Open flames are not permitted in or near any campus structure with the exception of the gas stoves located in designated kitchens in the residential halls and houses.

Fire Evacuation Procedures

Students in On-Campus Housing

In the event of a continuous sounding of the fire alarm in the unit, students should proceed as follows:

1. All persons inside a residential facility are required to leave the building immediately.
2. CU staff may assist with the evacuation of the building as availability and safety permit.
3. It is the responsibility of all students to familiarize themselves with proper fire and emergency evacuation procedures.
4. Failure to respond to a fire alarm, or to staff requests during an evacuation may result in CU disciplinary action, in addition to being liable for damages and subject to applicable criminal and civil penalties.
5. When an alarm sounds follow these guidelines:
 - a. Close room doors and windows.
 - b. Wear shoes and carry or wear a coat.
 - c. Leave via the nearest, safest exit, path, or route.
 - d. Don't panic - move quickly outside the building to at least 50 feet away from the structure and to the designated assembly point, and check in with CU staff.
 - e. Do not use elevators as exit routes. Use the closest stairwells.
 - f. Do not re-enter the building until the "all clear" announcement is given by emergency personnel.
 - g. If you are on an upper floor, are hearing impaired, have mobility issues, or are unable to escape from your room:
 - h. Close your door and seal it off with a towel or blanket.
 - i. Duct tape often works well to seal cracks.
 - j. Dial CSD (816) 898-2989 and/or 9-1-1 and relay all information pertaining to the fire (i.e., location, floor, room, building, etc.) to the officer. Don't hang up until directed to do so.
 - k. Hang a bright colored sheet or towel from your window to alert emergency crews to your location.
 - l. Open your upper window for fresh air if necessary. If smoke enters the room from the outside, CLOSE your window immediately.
 - m. Wait for rescue. Don't panic, open the door, or prematurely jump from your window.

Campus Employees

It is important for employees to familiarize themselves with the procedures of fire reporting.

1. Safety of the People. Evacuate people as readily as possible. Close doors to isolate the fire. A person with an ambulatory disability should move to the opposite end of the building near a stairway and away from the fire, and wait for firefighters to arrive. Exit strategies should be discussed with supervisors.

2. Send the Alarm. Call CSD (816) 898-2989 and/or 9-1-1 to relay all information pertaining to the fire (i.e., location, floor, room, building, etc.). If the building is equipped with the fire pull boxes, break the glass, and pull the bar.
3. Notify Others in the Area. Use any alarm provided for this purpose. Move out to a safe area to give firefighters a clear field.
4. Assist CSD and/or Firefighters. Relate to them what is burning (i.e., special chemicals, radiation hazards) or any other pertinent information.

Fire Safety Systems in On-Campus Housing

Dormitory 256, the primary student residential facility, is equipped with central station-monitored fire detection systems, sprinkler systems, pull boxes and smoke detectors in every room. All campus residential facilities have smoke detectors. The fire systems safety report is shown in Figure 2.

Fire Safety Definitions

On-campus student housing facility is any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.

Cause of fire is the factor or factors that give rise to a fire.

The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

Fire is any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire drill is a supervised practice of a mandatory evacuation of a building for a fire.

Fire-related injury is any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, employees, visitors, firefighters, or any other individuals.

Fire-related death is any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or dies within one year of injuries sustained as a result of the fire.

Fire safety system is any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

Value of property damage is the estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

Daily Fire Log

CU tracks fires which occur in on-campus housing. Figures 3, 4 and 5 provide information pertaining to fires that have occurred at CU on-campus housing facilities for the 2013, 2014, and 2015 calendar years.

CSD maintains — available for public inspection upon request — a fire log that includes a listing of all fires that occur in an on-campus student housing facility. The report includes the nature, date, time and general location of each fire. The log may be viewed at the Calvary Security Department Office, 211 Madison Hall, 15820 Elmwood Avenue, Kansas City, MO 64147.

Post-Fire Contact Information

Contact CSD to report fires that have been successfully extinguished in on-campus housing: (816) 898-2989. CSD will investigate and generate a report as appropriate.

Plans for Future Improvements in Fire Safety

Calvary University continually evaluates the fire protection system in residential facilities. Upgrades to the system occur through replacements or building renovations. There are no plans for further upgrades to existing fire protection systems at this time in our residential facilities.⁴

⁴ Various policies, procedures and strategies adapted from the University of North Dakota.

Figure 2 - Fire Safety Systems in On-Campus Housing

Residential Facility	Building Fire Alarm	Room Detection	Pull Stations	Monitored by Central Station	Fire Evacuation Maps	Sprinkler System	Fire Extinguishers	Fire-Rated Doors	Fire Drills Conducted
Dormitory 256	YES	YES	YES	YES	YES	YES	YES	YES	2
Stephen Hall	NO	YES	NO	NO	NO	NO	YES	YES	0
Esther Hall	NO	YES	NO	NO	NO	NO	YES	YES	0
Philadelphia Hall	NO	YES	NO	NO	NO	NO	YES	YES	0
Duplex	NO	YES	NO	NO	NO	NO	NO	NO	0
501 Tumbleweed	NO	YES	NO	NO	NO	NO	NO	NO	0
503 Tumbleweed	NO	YES	NO	NO	NO	NO	NO	NO	0
504 Tumbleweed	NO	YES	NO	NO	NO	NO	NO	NO	0
506 Tumbleweed	NO	YES	NO	NO	NO	NO	NO	NO	0
508 Tumbleweed	NO	YES	NO	NO	NO	NO	NO	NO	0
509 Tumbleweed	NO	YES	NO	NO	NO	NO	NO	NO	0
510 Tumbleweed	NO	YES	NO	NO	NO	NO	NO	NO	0
512 Tumbleweed	NO	YES	NO	NO	NO	NO	NO	NO	0
513 Tumbleweed	NO	YES	NO	NO	NO	NO	NO	NO	0
514 Tumbleweed	NO	YES	NO	NO	NO	NO	NO	NO	0
515 Tumbleweed	NO	YES	NO	NO	NO	NO	NO	NO	0
516 Tumbleweed	NO	YES	NO	NO	NO	NO	NO	NO	0
518 Tumbleweed	NO	YES	NO	NO	NO	NO	NO	NO	0
526 Indian Trail	NO	YES	NO	NO	NO	NO	NO	NO	0
528 Indian Trail	NO	YES	NO	NO	NO	NO	NO	NO	0
530 Indian Trail	NO	YES	NO	NO	NO	NO	NO	NO	0

Note: Neither Stephen Hall nor Esther Hall was in use as a Residential Facility in 2014 or 2015.

Figure 3 - Statistics and Related Information Regarding Fires in Residence Facilities: 2013

Residential Facility	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries Requiring Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by a Fire
Dormitory 256 3 rd Floor Kitchen	1	1	Unintentional/Cooking On Stove	0	0	0
Stephen Hall	0	0	N/A	0	0	0
Esther Hall	0	0	N/A	0	0	0
Philadelphia Hall	0	0	N/A	0	0	0
Duplex	0	0	N/A	0	0	0
501 Tumbleweed	0	0	N/A	0	0	0
503 Tumbleweed	0	0	N/A	0	0	0
504 Tumbleweed	0	0	N/A	0	0	0
506 Tumbleweed	0	0	N/A	0	0	0
508 Tumbleweed	0	0	N/A	0	0	0
509 Tumbleweed	0	0	N/A	0	0	0
510 Tumbleweed	0	0	N/A	0	0	0
512 Tumbleweed	0	0	N/A	0	0	0
513 Tumbleweed	0	0	N/A	0	0	0
514 Tumbleweed	0	0	N/A	0	0	0
515 Tumbleweed	0	0	N/A	0	0	0
516 Tumbleweed	0	0	N/A	0	0	0
518 Tumbleweed	0	0	N/A	0	0	0
526 Indian Trail	0	0	N/A	0	0	0
528 Indian Trail	0	0	N/A	0	0	0
530 Indian Trail	0	0	N/A	0	0	0

Figure 4 - Statistics and Related Information Regarding Fires in Residence Facilities: 2014

Residential Facility	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries Requiring Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by a Fire
Dormitory 256	0	0	N/A	0	0	0
Philadelphia Hall	0	0	N/A	0	0	0
Duplex	0	0	N/A	0	0	0
501 Tumbleweed	0	0	N/A	0	0	0
503 Tumbleweed	0	0	N/A	0	0	0
504 Tumbleweed	0	0	N/A	0	0	0
506 Tumbleweed	0	0	N/A	0	0	0
508 Tumbleweed	0	0	N/A	0	0	0
509 Tumbleweed	0	0	N/A	0	0	0
510 Tumbleweed	0	0	N/A	0	0	0
512 Tumbleweed	0	0	N/A	0	0	0
513 Tumbleweed	0	0	N/A	0	0	0
514 Tumbleweed	0	0	N/A	0	0	0
515 Tumbleweed	0	0	N/A	0	0	0
516 Tumbleweed	0	0	N/A	0	0	0
518 Tumbleweed	0	0	N/A	0	0	0
526 Indian Trail	0	0	N/A	0	0	0
528 Indian Trail	0	0	N/A	0	0	0
530 Indian Trail	0	0	N/A	0	0	0

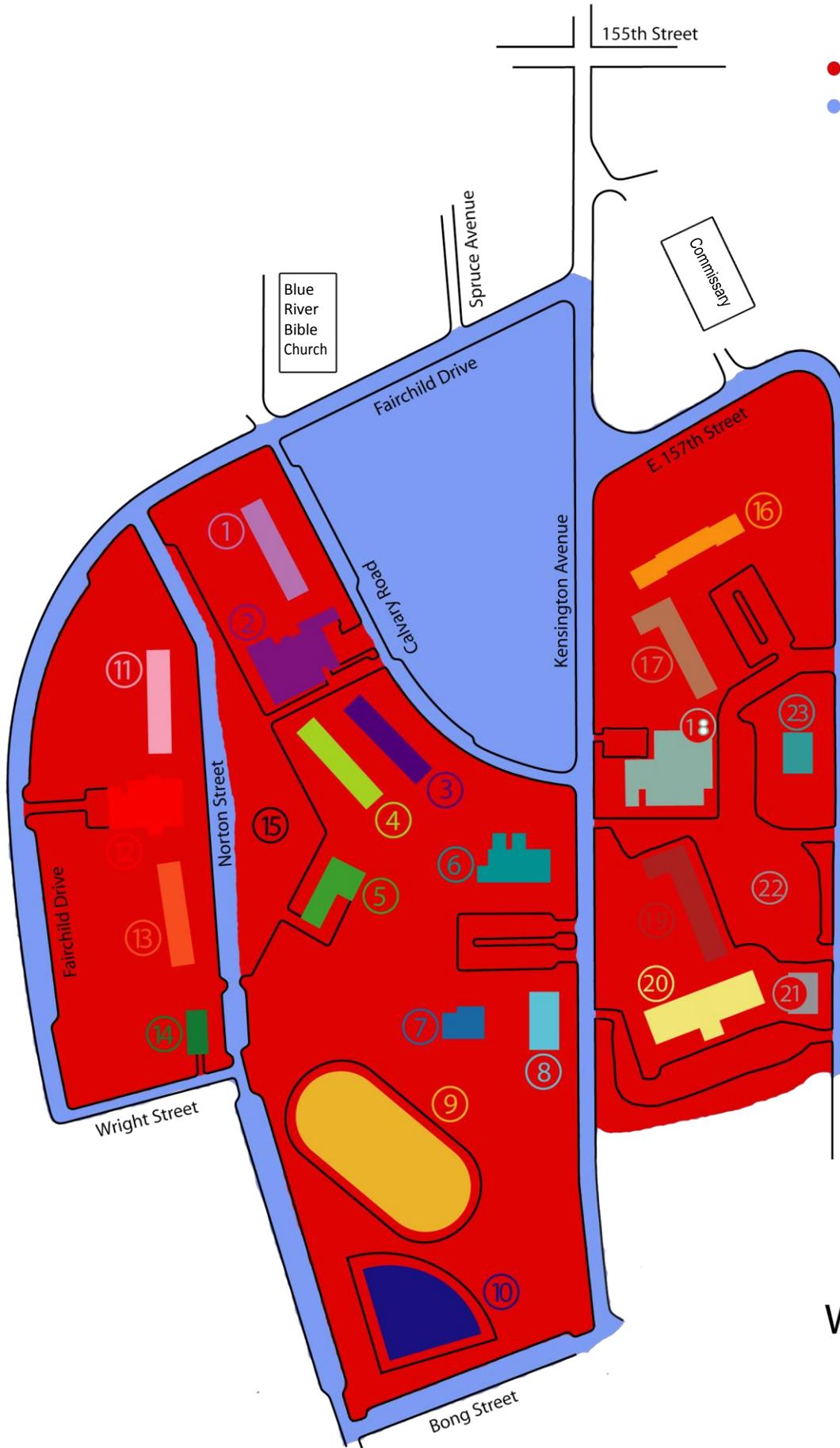
Note: Neither Stephen Hall nor Esther Hall was in use as a Residential Facility in 2014 or 2015.

Figure 5 - Statistics and Related Information Regarding Fires in Residence Facilities: 2015

Residential Facility	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries Requiring Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by a Fire
Dormitory 256	0	0	N/A	0	0	0
Philadelphia Hall	0	0	N/A	0	0	0
Duplex	0	0	N/A	0	0	0
501 Tumbleweed	0	0	N/A	0	0	0
503 Tumbleweed	0	0	N/A	0	0	0
504 Tumbleweed	0	0	N/A	0	0	0
506 Tumbleweed	0	0	N/A	0	0	0
508 Tumbleweed	0	0	N/A	0	0	0
509 Tumbleweed	0	0	N/A	0	0	0
510 Tumbleweed	0	0	N/A	0	0	0
512 Tumbleweed	0	0	N/A	0	0	0
513 Tumbleweed	0	0	N/A	0	0	0
514 Tumbleweed	0	0	N/A	0	0	0
515 Tumbleweed	0	0	N/A	0	0	0
516 Tumbleweed	0	0	N/A	0	0	0
518 Tumbleweed	0	0	N/A	0	0	0
526 Indian Trail	0	0	N/A	0	0	0
528 Indian Trail	0	0	N/A	0	0	0
530 Indian Trail	0	0	N/A	0	0	0

Note: Neither Stephen Hall nor Esther Hall was in use as a Residential Facility in 2014 or 2015.

Calvary Campus Map



- On-Campus property
- Public property

West Campus

1. W. Education Building
2. Library / The Learning Center
3. W. Admin. Building (closed)
4. Storage Building
5. Maintenance Shop
6. Gymnasium/Weight Room
7. Seminary/ Counseling Center
8. Special Events Building
9. Track / Soccer Field
10. Baseball Field
11. Esther Hall (closed)
12. Dining Hall
13. Stephen Hall (closed)
14. Campus Duplex
15. Parking

East Campus

16. Philadelphia Hall
17. E. Education Building
18. Conference Center
KA-BAR Cafe /
Langmade Room/
Liberty Chapel /
Student Lounge/
Vander Mey Room
19. Madison Hall
20. E. Dorm
21. Tennis Courts
22. Parking
23. Pool (closed)

