

# 2021 Annual Security and Fire Safety Report



## President's Message



Dear Member of the Calvary Community,

In this 2021 annual Security and Fire Safety Report for the 2020 calendar year, you will find the resources that we offer to students, staff, faculty, and our surrounding community. In response to the Jeanne Clery Disclosure of Campus Statistics Act, this report demonstrates our strong commitment to campus safety and security.

We want to take a moment to extend our sincere appreciation and thanks for all you do to ensure the safety and well-being of our entire community. We know our collaboration and open communication throughout the year leads to many joint successes resulting in a safer and more inclusive campus. You play a role in ensuring the safety and security of our campus community and are so grateful to you all for the time you take to assist us with the reporting of crimes. We know it is never easy to experience or witness a crime or receive information about others being victims of crime, so thank you for helping us to not only comply with this federal law, but to also ensure we are all doing everything we can to respond to and prevent future crime on our campus. Thank you for your attention to this important work.

Content in this report is contributed by a diverse group of individuals including those within the Security Department, the Student Development Department, and Title IX staff.

We here at Calvary University commit ourselves to providing a safe environment for all those who are a part of the Calvary community. The security department continues to uphold the strong law enforcement presence across the campus. They provide a 24-hour service through which suspicious activity may be reported, security escorts are available, and through which personnel are always available and eager to help.

Safety on campus is not confined to the limits of what a few individuals can do. The security department also promotes a watchful mindset throughout the community using methods such as security presentations, orientations, and drills. The department seeks to promote a mindset that is informed and mindful; the awareness that our students demonstrate is an invaluable resource which contributes to the welfare of the Calvary campus.

For questions or comments concerning this publication, please contact the Calvary Security Department at 816-331-8700. This outstanding security team is available 24 hours a day and endeavors to go above and beyond.

Respectfully,

A handwritten signature in black ink that reads "Alexander Granados".

Alexander Granados, M.Div., Th.M., Ph.D.

*President*

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# 2020 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 formerly nineteen-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 were not 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](http://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 816-331-8700.”

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](http://www.calvary.edu/campus-security). For more information, contact CSD at (816) 331-8700.

## **Campus Safety**

This report contains information for the Kansas City campus, 15800 Calvary Road, Kansas City, MO 64147. 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 College and Seminary family 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 8700 or (816) 331-8700.

## **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 officers are trained to meet Kansas City Missouri Police Department (KCPD) Private Officer's Licensing Unit's standards and carry a Class A license which grants them arrest authority. 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/or 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) 331-8700 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) 331-8700.

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

- Dean of Men (816) 425-6157
- Dean of Women (816) 425-6172
- Housing personnel – Resident Directors and Resident Assistants (816) 425-6975
- Title IX Coordinator (816) 425-6161
- Title IX Training Coordinator (816) 425-6161
- Athletic Director (816) 425-6156
- All Head Coaches (816) 425-6206
- Maintenance Director (816) 768-6965

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 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 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, 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 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 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 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 Services 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) 331-8700.

### ***Investigation***

CSD and/or the Student Services 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 Services Department will notify and work with KCPD 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 Student Services 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 Student Services 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 Student Development 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.

### ***How to Report an Emergency***

The campus community is encouraged to call CSD (818) 331-8700 and/or 9-1-1 to report any on-campus situation that could constitute a significant emergency or dangerous situation involving an immediate or ongoing 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 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 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) notification system is Calvary University's campus-wide emergency notification system which is available at no additional cost to every member of the Calvary Community on a voluntary subscription basis. 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 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 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
- Sexual offenses
- 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) 331-8700, 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 Men (816) 425-6157
- Dean of Women (816) 425-6172
- Housing personnel – Resident Directors and Resident Assistants (816) 425-6975
- Title IX Coordinator (816) 425-6161
- Title IX Training Coordinator (816) 425-6161
- Athletic Director (816) 425-6156
- All Head Coaches (816) 425-6206
- Maintenance Director (816) 768-6965

### ***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 Student Services 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 Clery Act Crimes**

**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. (Drunkness 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 (ASFSR). By October 1 of each year, notification of the new ASFSR is emailed to current students and employees. A hard copy of the report is available upon request at CSD and the Admissions Office. 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 Student Services 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 – Kansas City Campus Crime Statistics**

	On-Campus			On-Campus Residence <sup>1</sup>			Public			Unfounded Cases		
	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Burglary: Total	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Attempted Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	1	0	0	0	0	0	0	0	0	0	0
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Offenses Forcible: Total	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Offenses Non-Forcible: Total	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	1	0	0	1	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0

Arrests	On-Campus			On-Campus Residence <sup>1</sup>			Public		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
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 <sup>1</sup>			Public		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
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 hate crimes reported in 2018, 2019 or 2020.*

*The Kansas City Campus has no areas defined as “Non-Campus” areas.*

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<sup>1</sup>*On-Campus Residence crimes are included in the On-Campus totals.*

## **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**

- Resident Discipleship Directors (RDD) and Resident Discipleship Leaders (RDL) receive safety training biannually and on an ongoing basis.
- Security Assembly: annually
- New student orientation: ongoing

#### **For Staff**

- New employee orientation: ongoing
- Faculty Staff Leadership Meeting: annually
- Security updates at staff meetings: ongoing
- RDD, RDL training: ongoing

#### **For Our Campus Community**

- Escort program: Ongoing

### ***Programs Encouraging Personal Security and the Security of Others***

#### ***For Students***

- Title IX education: ongoing
- Domestic violence, dating violence, sexual assault, and stalking education: ongoing
- Bystander intervention awareness: ongoing
- Survivor ally awareness: ongoing

#### **For Staff**

- Title IX education: ongoing
- Domestic violence, dating violence, sexual assault, and stalking education: ongoing
- Bystander intervention awareness: ongoing
- Survivor ally awareness: ongoing

### ***Crime Prevention Programming***

#### **Housing RDD, RDL Training**

The Student Services Department, in coordination with CSD, provides training to all RDDs, RDLs. 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.

#### **Security Assembly**

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 simultaneously via three routes: 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.
- 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, 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.

## **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 Other Drugs Policy**

### **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, individuals are to refrain from the public possession or use of alcohol.

**Any person 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 person 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. Any employee over the age for legal consumption of alcohol that is using, consuming, possessing, or distributing alcohol on College property or at any college sponsored or sanctioned events, may be subject to administrative review and appropriate action, up to and including dismissal.

In addition to any punishment imposed by the University, any person 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, individuals 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. Likewise, the University will not tolerate any of the above activities by any employee, and any such activities may be subject to administrative review and appropriate action, up to and including dismissal.

The University reserves the right to require a drug test from an individual 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 or dismissal from the University.

In addition to any punishment imposed by the University, any person 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. Title 12 of chapter 195 of the Missouri Revised statutes makes it unlawful for any person to manufacture, sell, or deliver or possess with the intent to manufacture, sell, or deliver those drugs designated collectively as controlled substances. The punishment includes a term of imprisonment as well as a substantial fine.

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

RSMo	Description	Prison Term
597.105	Keeping or maintaining a public nuisance.	Up to 4 years, E/Felony
579.015	Possession or control of a controlled substance.	Up to 1 or 7 years, A/Misdemeanor - D/Felony
579.055	Distribution, delivery, manufacture, or production of a controlled substance, violations and attempted violations.	C,B, E, A/Felony
579.020	Unlawful distribution to a minor.	5 - 15 years, B/Felony
568.070	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
579.030	Distribution of a controlled substance near a park.	10 years - life (30 years), A/Felony
579.030	Distribution of a controlled substance near public housing.	10 years - life (30 years), A/Felony
579.065	Trafficking drugs, first degree.	10 years - life (30 years), A/Felony
579.068	Trafficking drugs, second degree.	3 years - life (30 years), C,B,A/Felony
579.072	Providing materials for production of a controlled substance.	Up to 4 years, E/Felony
579.074	Unlawful use of drug paraphernalia.	Up to 1 or 7 years, A/Misdemeanor- D,E/Felony
579.076	Unlawful delivery or manufacture of drug paraphernalia.	Up to 4 years, A/Misdemeanor- E/Felony
579.078	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
579.110	Possession of Methamphetamine precursors.	Up to 4 years, E/Felony
579.101	Possession or purchase of solvents to aid others in violations.	Up to 6 months or 4 years, B/Misdemeanor or E/Felony
579.103	Selling or transferring solvents to cause certain symptoms.	Up to 7 years, D/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.

<b>State</b>	<b>Alcohol Laws</b>	<b>Drug Laws</b>
Alabama	<a href="#">Alabama Statues, Title 28</a>	<a href="#">Alabama Statues, Title 13a, Chapter 12, Article 5</a>
Alaska	<a href="#">Alaska Statues Title 4</a>	<a href="#">Alaska Statues Title 17</a>
Arizona	<a href="#">Arizona Liquor Law, Title 4</a>	<a href="#">Arizona State Legislature , Title 13, Chapter 34</a>
Arkansas	<a href="#">Arkansas Statues, Title 3, Chapter 4</a>	<a href="#">Arkansas Code, Title 5</a>
California	<a href="#">California Health and Safety Code, Division 10.7</a>	<a href="#">California Health and Safety Code, Division 10.7</a>
Colorado	<a href="#">Colorado Liquor Rules</a>	<a href="#">Colorado Revised Statutes, Chapter 18</a>
Connecticut	<a href="#">Connecticut Statues Chapter 545</a>	<a href="#">Connecticut Criminal Code</a>
Delaware	<a href="#">Delaware Code, Title 4</a>	<a href="#">Delaware Code, Title 16</a>
Florida	<a href="#">Florida Statutes Title XXXIV</a>	<a href="#">Florida Statutes, Title XLVI, Chapter 893</a>
Georgia	<a href="#">Georgia Code, Title 3</a>	<a href="#">Georgia Code, Title 16, Chapter 13</a>
Hawaii	<a href="#">Hawaii Code Chapter 281</a>	<a href="#">Hawaii Code Chapter 329</a>
Idaho	<a href="#">Idaho Statutes, Title 23</a>	<a href="#">Idaho Statues , Title 37, Chapter 27</a>
Illinois	<a href="#">Illinois Liquor Control Act</a>	<a href="#">Illinois statutes, Chapter 570</a>
Indiana	<a href="#">Indiana Code, Title 7</a>	<a href="#">Indiana Code, Title 35</a>
Iowa	<a href="#">Iowa Statutes, Chapter 123</a>	<a href="#">Iowa Statutes, Chapter 124</a>
Kansas	<a href="#">Kansas Statute, Article 41</a>	<a href="#">Kansas Statutes, Article 57</a>
Kentucky	<a href="#">Kentucky Statutes, Chapter 244</a>	<a href="#">Kentucky Statutes, Chapter 218A</a>
Louisiana	<a href="#">Louisiana Alcohol and Tobacco Control Law</a>	<a href="#">Louisiana Statutes, Title 40</a>
Maine	<a href="#">Main Statutes, Title 28</a>	<a href="#">Maine Statutes, Title 17, Chapter 45</a>
Maryland	<a href="#">Maryland Statutes, Chapter 5</a>	<a href="#">Maryland Criminal Law, Title 5</a>
Massachusetts	<a href="#">Massachusetts Statutes, Chapter 138</a>	<a href="#">Massachusetts Statutes, Chapter 94C</a>
Michigan	<a href="#">Michigan Statutes, Chapter 436</a>	<a href="#">Michigan Statutes, Chapter 333</a>
Minnesota	<a href="#">Minnesota Statutes, Chapter 340A</a>	<a href="#">Minnesota Statutes, Chapter 152</a>
Mississippi	<a href="#">Mississippi Statutes, Title 67</a>	<a href="#">Mississippi Code, Title 41, Chapter 29</a>
Montana	<a href="#">Montana Code, Title 16</a>	<a href="#">Montana Code, Title 45 Chapter 9</a>
Nebraska	<a href="#">Nebraska Code, Chapter 53</a>	<a href="#">Nebraska Code, Chapter 28</a>
Nevada	<a href="#">Nevada Statutes, Chapter 369</a>	<a href="#">Nevada Statutes, Chapter 453</a>
New Hampshire	<a href="#">New Hampshire Statues, Title XIII</a>	<a href="#">New Hampshire Statutes, Chapter 318</a>
New Jersey	<a href="#">New Jersey Statutes, Title 33</a>	<a href="#">New Jersey Statutes, Title 24:21</a>
New Mexico	<a href="#">New Mexico Statutes, Title 15 Chapter 10</a>	<a href="#">New Mexico Statutes, Section 30-31-23</a>
New York	<a href="#">New York Alcoholic Beverage Control</a>	<a href="#">New York Consolidated Laws, Article 33</a>
North Carolina	<a href="#">North Carolina Statutes, Chapter 18B</a>	<a href="#">North Carolina Statutes, Chapter 90</a>
North Dakota	<a href="#">North Dakota Statutes, Title 5 Chapter 5</a>	<a href="#">North Dakota Statutes, Title 19</a>
Ohio	<a href="#">Ohio Code, Title 43 Chapter 4301</a>	<a href="#">Ohio Code, Title 29, Chapter 2925</a>
Oklahoma	<a href="#">Oklahoma Statutes, Title 37</a>	<a href="#">Oklahoma Statutes, Title 63</a>

Oregon	<a href="#">Oregon Statues, Title 37, Chapter 471</a>	<a href="#">Oregon Statutes, Title 37, Chapter 475, 475B</a>
Pennsylvania	<a href="#">Pennsylvania Statutes, Title 47</a>	<a href="#">Pennsylvania statutes, Title 35</a>
Rhode Island	<a href="#">Rhode Island Statutes, Title 3</a>	<a href="#">Rhode Island Statutes, Title 21</a>
South Carolina	<a href="#">South Carolina Code, Title 61</a>	<a href="#">South Carolina Code, Title 44 Chapter 53</a>
South Dakota	<a href="#">South Dakota Statutes, Title 35</a>	<a href="#">South Dakota Statutes, Title 22</a>
Tennessee	<a href="#">Tennessee Code, Title 39 Chapter 17 Part 7</a>	<a href="#">Tennessee Code, Title 39 Chapter 17 Part 4</a>
Texas	<a href="#">Texas Alcoholic Beverage Code</a>	<a href="#">Texas Health and Safety Code, Title 6</a>
Utah	<a href="#">Utah Code, Title 32B</a>	<a href="#">Utah Code, Title 58 chapter 37</a>
Vermont	<a href="#">Vermont Statutes, Title 7</a>	<a href="#">Vermont Statutes, Title 18 Chapter 84</a>
Virginia	<a href="#">Virginia Statutes, Title 4.1</a>	<a href="#">Virginia Statutes, Title 18.2 Chapter 7</a>
Washington	<a href="#">Washington Code</a>	<a href="#">Washington Code</a>
West Virginia	<a href="#">West Virginia Code, Chapter 60</a>	<a href="#">West Virginia Code, Chapter 60A</a>
Wisconsin	<a href="#">Wisconsin Statutes, Chapter 125</a>	<a href="#">Wisconsin Statutes, Chapter 961</a>
Wyoming	<a href="#">Wyoming Statutes, Title 12</a>	<a href="#">Wyoming Statutes, Title 35 Chapter 7</a>

The 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	<b>First Offense:</b> 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.	Cocaine 5 kilograms or more mixture	<b>First Offense:</b> 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.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture	Fine of not more than \$5 million if an individual, \$25 million if not an individual.	Fentanyl 400 grams or more mixture	Fine of not more than \$10 million if an individual, \$50 million if not an individual.
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture	<b>Second Offense:</b> 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.	Heroin 1 kilogram or more mixture	<b>Second Offense:</b> 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.
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	<b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.

Substance/Quantity	Penalty
Any Amount Of Other Schedule I & II Substances	<b>First Offense:</b> 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	<b>Second Offense:</b> 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	<b>First Offense:</b> 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.  <b>Second Offense:</b> 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)	<b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  <b>Second Offense:</b> 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	<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.  <b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

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

<b>Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances</b>	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	<b>First Offense:</b> 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.  <b>Second Offense:</b> 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	<b>First Offense:</b> 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.  <b>Second Offense:</b> 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	<b>First Offense:</b> 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.
Hashish More than 10 kilograms	<b>Second Offense:</b> 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 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	<b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.  <b>Second Offense:</b> 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	

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### 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.

<sup>2</sup> <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 and work 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 individuals 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.

Faculty/Staff members who become aware of any Zero Tolerance Policy violations must report them to the Dean of Students or the appropriate vice president who will contact the appropriate authorities.

As there is no alcohol allowed on campus, Calvary offers a wide variety of alcohol-free events. The student lounge and the Warrior’s Café are relaxed places for students and faculty/staff to congregate. The lounge features a movie room and games (pool, ping-pong, etc.). The Warrior’s 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:*

Abundant Life Counseling Services  
 304 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

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 either of the above resources.

- 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**

Calvary University students, employees, guests and visitors have the right to be free from all forms of gender and sex-based discrimination, including sexual violence, sexual harassment, domestic violence, dating violence, and stalking. Actions that violate this right undermine the basic principles of biblical teaching, the community, and applicable laws. All members of the CU community are expected to conduct themselves in a manner that respects the rights, dignity and value of all other members of Calvary's community. 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 have received specific training.

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.

The policy herein defines expectations for the CU community and establishes a mechanism for determining when those expectations have been violated.

It should be noted that this policy specifically addresses sexual misconduct. Per other policies at CU, any sexual activity of any kind outside of defined boundaries may result in disciplinary sanctions.

## **Title IX Coordinator**

The University's Title IX Coordinator oversees compliance with all aspects of the sexual harassment, discrimination, and misconduct policy. The Coordinator reports directly to the President of the University. Questions about this policy should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the university Title IX Coordinator.

Samuel Tschetter, Director of Student Affairs and Title IX Coordinator  
15800 Calvary Rd  
Kansas City, MO 6147  
Madison Hall, Office 110  
(816) 768-6975  
[Samuel.Tschetter@calvary.edu](mailto:Samuel.Tschetter@calvary.edu)

Inquiries may be made externally to:

Office for Civil Rights:

*Kansas City Office*

U.S. Department of Education

One Petticoat Lane

1010 Walnut Street, Suite 320

Kansas City, MO 64106

Telephone: (816) 268-0550

Fax: (816) 268-0559

Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

Equal Employment Opportunity Commission, Kansas City Office

400 State Ave., Suite 905

Kansas City, KS 66140

Telephone: 1-800-669-4000

Fax: (913)551-6957

Email: [info@eeoc.gov](mailto:info@eeoc.gov)

## **Overview of Policy Expectations with Respect to Sexual Conduct**

For the purposes of this policy, sexual activity of any type without clear, knowing, and voluntary consent prior to and during the sexual activity is strictly forbidden. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as verbally expressing what one wants and doesn't want. Consent to one activity does not constitute consent to another activity, and previous consent does not imply consent to future sexual activity.

### **Sexual Misconduct Offenses**

A sexual misconduct offense is any unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectionably offensive that it effectively denies a person equal access to the University's educational program or activity and/or constitutes one of the following:

- A. Sexual Harassment. Sexual harassment is defined as conduct on the basis of sex that satisfies one or more of the following:
  - a. an employee of the institution conditioning an aid, benefit or service of the institution on an individual's participation in unwelcome sexual conduct (*i.e. quid pro quo*);
  - b. any unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person access to the institution's education program or activity; or
  - c. sexual assault (as defined in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act ("VAWA").

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 termination of employment.

- B. **Sexual Assault.** Sexual Assault is any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
- a. 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 offense includes the rape of both males and females.
  - b. 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
  - c. Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - d. d) Statutory Rape is sexual intercourse with a person who is under the statutory age of consent.
- C. **Dating Violence.** 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.
- D. **Domestic Violence.** Domestic violence includes felony or misdemeanor crimes 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 receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- E. **Stalking.** Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
- a. Fear for his or her safety or the safety of others; or
  - b. suffer substantial emotional distress.

## **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 a violation of the sexual harassment definitions above, 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
- Unwanted interactions that are too frequent, intense, or durative.

- Sexual jokes
- Constantly following another student
- 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
- Retaliation after a breakup
- Displaying sexual objects, pictures, written materials or cartoons
- Fondling another's breasts, buttock, groin, or genitals or touching another with these body parts
- Refusing participation in a campus event because the student filed a Title IX complaint.
- Leering, brushing against the body, sexual gestures or suggestive or insulting comments
- Sexual exhibitionism
- Invasion of sexual privacy
- Prostituting another student
- Unwanted Kissing
- Disregarding a non-contact order
- Intercourse with another who is under the influence of a substance so that they are unable to provide clear, knowing, and voluntary consent
- Intimidating another into allowing sexual contact
- Repeated badgering for sexual contact
- Sexual Penetration without clear consent
- Inquiries into one's sexual activities
- Exploitation, Cyber-harassment including non-consensual videos or audio tapings of sexual activity
- Sexual assault or coerced sexual acts.

## **Definitions**

### *Consent*

Consent is an understandable exchange of affirmative words or actions that indicate a willingness to participate in mutually agreed upon sexual activity, 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. Consent must be given knowingly, voluntarily, and clearly.

- 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.

### ***Coercion***

Coercion is unreasonable pressure to take part in sexual activity or in any of the prohibited conduct listed in this document. Unreasonable pressure can be exerted through physical or emotional force, intimidation, persistent advances, misuse of authority, outright threats or administration of drugs or alcohol. When someone makes it clear that he or she does not want to engage in sexual activity or does not want to go beyond a certain point of sexual interaction, continued pressure beyond that point may be considered coercive. Ignoring or dismissing the objections of another person may also be a form of coercion.

### ***Force***

Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats) or coercion that is intended to overcome resistance to or produce consent. Sexual activity that is forced is, by definition, non-consensual. The presence of force is not demonstrated by a lack of resistance.

### ***Incapacity***

Incapacity is defined as a person incapable of giving consent because he/she is asleep, unconscious, losing or regaining consciousness or 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.

### ***Retaliation***

Retaliation is any materially adverse action taken as a result of a person's participation in a protected activity. This includes filing a grievance, acting as a witness, participating in the resolution process, or assisting in an investigation.

Reports of retaliation should be brought to the Title IX Coordinator immediately. Any individuals who are concerned about retaliation should inform the Title IX coordinator so that appropriate steps may be taken mitigate such occurrence.

## **Title IX Jurisdiction**

In order for Calvary's Title IX policy to apply the following jurisdictional qualifications must be met.

- The incident must have taken place in the United States.
- Calvary must have control over the Respondent (student, faculty, vendor, etc.)
- Calvary must have control over the context of the harassment (on-campus location, official CU activity, supervision on an event, CU provided funding for the activity, sponsorship, promotion, or endorses the event or circumstances, etc.)
- Complainant is a member or seeking to be a member of Calvary University
- Grievance must qualify under one or more of the aforementioned violations.

If an allegation does not meet these criteria it will be dismissed as a Title IX violation. Even if the allegation does not qualify as a Title IX violation it may still be a violation of other policies in Calvary's Student Handbook.

## **Discretionary Dismissal**

The Title IX Coordinator may dismiss a Title IX report or allegations at their discretion if :

- They are notified by the Complainant in writing that the Complainant wishes to withdraw the formal complaint or allegations
- The Respondent is no longer enrolled or employed by Calvary
- Specific circumstances prevent the Calvary from gather evidence sufficient to reach a determination.

## **Amnesty Policy**

In exceptional cases, amnesty may be offered to witnesses in the course of a Title IX investigation. Amnesty provides protection from disciplinary sanctions for infractions to those who have material information in an investigation. Amnesty may be granted in full or in part at the discretion of the Investigators, the Title IX Coordinator, and the Student Deans. Amnesty will be determined on a case-by-case basis.

## **Sanctions**

The following sanctions may be imposed upon a respondent found responsible for sexual misconduct. They are listed below and defined in either the Student Handbook or the Employee handbook, respectively

### ***Student Sanctions:***

- Verbal Warning
- Written Warning
- Probation
- Expulsion

### ***Employee Sanctions:***

- Verbal Warning
- Written Warning
- Suspension without Pay
- Dismissal

## **Reporting and Confidentiality**

All Calvary employees are expected to report actual or suspected discrimination or harassment to appropriate officials immediately. In order to make informed choices, it is important to be aware of confidentiality and mandated reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality and are not required to report actual or suspected discrimination or harassment. They may offer options and resources without any obligation to inform an outside agency or campus official unless a reporting party

has requested this information be shared. If a reporting party expects formal action on their allegations, reporting to any employee can connect them with resources to report crimes and policy violations. Mandated reporters will immediately pass reports to the Title IX Coordinator, who will take action when an incident is reported to them.

### ***Confidential reporting***

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with:

- Karen Hange, Victim Advocate  
Education Building office  
Phone: (816)425-6186  
Email: [karen.hange@calvary.edu](mailto:karen.hange@calvary.edu)
  
- Tim Hange, Victim Advocate  
Education Building office  
Phone: (816)425-6184  
Email: [Tim.hange@calvary.edu](mailto:Tim.hange@calvary.edu)
  
- Aaron Heath, Victim Advocate  
Madison Hall office  
Phone: (816)425-6131  
Email: [aaron.heath@calvary.edu](mailto:aaron.heath@calvary.edu)
  
- Off-campus individuals, not employees of Calvary University
  - Licensed professional counselors and other medical providers
  - Local rape crisis counselors
  - Domestic violence resources
  - Local or state assistance agencies
  - Clergy/Chaplains
  - Attorneys.

Reporting Parties need to be aware that the Victim Advocates above will maintain confidentiality except in extreme cases of immediacy of threat or danger or abuse of a minor. These individuals are employees of Calvary and are not licensed counselors nor do they act in the role of a counselor. Victim Advocates provide a confidential resource for students that can connect victims to professional help (both medical and counseling) and for guidance on Calvary's Title IX policy. Victim Advocates will still submit anonymous statistical information for the Clery Act. Licensed counselors are available free of charge through Victim Advocates or the Student Dean's.

### ***Mandated Reporting***

All Calvary employees with the exception of the Victim Advocates above have a duty to report harassment or discrimination of which they become aware. Employees must promptly share all details of the reports they receive. Reporting parties may want to consider carefully whether they share personally identifiable details with non-confidential employees as those details must be shared with the Title IX Coordinator.

In cases indicated a pattern, predation, threat, weapons and/or violence, Calvary may not be able to honor a request for confidentiality or for an informal resolution. In cases where the reporting party requests confidentiality and the circumstances allow the university to honor that request, the University will offer interim supports and remedies to the reporting party and the community but will not pursue formal action. If the reporting party elects to take no

action, they can change that decision later if they decide to pursue a formal process at a later date. A reporting party has the right and can expect to have reports taken seriously by Calvary when formally reported and to have those incidents investigated and properly resolved through this policy and Title IX procedures

Even with a formal report Calvary will afford as much privacy to the reporter as possible. Only officials who need to know will be told. Information will be shared as necessary with investigators, witnesses and the responding party.

### ***Formal Reporting***

If a Complainant wishes to file a formal allegation of sexual harassment against a Respondent requesting that Calvary investigate the allegation, they may do so by contacting the Title IX Coordinator. The report must be a written account of the allegation that has been signed (either physically or digitally) by the complainant. Reports to the Title IX Coordinator can be made via email, phone, or in person at the contact information below:

Samuel Tscheeter: Title IX Coordinator, Director of Student Affairs  
Madison Hall office 110  
Phone: (816) 768-6975  
Email: [Samuel.Tscheeter@calvary.edu](mailto:Samuel.Tscheeter@calvary.edu)

A formal Report may be withdrawn at any point prior to the Hearing.

### ***Request for an Informal Resolution***

In addition to the option of filing a formal complaint that is resolved through the Judiciary Process, the Complainant has the option to resolve the allegation via an informal process. This requires signed agreement from both the Complainant and Respondent to proceed according to an informal process. An informal process may take many forms but may not involve a full investigation.

## **Timeframe for Filing a Complaint**

Calvary University does not limit the timeframe for filing a complaint. The University encourages complaints to be filed as soon as reasonably possible following an alleged Policy violation because the University'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 University's ability to complete its processes may be limited with respect to Responding party who have graduated from or are no longer employed by the University.

## **Federal Statistical Reporting Obligations**

Certain campus officials have a duty to report sexual assault, domestic violence, dating violence, and stalking for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area) for the publication of the Annual Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. This reporting protects the identity of the victim and may be done anonymously.

## **Federal Timely Warning Reporting Obligations**

Victims of sexual misconduct should also be aware that university administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The university will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

## **Judiciary Process for Gender-based Misconduct**

### ***Overview***

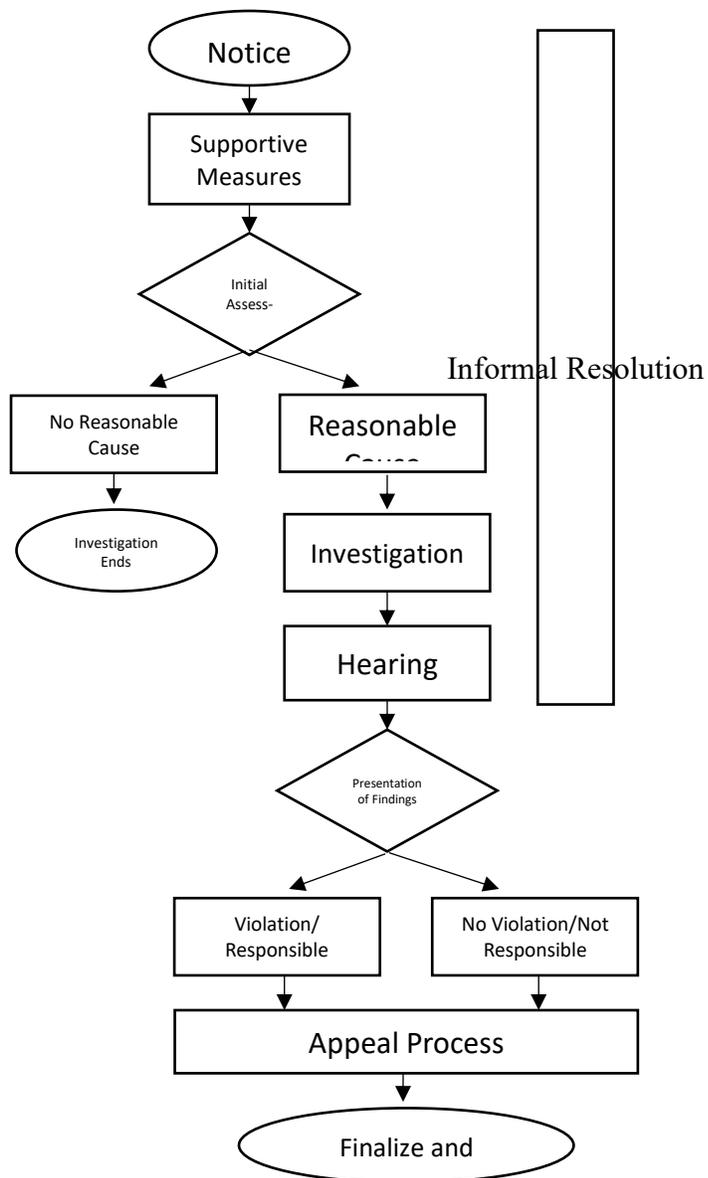
The following is a condensed explanation of Calvary University's Judiciary process and lays out the policy for Title IX Investigations. It is based on the Office of Civil Rights Investigative model. For further details regarding this process, please contact the Title IX Coordinator.

Calvary's Judiciary Process will be fair and impartial. All relevant evidence will be objectively evaluated, including inculpatory and exculpatory evidence. Credibility determinations are not based on a person's status as a Complainant or Respondent, or Witness. Respondents are not presumed to be responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. All parties and Witnesses are prohibited from knowingly making false statements or knowingly submitting false information during the grievance process.

Both parties will have opportunities to provide their account of the alleged incident, respond to the other party's account and inspect and review evidence that is directly related to the allegations.

Each party may have an Advisor of their choice. Advisors may accompany the party to any meeting or proceeding. If a party does not have an Advisor for the Hearing, the Title IX Coordinator will appoint an Advisor for the party at charge.

The college strives to complete the judiciary process within 45 business days. Throughout the process Calvary will provide the parties with regular status updates and information regarding next steps.



**Notice**

Once Calvary University receives an initial report the Title IX Coordinator will reach out to the Complainant. In this meeting the Coordinator will:

- Discuss the availability of supportive measures and the Complainant’s wishes regarding supportive measures.
- Discuss the report and listen to the complainants account. The Title IX Coordinator will ask questions at this time to gain a better understanding of the nature of the alleged incident.
- Explain this policy and the definition of Sexual Harassment.

### ***Supportive Measures***

At the Complainant's request Calvary will implement acceptable measures to assist the Complainant and provide emotional and spiritual support. Measures may include, but are not limited to:

- Access to counseling
- Adjusted classes/schedules
- Modified attendance expectations
- Transfer from in-class to online educational format

### ***Initial Assessment***

The Title IX Coordinator will determine whether the alleged conduct is applicable under this policy. Alleged conduct that does not constitute a violation of this policy may still be redressable under another policy. In this case, the Title IX Coordinator will refer the complainant to the appropriate official.

In the event it is determined that the alleged actions do not meet the criteria for proceeding to an investigation the case will be dismissed. Determination of a lack of Reasonable Cause will be based on criteria in this policy.

If it is determined that Reasonable Cause exists, the Title IX Coordinator will appoint a team of investigators for the case. The Title IX Coordinator may serve as an investigator.

### ***Investigation***

The Investigation will involve the following:

- Gathering evidence
  - If a party wishes for their medical records, prior educational records, or other records that are external to Calvary to be considered in the grievance process they must provide written consent for those records to be released to Calvary and make arrangements for the records to be sent to Calvary.
- Interviewing the Complainant, Respondent, and any Witnesses
- Review and assessment of all related written statements, reports, and other relevant material.
- Synthesizing areas of dispute and agreement between the parties
- Preparation of an Investigative Report that organizes, assesses, and fairly summarizes the relevant evidence and synthesizes areas of dispute and disagreement between the parties.
- Review of applicable College policies.

If a party has not selected an advisor by the time the draft investigative report has been written the Title IX Coordinator will appoint one for them at this time.

The draft Investigative Report will be provided to the parties who will have 10 business days to submit a written response. This is an opportunity for each party to correct or clarify the evidence or provide additional information before the Report is finalized. A party's failure to respond will be taken as their confirmation that the investigative report and any additional evidence is accurate.

Following the receipt of the written responses the Investigation Report will be finalized, including the written responses. The completed Investigation Report and relevant evidence will be provided to the Parties and their Advisors for an additional 10 days prior to the Pre-Hearing conference.

### ***Pre-Hearing Conference***

The Hearing is not a part of the procedure for Calvary University Academy Students, and as such the Pre-Hearing Conference is also skipped in those cases. CUA faculty and staff will still be subject to the Pre-Hearing Conference and the Hearing procedures. For cases involving a CUA student, skip to “Determination for CUA Students”.

Each party and their Advisor will attend a Pre-Hearing Conference with the Hearing Chairperson and the Title IX Coordinator. The Hearing Chairperson will chair this meeting. The purpose of this meeting is to prepare the parties for the Hearing and ensure they understand the procedures.

At this meeting Parties and their advisors will:

- Be notified of the date, time, and location of the Hearing.
- Review the list of witnesses the Hearing Panel wishes to call at the Hearing.
- Notify the Chairperson of witnesses they will call at the hearing.
- Submit in writing any evidence they intend to use and/or questions they intend to ask (through their advisor) of the other party and any Witnesses at the Hearing.

During the Pre-Hearing Conference the Chairperson will review the submitted questions and evidence and make a determination regarding their relevancy. If a question or evidence is not relevant, the Hearing Chairperson will explain and document their decision to exclude it from the Hearing in the Pre-Hearing Conference Summary. The parties may provide reasons why they believe the question or evidence is relevant or not relevant and their rationale will be taken into consideration by the Chairperson.

Questions and evidence about the Complainant’s or Respondent’s prior sexual behavior are not relevant and will not be allowed to be asked at the hearing. There are three exceptions to this rule. The question or evidence will be considered if they:

1. Are offered to prove that someone other than the Respondent committed the conduct alleged by the complainant
2. Concern specific incidents of the Complainant’s prior sexual behavior with respect to the Respondent and are offered to prove consent
3. Concern specific incidents of the Respondent’s prior sexual behavior with respect to the Complainant and are offered to prove consent

Questions that seek or constitute disclosure of information protected by a legally recognized privilege are not permitted at the Hearing, unless the person holding the privilege waives it.

The Parties and their Advisors will be informed that they may still resolve the matter informally.

The Hearing Chairperson will write a Pre-Hearing Conference Summary that includes documentation of relevancy-based exclusions of questions or evidence and the list of approved questions or evidence. The Hearing Chairperson will provide it to the Parties in writing before the Hearing and it will become part of the record provided to the Hearing Panel.

### ***Hearing***

Calvary will conduct a live Hearing to determine whether the Respondent is responsible for the alleged conduct and if so, what disciplinary measures or sanctions will be imposed. The Hearing Panel is the decision maker and will use the preponderance of the evidence standard, which means the greater weight of the evidence.

The Hearing Panel will consist of a minimum of three individuals who all have a vote. Students will not serve on the Panel. The Hearing Chairperson will preside over the hearing and the determination will be made by majority vote. At its discretion the college may employ a third party to conduct the hearing.

The Title IX Coordinator will be present at the hearing to answer questions or clarify information but will have no other role in the grievance process.

The Hearing Panel will be permitted to call witnesses.

Each party's Advisor will be permitted to present evidence and ask the other party and any witnesses all relevant questions and follow-up questions, including those that challenge credibility. Questions that were not submitted during the Pre-Hearing Conference will be vetted through the Chairperson to determine its relevancy. Any decision to exclude a question or evidence as not relevant will be explained.

If a party or Witness does not submit to cross-examination at the Hearing, the Hearing Panel must not rely on any statement that party or Witness made during the Investigation and the Hearing in determining responsibility. However, the Hearing Panel cannot draw an inference about the determination regarding responsibility based solely on a party's or Witness's absence from the Hearing or refusal to answer cross-examination or other questions.

Either party may request to be located in separate rooms during the Hearing, with technology enabling the Hearing Panel and parties to simultaneously see and hear the party or Witness answering the questions.

Calvary will create an audio or audio/visual recording of any Hearing and make it available to the parties for inspection and review. After the Hearing is complete the Hearing Panel will convene in private within 48 hours of the end of the Hearing to vote on the outcome.

### ***Presentation of Findings***

The Hearing Chairperson will simultaneously provide the parties a written determination regarding responsibility and disciplinary action within 5 business days of the end of the hearing.

If the Hearing Panel determines the Respondent is Responsible and committed a violation of this policy, it will also detail sanctions. Any actions to remedy the effect on the victim and the community will also be included in the notification.

If the Hearing Panel returns with a finding of Not Responsible and No violation, no sanctions will be imposed.

Following notification of the determination the parties have five days to appeal the decision. If no appeal is received after five days the window for appeals closes and sanctions are enforced.

### ***Appeal Process***

Both Parties have the right to appeal to the President's Cabinet via the President regarding the finding or the College's dismissal of a Formal Complaint. Appeals must be submitted within 5 business days of determination of responsibility or dismissal of the Formal Complaint. In the event of an appeal the Title IX Coordinator will provide the Cabinet with the Investigation Report and the recording of the Hearing.

When an appeal is filed the Title IX Coordinator will notify the other party in writing. Both parties will have five days to submit to the cabinet a statement supporting or challenging the outcome.

Permissible basis for appeals are:

- Procedural irregularity that affected the outcome of the matter
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome
- The Title IX Coordinator, Investigator, or Hearing Panel member had a conflict of interest or bias for or against a party that affected the outcome
- The appropriateness of the sanctions.

The parties will simultaneously receive a written decision describing the result of the appeal and the rationale for the result. If an appeal is filed, the determination will become final and sanctions will be enforced on the date that the college provides the parties written determination of the result of the appeal.

Once the determination goes into effect, either of the initial determination or the result of an appeal, other non-Title IX policy violations that took place in the incident and not covered by the Amnesty policy will be referred to the appropriate administrative office.

### ***Informal Resolution***

At any point prior to reaching an initial determination regarding responsibility, Calvary may facilitate an Informal Resolution Process that does not involve a full Investigation and Hearing. An Informal Resolution may be pursued when, upon filing a formal report, *both* parties provide voluntary written consent to participate in the Informal Resolution Process.

Upon agreeing to the Informal Resolution Process, Calvary will provide parties with written notice disclosing the allegations, the requirements of the Informal Resolution process, and any consequences resulting from participating in the Informal Resolution Process, including any records that will be maintained or shared.

The Title IX Coordinator will present a framework of potential remedies to guide the parties in negotiation, but the parties themselves must come to an agreement. The Title IX Coordinator will facilitate this process and will use their discretion to ensure that the Informal Resolution is appropriate for the College. The parties may not bind the College to a resolution that the College does not deem appropriate.

Informal Resolution may be accomplished through mediation and other forms of facilitation. Parties may communication through the Title IX Coordinator to minimize contact with each other or they may communicate directly with each other.

During an informal resolution an investigation may be done by the Student Deans Department. This investigation will not be as extensive as in the Formal Judiciary Process. This informal investigation is to determine violations of other policies and appropriate disciplinary sanctions for those.

At any time prior to agreeing on a resolution, any party may withdraw from the Informal Resolution process and the Formal Resolution process will resume. The Title IX Coordinator may use their discretion to determine if an Informal Resolution is not working (lack of good-faith effort by a party, at an impasse, etc.) the Title IX Coordinator may require the matter to be determined by a hearing.

## **Preventive and Intervention strategies**

### **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 cab 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.
- **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](http://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](http://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.

# 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 Discipleship Directors (RDDs) and Resident Discipleship Leaders (RDLs) 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) 331-8700 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**

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 and Duplex 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** 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 and Duplex 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.

### ***Suppression System***

A sprinkler system is provided in Dormitory 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
- In addition to those required by law, fire extinguishers have been placed in most classrooms.
- 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) 331-8700 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) 331-8700 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, 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 2018, 2019, and 2020 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) 331-8700. 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.

**Figure 2 - Fire Safety Systems in On-Campus Housing**

<b>Residential Facility</b>	<b>Building Fire Alarm</b>	<b>Room Detection</b>	<b>Pull Stations</b>	<b>Monitored by Central Station</b>	<b>Fire Evacuation Maps</b>	<b>Sprinkler System</b>	<b>Fire Extinguishers</b>	<b>Fire-Rated Doors</b>	<b>Fire Drills Conducted</b>
Dormitory	YES	YES	YES	YES	YES	YES	YES	YES	2
Philadelphia Hall	NO	YES	NO	NO	NO	NO	YES	YES	0
Duplex	NO	YES	NO	NO	NO	NO	NO	NO	0

**Figure 3 - Statistics and Related Information Regarding Fires in Residence Facilities: 2018**

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

**Figure 4 - Statistics and Related Information Regarding Fires in Residence Facilities: 2019**

<b>Residential Facility</b>	<b>Total Fires in Each Building</b>	<b>Fire Number</b>	<b>Cause of Fire</b>	<b>Number of Injuries Requiring Treatment at a Medical Facility</b>	<b>Number of Deaths Related to a Fire</b>	<b>Value of Property Damage Caused by a Fire</b>
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

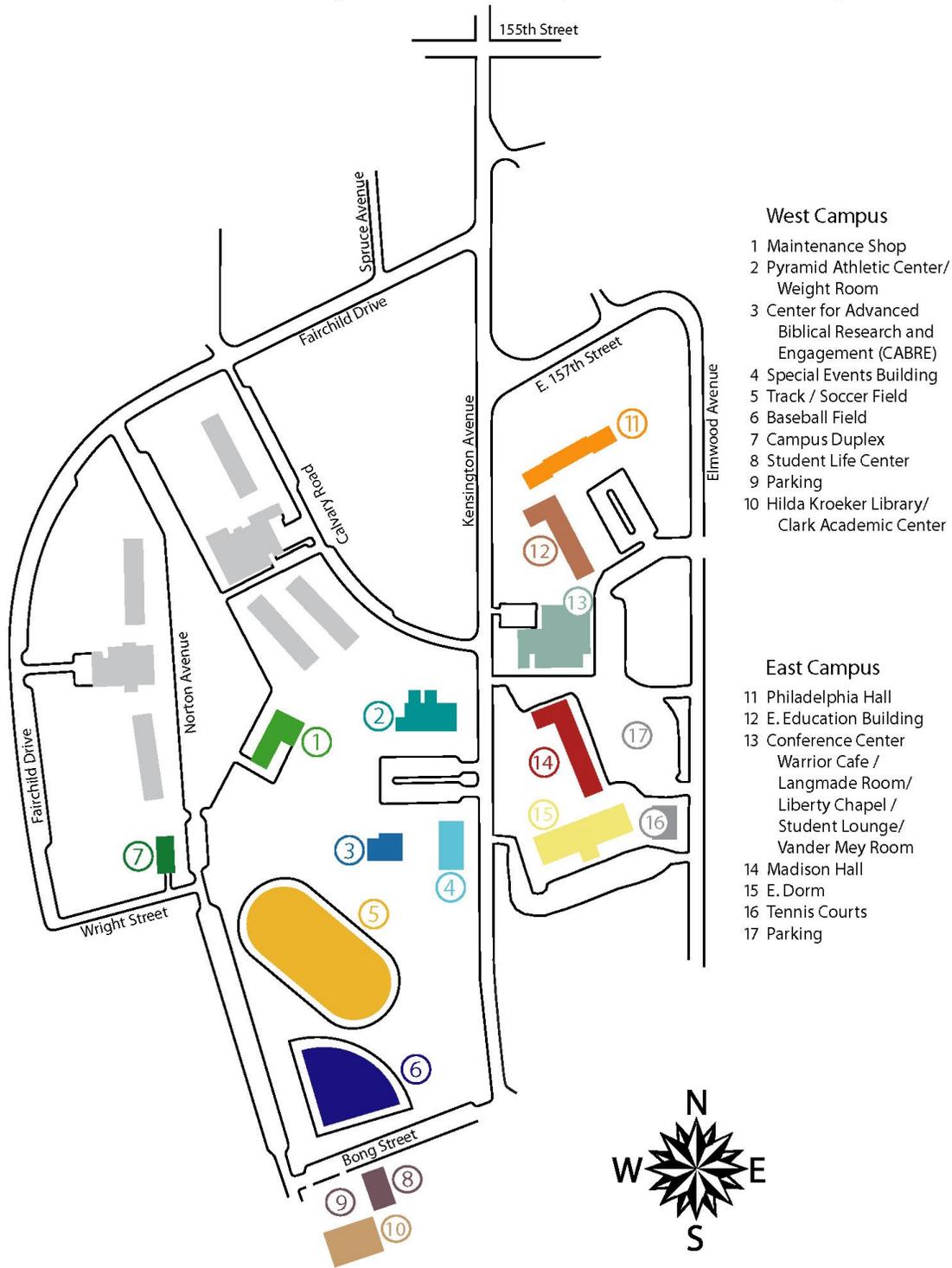
Note: Tumbleweed and Indian Trail facilities were no longer in use beginning 2019.

**Figure 5 - Statistics and Related Information Regarding Fires in Residence Facilities: 2020**

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

# **CAMPUS MAP**

# Calvary Campus Map



## West Campus

- 1 Maintenance Shop
- 2 Pyramid Athletic Center/  
Weight Room
- 3 Center for Advanced  
Biblical Research and  
Engagement (CABRE)
- 4 Special Events Building
- 5 Track / Soccer Field
- 6 Baseball Field
- 7 Campus Duplex
- 8 Student Life Center
- 9 Parking
- 10 Hilda Kroeker Library/  
Clark Academic Center

## East Campus

- 11 Philadelphia Hall
- 12 E. Education Building
- 13 Conference Center  
Warrior Cafe /  
Langmade Room/  
Liberty Chapel /  
Student Lounge/  
Vander Mey Room
- 14 Madison Hall
- 15 E. Dorm
- 16 Tennis Courts
- 17 Parking