

## **GENERAL POLICIES**

### **Facilities Events and Reservations**

Individuals, student groups, or campus departments wishing to schedule an activity or program on campus should submit a reservation request using the Event planners/sponsors must submit event or reservation requests a minimum of 48 hours before the scheduled event or reservation. Request forms can be found at the Student Life Office. The Student Life Department will not accept requests submitted less than 48 hours in advance. Requests submitted on Friday after business hours, Saturday, or Sunday are treated as Monday submissions. All maintenance, set up, Security, Media Services, and Information Technology needs associated with facility usage must be included on the original reservation request.

### **Discrimination and Disrespect**

Called College & North Central University values the image of God in His creation and consequently believes that respect should be shown at all times to all members of the NCU community. Our community must be free from racial and ethnic discrimination in any form. The University does not condone discrimination based on gender, race, ethnicity, age, socioeconomic class, or physical ability. NCU subscribes to and encourages the equal right of all to pursue excellence in their lives without discrimination according to these characteristics.

CC & NCU conscientiously abides by nondiscriminatory practices in hiring and promotions. The University expects all students and faculty to remove from their behavior and speech habits, as well as from their thinking, all indication of bias on the basis of gender, race, ethnicity, age, socio-economic class, or physical ability. Discrimination in these forms will not be tolerated in the CC & NCU community.

All community members are expected to be attentive to all their forms of communication with others (spoken, nonverbal, written, electronic, etc.). Slander, gossip, lying, deception, obscenity, vulgarity, profanity, and all forms of disrespect are considered inappropriate and therefore disallowed.

If a CC & NCU community member feels they have been discriminated against, they are encouraged to fill out a Bias Incident Form found here: This form will automatically begin an action toward resolution for all parties.

See the Online Activity Policy for information about online conduct expectations as they relate to the Discrimination and Disrespect Policy.

### **Disruptive Activity**

No person or organization may interfere with, disrupt normal activity and operations of, or promote the interference or disruption of students, faculty,

administration, staff, or the educational mission of the College or of the College or its buildings, equipment, or facilities. Any form of expression that interferes with such activities and operations or invades the rights of persons is prohibited.

Noncompliance with reasonable time, place, or manner restrictions on expression is considered a violation of this policy. Such activity includes, but is not limited to, behavior in a classroom or instructional program that interferes with the instructor or presenter's ability to conduct the class or program or with the ability of others to profit from the class or program.

To remain in the vicinity of activity that is disrupting normal functions when requested to leave by a College official is prohibited. Bystanders, if their presence incites or adds to the disruption, as well as more active participants in the disruptive activity, may be in violation of this policy as well.

### **Fire Safety Guidelines**

No person shall make, or cause to be made, a false fire alarm or emergency report of any kind. Tampering with fire notification or safety equipment is considered a compromise of campus safety and is prohibited. Students are required to evacuate any CC or LW building when a fire alarm is sounding and/or when instructed to do so in an emergency or drill by CC & LW staff.

### **Harassment**

Harassment is defined as the real or threatened abuse of persons or property or the persistent insult and unwanted behavior of a person or persons. Verbal, written, or physical harassment and manipulative or controlling behaviors toward any member of Called College & North Central University community is prohibited.

### **Harm to Person(s)/Threats**

Actions which could result in physical or psychological harm, have the potential for physically harming oneself or another person, which create conditions that pose a risk of physical harm to another, or which cause reasonable apprehension of physical harm are prohibited. Conduct that threatens to cause harm to persons or creates hazardous conditions for persons is also prohibited. Called College reserves the right to engage students who are a threat to others or themselves for the sake of community welfare. Further, any physical violence inflicted on another person with intent, whether fighting or otherwise, is prohibited and will be responded to with an escalated conduct response.

### **Hazing/Pranking**

Hazing is defined as subjecting a fellow student or subgroup of students to abusive or humiliating actions such as pranks, initiations, etc. Hazing may be physical or

psychological. Any student participating in a hazing activity may be held responsible for his or her behavior regardless of motive or intent. Any activity on or off campus that threatens and intimidates and/or endangers the health, physical, or emotional wellbeing of a community member; results in damage, malicious or non-malicious vandalism, or general disregard for university or private property; or involves a violation of university policy is strictly prohibited.

### **Sexual Misconduct/Title IX Policies and Procedures**

Called College & North Central University (NCU) is committed to maintaining a Christ-centered community, free of discrimination, including sexual harassment, sexual violence, and sexual misconduct in all of its forms. CC & NCU prohibits domestic violence, dating violence, sexual assault, and stalking. CC & NCU will not tolerate sexual misconduct by or against its students, faculty, or staff. In addition, visitors, volunteers, vendors, consultants, third parties, or any person that provides services to CC & NCU are required to comply with the provisions of this policy. All community members must comply with this policy, whether on campus or off campus, when engaged in activities sponsored by CC & NCU, or otherwise related to CC & NCU or its business. Such activities include, but are not limited to classes, seminars, meetings, and study abroad programs.

The purposes of this policy include:

1. Prohibiting all forms of sexual misconduct
2. Creating a work environment that is free from sexual misconduct
3. Encouraging good faith complaints when sexual misconduct has occurred
4. Providing options for addressing and resolving complaints of sexual misconduct

All incoming students and new employees are required to complete an educational program on primary prevention and awareness. Persons who believe that they have experienced sexual misconduct or have witnessed sexual misconduct of another community member are expected to bring the conduct to the attention of appropriate individuals so that CC & NCU can take prompt corrective action. CC & NCU will take prompt corrective action against any sexual misconduct by or against its community members. All NCU community members are directed to implement and abide by the procedures outlined in this policy.

All complaints will be taken seriously and no one who acts in good faith to report sexual misconduct, including third parties (e.g., vendors), will suffer actual or threatened retaliation or reprisal. Complaints of sexual misconduct will be treated in confidence to the extent feasible, given the need to conduct a thorough

investigation and take corrective action. If it is determined through an appropriate and prompt investigation that sexual misconduct has occurred, effective corrective action will be taken to eliminate the sexual misconduct, attempt to ensure that it does not recur, and appropriately care for those who may have been harmed. Depending on circumstances and the severity of the conduct, corrective action may range from a written warning to dismissal.

If you have personally experienced any form of sexual misconduct, tell someone as soon as possible. Immediate notification, ideally within the first 24 hours after any sexual misconduct occurs, helps assure the preservation of evidence. Preserving evidence may be necessary for the proof of criminal sexual misconduct or to obtain a protection order. In an emergency, call 911 (if on campus, dial 9 for an outside line) or call the Office of Campus Safety and Security at 612.343.4445. In order to initiate NCU's response and resolution process under this policy, you or another person must notify the Title IX Coordinator or a Title IX Investigator. If you have been sexually assaulted or sexually harassed, please refer to the full Sexual Misconduct Policy and Procedures at: <https://www.northcentral.edu/about/title-ixpolicy/> or contact NCU's Title IX Coordinator:

Kate Ketterling 612.343.4442

Consensual sexual intimacy involving genital contact outside of marriage is prohibited. CC & NCU's commitment to the authority of Scripture (I Corinthians 6; Ephesians 5) leads us to believe that a sexual relationship is to be understood and experienced within the context of marriage and that marriage is the lifelong union of one man and one woman.

### **Sexual Harassment:**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, physical, electronic or digital conduct or communication of a sexual or gender-based nature, when submission to or rejection of the conduct explicitly or implicitly affects a person's employment or education, unreasonably interferes with a person's work or educational performance, or creates an intimidating, hostile or offensive working, learning, or living environment.

### **Sexual Violence**

Sexual violence is the most severe form of sexual harassment. Under this policy it is defined as any actual, attempted, or threatened physical sexual act with another person without that person's consent. It includes but is not limited to sexual acts perpetrated by force (expressed or implied), duress, deception, or coercion upon the victim. It includes acts referred to as "date rape" or

“acquaintance rape,” and specially includes sexual acts involving a victim who is incapable of giving consent due to age, disability, or intoxication by alcohol or drugs. Sexual violence generally will constitute a crime punishable under Minnesota statutes. Safety is of primary concern in situations of sexual violence. Any other rule violations will be addressed separately from the sexual violence allegation and the use of alcohol or drugs never makes the victim at fault for sexual violence.

### **Sexual Exploitation**

Sexual exploitation is defined as taking non-consensual, unjust, or abusive sexual advantage of another. Examples include, but are not limited to

1. Prostituting another person;
2. Non-consensual video or audio-taping of sexual activity;
3. Going beyond the boundaries of consent, such as knowingly allowing another to surreptitiously watch otherwise consensual sexual activity;
4. Engaging in non-consensual voyeurism; or
5. Knowingly transmitting or exposing a sexually transmitted disease (STD) or HIV to another person without the knowledge of the other person.

### **Stalking**

Stalking means to engage in conduct which the actor knows or has reason to know would cause the victim under the circumstances to feel frightened, threatened, oppressed, persecuted, or intimidated, and causes this reaction on the part of the victim regardless of the relationship between the actor and victim. Stalking behavior includes, but is not limited to a person who

- a. follows, monitors, or pursues another, whether in person or through any available technological or other means;
- b. repeatedly makes telephone calls, sends text messages, or induces a victim to make telephone calls to the actor, whether or not conversation ensues;
- c. makes or causes the telephone of another repeatedly or continuously to ring;  
or
- d. repeatedly mails or delivers or causes the delivery by any means, including electronically, of letters, messages, packages, through assistive devices for people with vision impairments or hearing loss, or any communication made through any available technologies.

### **Dating Violence/Domestic Violence**

Dating violence is a form of sexual violence and is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The relationship existence is determined based on a consideration of the following factors:

1. the length of the relationship;
2. the type of relationship; and
3. the frequency of interaction between the persons involved in the relationship.

Domestic violence is a felony or misdemeanor crime of violence committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under Minnesota domestic or family violence laws, or anyone else protected under applicable domestic or family violence laws.

### **Statement on Consent**

Consent is affirmative, knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in each stage of the activity. For consent to be valid there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the individual respondent of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other.

Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint, and/or from the taking of incapacitating drugs. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). It is the responsibility of each person to obtain affirmative consent for each act of sexual contact. A current or previous sexual relationship or encounter is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and

any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent.

A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue and, if that happens, the other person must stop immediately. A minor below the age of consent according to state law cannot consent to sexual activity. This means that sexual contact by an adult with a person below the age of consent is a crime as well as a violation of this policy, even if the minor appeared to have wanted to engage in the act.

### **Retaliation**

Retaliation is any action, statement, or behavior that is designed to punish an individual for filing a complaint, supporting a complainant, cooperating with an investigation, seeking guidance regarding an investigation or to deter one from taking such action. Acts of alleged retaliation should be reported immediately to the Dean of Students or Title IX Coordinator and will be promptly investigated. North Central University will take all appropriate actions to protect individuals who fear that they may be subjected to retaliation.

## **Technology Policies**

### **Internet**

Each Duplex has internet access provided without additional cost. Students are expected to follow all other CC & NCU policies when utilizing their internet service which can be found here

<https://www.northcentral.edu/policy/acceptableuse/>

There is also wireless internet in specific places on the LW Campus (see map for specific locations).

*For assistance with WIFI in your duplex or elsewhere on LWCC campus:*

Call 217-854-4885 or e-mail [it@calledcollege.org](mailto:it@calledcollege.org)

*For assistance with online resources please contact the North Central University IT office by signing into Skyline and clicking on Student Resources and then clicking on the Information Technology, where a list of services can be found.*

### **KISI**

All students will receive KISI to access the IDC Office Building (during normal business hours of 8a-5pm), the Activities Center (see the AC hours in the Residential section of the handbook).

## **Online Activity**

CC & NCU encourages consistency and integrity in our public and private lives. This includes internet communication. Since blogging and social media are accessible to the public, students are expected to make thoughtful choices when representing themselves. Obscene, defamatory, or threatening language is unacceptable in virtual interaction just as in real, daily conversation. Please see the Harassment and Jurisdiction sections for additional information.

## **Technology Usage**

Students are expected to be in compliance with the following guidelines in order to use CC & NCU computer technology:

1. CC & NCU reserves the right to access student accounts and files on NCU systems as necessary for system maintenance or to enforce compliance with these policies.
2. Students are not permitted to utilize other students' computer accounts or share their account/passwords with others.
3. Rules of other computer systems on the internet must be followed.
4. Students are encouraged to exercise ethical discretion in the selection and use of materials.
5. NCU accounts may not be utilized to operate any type of business

To view the full Acceptable Use Policy, go to  
<https://www.northcentral.edu/policy/acceptableuse/>

## **Photography/video**

As an assumption of attendance, your permission has been given for photography/video to be taken on campus. If someone needs to be excused from this policy, it is their responsibility to schedule an appointment with Marketing and Communications.

Assumption of permission:

1. Photographed in a public space or at public events. These types of photographs are often considered "campus scene" photos.
2. The photograph is taken in a non-public environment and the primary focus is not recognizable, such as when a silhouette, posterior/dorsal view, or out of focus shot is taken.
3. CC & NCU faculty or staff.



4. Invited to attend a group activity/event and chose to participate of their own free will.

## EMERGENCY POLICIES AND PROCEDURES

### **Boil Order**

Boil water orders are issued in response to the presence of a public health hazard when treated water is found to be unsafe for public consumption, or when there is adequate reason to believe that the water may become unsafe.

Students will be notified of a boil order by text and/or a posting of notice on the door of each duplex.

Action Steps:

- 1) No one should drink water from the local water source until the boil order is lifted.
- 2) Guest Services provides coolers of safe drinking water and cups for guests. If Guest Services is not on duty, the AC desk attendant will be responsible for providing clean drinking water.

Duration: Until the boil order has been lifted by local water authorities or the LWCC Maintenance team

### **Power Outage**

If you experience a power outage at your duplex or at another LW facility call 217-854-4830 or 217-519-4494.

### **Medical Emergency**

Dial 9-1-1

Contact the Activities Center at (217) 854-4824 OR ext. 4824 from any phone on the grounds; the CC office at 217-854-4830, or if it is after hours call 217-519-4494.

LW & CC Staff may only act within the scope of their training while assisting in a medical emergency.

### **Maintenance Emergency**

For assistance from our maintenance team for any facility or maintenance emergency, please contact our Activities Center at 217-854-4824, or CC office at 217-854-4830 during business hours, if it is after hours call 217-519-4494.

### **Miscellaneous Issues**

If you need assistance with non-emergency but time sensitive situations (locked out of housing, vehicle problems, etc.) during office hours call 217-854-4830; if it is after office hours, call 217-519-4494.

## **Communicable Disease**

In the interest of the health and safety of all students, communicable (easily transmittable or contagious) diseases, pest infestations, or COVID-19 of any kind should be reported to a Student Life Director as soon as possible. Your Resident Director will inform the appropriate departments on campus to initiate procedures specific to each situation. Appropriate measures may need to be taken to ensure the safety of the NCU community. Failure to communicate a communicable disease may be subject to a specific student conduct response.

## **Fire Evacuation Procedures**

If detecting smoke or fire, please follow the steps below:

1. Immediately activate the alarms by pulling down on a red pull station. CAUTION: The building alarm rings only in the affected building.
2. Depending on the size and type of fire, use appropriate fire extinguisher to contain.
3. Report the incident by phone, as soon as safely possible, to 911 first and then Student Life Director at 217-519-4494.
4. When the building evacuation alarm is sounded, walk quickly to the nearest marked exit and alert others to do the same.
5. Assist the handicapped in exiting the building. Remember Do not use the elevators and exit in an orderly way.
6. Once clear of the building, gather in the Atrium of the Sanctuary. If affected, gather in the gym. If the Chapel or CLC is affected, gather in the Phillipps' commons area. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
7. Do not return to an evacuated building unless told to do so by a university official or a public official.

To test and practice fire alarm and evacuation procedures, CC performs fire drills as prescribed by law in each on-campus housing facility. Students should respond to a fire alarm as though it is real until communicated otherwise by campus official. It is every person's individual responsibility to respond and evacuate during a fire alarm. No student or employee should conduct room or building searches.

## **Inclement Weather**

Inclement weather notifications will be communicated in a few different ways. Internally, an email will be sent from the Called College office, and an ENS message will be sent. Externally all students will be contacted via text message from the College staff.

If a tornado or severe storm siren sounds, individuals should immediately seek shelter inside the lowest level of a campus building away from windows until local weather or College officials signal otherwise.

Shelter Locations:

**Activities Center:** Expansion, lower floor.

**Brotherhood Center:** Lewis room, Clark room, bathrooms.

**Auditorium:** Restrooms & family restroom. If possible, evacuate to the Activities Center or Brotherhood Center.

**Dining hall:** Fireside room, kitchen/storage, or entrance hall.

**IDC offices:** Lower-level closets, bathrooms, or lower suites away from the windows.

**Lodge 1:** Lower floor restrooms. If possible, evacuate to Lodge 2, 400 series restrooms or Activities Center Expansion lower level or Brotherhood Center.

**Lodge 2:** Bottom floor restrooms or hallway.

**Parkside Lodge: Bathrooms.**

**Barn and surrounding areas:** Barn basement. If possible, Dining room or Lakeside

**Low course:** Outdoor pool bathhouse.

**Outdoor pool & Beach:** Outdoor pool bathhouse.

**Cottonwood Pavilion:** Lodge 2, 400 series or Activity Center Expansion. **Lakeside Lodge:** Bathrooms or hallways. Avoid the dome area.

**Parkside Cottage:** Bathroom.

**Maintenance Shop:** Bathroom in Shop 1 or Shop 2.

**New Life Lodge:** Bathrooms or interior rooms.

**Clark Hall:** Lower-level Bathrooms. If possible, Activity Center Expansion.

**Called College Dorms: Bathrooms.**

**RV Park:** Evacuate to Activities Center, Lodge 2 400 series or outdoor pool bathhouse.



### What does it mean?

Warning	Watch	Advisory	Outlook
Weather hazard is occurring, imminent or likely	Risk of weather hazard in the near future	Weather hazard is occurring, imminent or likely	Risk of weather hazard in the next 7 days
Poses a threat to life/property	Could pose a threat to life/property	Could cause significant inconvenience	Could pose a threat to life/property
<b>Take Protective Action</b>	<b>Have a Plan of Action</b>	<b>Use Caution</b>	<b>Prepare a Plan of Action</b>

## **Earthquake**

An earthquake is a sudden, rapid shaking of the earth caused by the shifting of underground rock. Deaths and injuries occur when people fall trying to walk or run during shaking or when they are hit by falling debris. Smaller earthquakes, called aftershocks, always follow the mainshock. Earthquakes can cause fires and damage to utilities. Earthquakes can happen anywhere, and there is no way to predict them.

Action Steps: If an earthquake happens, follow these steps:

### 1) DROP, COVER and HOLD ON

a. DROP where you are onto your hands and knees. This position protects you from being knocked down and allows you to crawl to a protected space.

b. COVER your head and neck with your arms. i. If a sturdy table or desk is nearby, crawl underneath it for protection. ii. If you cannot find a protected space, crawl to an interior wall (away from windows). iii. Stay on your knees and bend over to protect yourself from injury.

c. HOLD ON until the shaking stops.

i. If you are under a table or desk, hold onto it as things will be moving. Use your arm to protect your head and neck.

ii. If you are not in a protected space, protect your head and neck with both arms.

2) If you are outdoors, drop, then crawl towards open space if you can. Stay away from buildings, power lines, and trees.

### 3) When the quake is over

a. Evacuate the building.

b. Determine the need to seal off any buildings.

Duration: Initial quakes generally last less than one minute, however aftershocks may quickly follow. There is no way to predict how long an earthquake may last or how many aftershocks there will be.

## **Missing Persons Procedure**

If an individual has reason to believe a student may be missing, he or she should immediately contact the Campus Safety & Security office or the on-duty Resident Director. In the event that a residential student is deemed missing the following actions will be taken:

- University personnel will notify the Minneapolis Police Department if a person is in imminent danger or after 24 hours from the time the missing determination has been made.
- Within 24 hours of police notification, University personnel will contact individual(s) designated by the student as his or her emergency contact(s).
- If a student under the age of 18 is determined to be missing and is not an emancipated individual, the University is required to notify the custodial parent or guardian within 24 hours after the student is determined missing.

Students have the option to designate an emergency contact person on the address form supplied to them by the Copying and Mailing Services office during the check-in process at the beginning of each school year. This person will be contacted by the appropriate personnel in the event of an emergency concerning the student. Refer to the Emergency Handbook for further instructions on Missing Persons procedures. North Central University does not take responsibility for locating students or for their safety when off-campus on personal activities.

### **Active Shooter**

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Action Steps:

**1) Run:** If possible, immediately get out of the area

a. If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- i. Have an escape route and plan in mind.
- ii. Evacuate regardless of whether others agree to follow.
- iii. Leave your belongings behind
- iv. Help others escape, if possible
- v. Prevent individuals from entering an area where the active shooter may be.
- vi. Keep your hands visible.
- vii. Follow the instructions of any law enforcement officers.

- viii. Do not attempt to move wounded people.
- ix. Call 9-1-1 when you are safe.

**2) Hide:** If evacuation is not possible.

- a. find a place to hide where the active shooter is less likely to find you.  
Your hiding place should:
  - i. Be out of the active shooter's view.
  - ii. Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
  - iii. Not trap you or restrict your options for movement.
- b. To prevent an active shooter from entering your hiding place:
  - i. Lock the door.
  - ii. Blockade the door with heavy furniture

c. HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

- i. If the active shooter is nearby:
  - 1. Lock the door.
  - 2. Silence your cell phone and/or pager
  - 3. Turn off any source of noise (i.e., radios, televisions)
  - 4. Hide behind large items (i.e., cabinets, desks)
  - 5. Remain quiet If evacuation and hiding out are not possible:
  - 6. Remain calm.
  - 7. Dial 9-1-1, if possible, to alert police to the active shooter's location
  - 8. If you cannot speak, leave the line open and allow the dispatcher to listen.

**3) Fight:** Take action against the active shooter as a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- a. Acting as aggressively as possible against him/her
- b. Throwing items and improvising weapons
- c. Yelling
- d. Committing to your actions