

2017 ANNUAL SECURITY & FIRE SAFETY REPORT STERLING COLLEGE

In compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics of 1998 (formerly the Crime Awareness and Campus Security Act of 1990)

THE ANNUAL DISCLOSURE OF CRIME STATISTICS

The Annual Security Report is a guide to the policies and procedures that Sterling College implemented for the safety and security of the campus community. You will find a combined annual security report and annual fire safety report, as well as statistics.

The Office of Student Life prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding campus. It is the College policy that by October 1st of every year, each member of the campus community is sent a copy of this annual report by electronic mail along with a brief description of its contents as follows:

SC Community,

A copy of Sterling College's Annual Security and Fire Safety Report is now available:
<https://www.sterling.edu/student-life/safety-security>

This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes policies concerning campus security, such as policies concerning domestic violence, dating violence, sexual assault, or stalking and other matters.

If you have trouble accessing the report on the website, you can obtain a paper copy of this report by contacting the VP for Student Life, Kimberly Christian at kimberly.christian@sterling.edu or 620-278-4236.

Paper copies of the report may also be obtained at the Office of Student Life or by calling 620-278-4236. All prospective students and employees may obtain a paper copy from Human Resources by calling 620-278-4220. The Annual Security Report/Annual Fire Safety Report is also posted on the Sterling College's website at <http://sterling.edu/student-life/safety-security>. Prospective students and potential employees can learn about the Annual Security Report through the Admissions and Human Resource links on the SC website.

SECURITY AT STERLING COLLEGE

At Sterling College, safety is a top priority. Campus security is a team effort that involves the cooperation of all those concerned: students, faculty, and staff. The Office of Student Life and the Sterling Police Department take a lead role and are an integral part of this team. Our goal is to foster a stable environment in which security is balanced with freedom of movement on an open campus. Sterling College welcomes neighbors and visitors to enjoy the campus and to attend athletic and cultural events. The academic, athletic and administrative buildings are open to all students, faculty and staff. Access to residence halls is limited to students and guests as prescribed by student life policies enumerated in the *Student Handbook*.

CAMPUS WATCH CONCEPT

Because Sterling College is a small community, each member plays an important role in the protection of campus residents and property. All members of the campus community are asked to

report any suspicious person, activity or security concern directly and immediately to student life staff, residence life staff, or the Sterling Police Department. The campus safety page on the website includes a “silent witness” link so any student or employee can email directly to the VP for Student Life something that they witnessed and are concerned about but don’t want to be identified. An investigation will then take place.

SECURITY STAFF

The College recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and rules by officials of the College. All persons on the campus are subject to these laws and rules at all times. While the College is private property, and Constitutional protections apply, law enforcement officers may enter the campus to conduct business as needed. Additionally, the officers are invited to patrol the campus to assist in deterring crime.

As of August 4, 2014, a Memorandum of Understanding for policing services between the City of Sterling and Sterling College was established. In the agreement it states that the College requests and the City is willing to provide police service and securing coverage by on duty police officers on College-owned and controlled properties within the City of Sterling. Sterling College and the City of Sterling agreed to have the Sterling Police provide police service and security coverage for the evening hours. Throughout the night, a police officer will secure non-residential buildings and walk the campus to ensure all non-residential buildings are secure. The police officer is also on duty for the City during the same time. It is expressly understood that City policing personnel shall endeavor to cooperate with College officials but they will be under the direct supervision and control of the Chief of Police, or his or her designee, and that assigned personnel shall be regular employees of the City, subject to all rights, privileges, and duties of the police officers employed by the City.

During daytime hours, criminal incidents are referred to the local police, who have jurisdiction on the campus. All crime victims and witnesses are strongly encouraged to immediately report the crime to Student Life and the appropriate police agency. Prompt reporting will ensure timely warning notices on campus and timely disclosure of crime statistics. Because there is a resident director on duty 24/7, the residential life staff takes on a large responsibility for security on campus. After office hours, employees and students are trained to contact the RD on Duty for any non-emergency situation. All residential life staff is trained in CPR and first aid prior to the beginning of the academic year.

WORKING TOGETHER AND SHARING INFORMATION

All incidents that are reported to residence life staff are documented in an email to the VP for Student Life. Reporting of crimes on a confidential basis is permitted. In addition, the date, location, type of incident and brief details of the incident are recorded.

The residential life staff maintain a close working relationship with the Sterling Police Department (SPD). Meetings are held between the leaders of these agencies on both a formal and informal basis. The SC staff and SPD communicate regularly on the scene of incidents that occur in and around the campus area. The SC staff work closely with the SPD when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary.

RESIDENCE HALL SECURITY

Approximately 530 students live on campus in six residence halls. A residence director (RD) is responsible for each residence building and resident assistants live on each floor. Men and women live in separate halls. All residence halls have keyless entry and students’ I.D.s allow them access to the hall they are contracted to. Only during visitation hours are students of the opposite sex allowed in residence halls of opposite sex students. The exterior doors are locked 24 hours a day.

EDUCATION AND PREVENTION

In the summer of 2016, Sterling College invited Chuck Clanahan, a Protective Security Advisor from the U.S. Department of Homeland Security to come and evaluate SC's security program. From this review, the Emergency Preparedness Committee is focusing on training and awareness.

Emergency procedures are on the safety and security webpage to inform employees, students, and community members of the basic procedures for many different topics (e.g. medical emergency, building evacuation, lockdown, tornado, fire, loss of power, suspicious/dangerous person on campus, etc. A one-page flyer with the emergency procedures is placed in every classroom and in the public area of each building across campus.

Given Sterling College's location in "tornado alley", another one-page flyer was developed with tornado specific information and is hung with the emergency procedure. The campus also participated in an all-campus tornado drill following the State of Kansas's Severe Weather Awareness week.

All employees attend an Emergency Preparedness Training before school begins. During this training, employees are informed about SC emergency text message alerts, how to report an incident/crime, campus emergency procedures, sexual harassment, and alcohol and drug information. Two videos were shown, one on "Surviving an Active Shooter Event" and another video showing what destruction a tornado can produce. Following the videos, instructions were given on what to do in these specific situations. Employees were also emailed an emergency preparedness planning guide to address the most common potential emergencies for the Sterling College campus.

Because Sterling College is a small college, all employees have relationships with students. Because of this, all employees (except the campus counselors, sexual assault advocate and chaplain) are considered Campus Security Authorities (CSA) and must report any criminal activity to the Office of Student Life. A Campus Safety Authority Training was placed on SC's safety security website. It was created to help employees understand what their role is as a CSA.

Additional resources have been added to the website to help educate the campus community about the Clery Act. Below are the trainings that have been added:

- Student Title IX Training
- Employee Title IX Training
- Campus Safety Authority Training
- FAQs for Campus Security Authorities
- Crime Definitions Used for Clery Act Compliance
- Clery Act Crime Notification Information

Both students and employees are required to take an online Title IX Training and score at least 7/10 to pass. This helps us know that the campus community is aware of Title IX, sexual harassment policy, and the process to make a report. One way we get students to take the Title IX training is that students are not allowed to move into their residence hall room until they pass the Title IX training.

Before they spend their first night in a campus residence hall, students meet with the resident directors and resident assistants to review important security information. During orientation in August students are informed of services offered by residential staff and Sterling Police Department. Periodically during the academic year, the student life staff presents crime prevention awareness sessions on sexual assault (rape and acquaintance rape), alcohol/drug abuse, as well as educational sessions on personal safety. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. In addition to formal programs, information is disseminated to students and employees through displays, alcohol & sexual assault posters, and educational emails/videos.

Emergency procedures are covered concerning fire and tornado, as well as secure in place at the beginning of each school year in the residence halls and in the classroom. All security procedures are reviewed. Annually, all students receive notice of the availability of the annual crime statistics as posted on the College website. These statistics are important and are available to external community members and prospective students/families as well.

College policies concerning alcohol, drugs, sexual assault, harassment, and other student conduct, standards, and expectations are contained in the *Student Handbook*, published by Student Life. It is available to all students and others on the College website as well as given to all campus students in an Academic Planner & Student Handbook. The prompt reporting of crimes and suspicious activity to Student Life staff is encouraged. All students and employees receive two brochures annually: 1) Title IX Gender Discrimination & Sexual Harassment & 2) Sterling College Alcohol & Drug Policy.

When time is of the essence, information is released to the college community through security alerts posted prominently throughout campus, through text message alerts, and mass emails.

ACCESS TO FACILITIES AND RESIDENCE HALLS

Access to campus buildings and grounds is a privilege extended to students, faculty, staff, and authorized guests. All guests of the residence halls must be escorted at all times. Except for residence halls, campus facilities are open during weekday business hours and administrative/classroom buildings are locked periodically throughout the evening. The police department provides security for defined buildings through a walk through and lock-up procedure between the hours of 9:00 p.m. and 2:00 a.m. as specified in the following schedule:

Between 9:00 p.m. and 11:00 p.m.

Maintenance Building
Health Center
Kelsey Hall
Thompson Hall
Cooper Hall

Between 11:00 p.m. – 1:00 a.m.

Smisor Stadium
Gleason
Natatorium
Mabee Library
Wilson Hall

Between 1:00 a.m. – 2:00 a.m.

Art Center
Indoor Golf Facility
Student Union
Spencer Hall

Sterling College has no officially recognized student organizations with off-campus locations.

Special procedures for residence hall access

All residence halls are equipped with an automated card access control system. Access to the halls is limited to the contracted residents of the hall and necessary faculty/staff via the system. Guests and other visitors may visit residence halls as long as they are escorted by their resident host. The exterior doors to student residence halls remain locked 24 hours a day.

HOLIDAYS AND BREAKS

Students are required to vacate the campus during holidays and breaks. Students who are unable to make alternative housing arrangements are supervised by live-in staff members and/or resident assistants and may be required to consolidate into two or three floors in a hall during low occupancy periods. Security coverage continues uninterrupted during these times.

9 TIPS FOR STAYING SAFE

1. Always walk with a friend.
2. Walk in lighted areas only.
3. Walk quickly and with confidence.
4. Keep doors locked at all times.
5. Refuse to give access to buildings to anyone who doesn't have a key or who has access by their student I.D. Don't allow any "tailgaters" into any building.
6. Call the RD on Duty (620-278-6218) immediately if you feel threatened or see a person acting suspiciously.
7. Show your I.D. card to campus authorities when asked.
8. Do not give your phone number or addresses to people you do not know well.
9. Remind others of these tips.

REPORTING CRIME ON CAMPUS

To report a crime:

Individuals who witness or become the victim of a crime on or near campus are expected to contact the RD on Duty immediately by calling 620-278-6218 (non-emergencies) and dial 9-1-1 (emergencies only). If it is a non-emergency, an RD will respond to begin an investigation and summon police if necessary. RDs file an email report on all crime incidents to the VP for Student Life for review and potential action. If a sexual assault or rape should occur, staff on the scene will offer the victim a wide variety of services. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the Residence Halls should be reported to the RD on Duty number. You may also submit an anonymous tip by clicking on the Report a Concern tab on the safety and security website at <https://www.sterling.edu/student-life/safety-security>. In addition, you may report a crime to the following people:

Residential Life Staff	620-278-4232	Student Life Office
VP for Student Life	620-278-4236	Student Life Office
VP of Academic Affairs	620-278-4217	Kelsey Hall
Chief Financial Officer	620-278-4211	Kelsey Hall
Athletic Director	620-204-1390	Gleason Hall

All crimes should be reported to the VP for Student Life to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Sterling College employees and residential life staff do not provide law enforcement service to students living off-campus. Student Life and the Sterling Police Department maintain a close working relationship. This cooperative team approach addresses situations as they arise, as well as, future concerns.

DAILY CRIME LOG

A daily crime log is electronically maintained in the Office of Student Life. The crime log has criminal incidents and alleged criminal incidents that are reported to the Office of Student Life. Employees are encouraged to go through the online Campus Security Authority Training video so they understand what they are expected to report to the Student Life Office. Students are encouraged to report incidents/crimes to the Student Life Office. The information reported on the log is the date the crime was reported, date and time the crime occurred, nature of the crime, general location of the crime, and disposition of the complaint, if known. The VP for Student Life and the Student Life Administrative

Assistant are trained on maintaining the daily crime log. Any individual may obtain a copy by coming to the Office of Student Life or calling 620-278-4232.

CONFIDENTIAL REPORTING PROCEDURES

If you are the victim of a crime and do not want to pursue action within the College system or the criminal justice system, you will still want to consider making a confidential report. With your permission, the VP for Student Life can file a report detailing the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, and work with law enforcement personnel to determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics, according to federal guidelines.

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, they will inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion in the annual crime statistics.

The rulemaking committee defines counselors as:

Pastoral Counselor

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

Timely Warnings: SC Emergency Alert System

In the event that a situation arises, either on or off campus, that, in the judgment of the VP for Student Life, member from Cabinet, and/or a member from the emergency preparedness committee, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through a text message or email to all campus community members. The text message will include the location, the problem, and what to do to stay safe. Many members of the emergency preparedness committee have access to send an emergency text message. The message will be brief and to the point. Additional information will be disseminated through additional texts and on the SC emergency website www.sterling.edu/emergency as soon as it is available. The text messaging system will be used for EXTREME EMERGENCIES and school closings/delays, nothing else. All students and employees with cell phones are automatically registered into the emergency text program. Registration is free of charge. The provider for this instant text messaging system is e2Campus. General information about the service can be found at www.e2campus.com. If you have not been automatically registered and would like to, please contact the Office of Student Life at 620-278-4232

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Office of Marketing and Communications may

post a notice on the website, providing the college community with more immediate notification. In such instances, a copy of the notice is posted in each residence hall and at the front door of each classroom building. A website has been developed for all emergencies in order to keep the community updated. This is accessible at all times at www.sterling.edu/emergency.

Emergency Response

The College's Emergency Preparedness Plan includes information about the Critical Incident Response Team, incident priorities and performance expectations, secure in place and evacuation guidelines, and local contingency and continuity planning requirements. The Emergency Preparedness Committee and Residential Life Staff have had multiple emergency scenario training sessions, some of which have included the local police department. College departments are responsible for developing contingency plans and continuity of operation plans for their staff and areas of responsibility. The College conducts fire drills in the residence halls once a semester and the campus conducts a tornado drill once a year. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

All Sterling College employees have received training in emergency procedures and responding to critical incidents on Campus. The Emergency Preparedness Committee, President's Cabinet, and Residential Life Staff all take the Department of Homeland Security's independent study course called Introduction to the Incident Command System for Higher Education. This course describes the history, features and principles, and organizational structure of the Incident Command System. If an emergency would take place that would involve police, fire, or any state/federal agencies, these organizations would be using ICS language and it is imperative the campus emergency responders understand what they are saying. In the evening hours, when a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the residential life staff. They typically respond and work together to manage the incident and alert the Sterling Police Department. Depending on the nature of the incident, other SC departments and other local, state, and federal agencies would also be involved in responding to the incident.

General information about the emergency response and evacuation procedures for SC is published each year as part of the institution's Clery Act compliance efforts and information is available on the Safety & Security page on the college website.

All members of the SC community are notified on an annual basis that they are required to notify the Sterling Police Department, as well as student life staff of any situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. The student life staff has the responsibility of responding and summoning the necessary resources, to investigate and document any situation that may cause a significant emergency or dangerous situation.

Notification to the SC community about an immediate threat

In the event of a serious incident that poses an immediate threat to members of the SC community, the Cabinet and Emergency Preparedness Committee determine that it is such an emergency. The Emergency Preparedness Committee will prepare a message for the campus community. The College has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the SC campus community. These methods of communication include emails and emergency text messages that can be sent to a phone or PDA. The Emergency Preparedness Committee will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The content of the emergency text will include the nature of the emergency (e.g. tornado approaching campus, active shooter in a specific area, etc.), the action to be taken (e.g. go to lower most/inner most location, secure in place, etc.). When the emergency is over, a second text message will be sent to tell campus community what the next step is.

If time is critical, all Cabinet and Emergency Preparedness Committee members have been trained and have permission to instantly send an emergency text/email to the campus community. Examples of this are if they see an active shooter or see a tornado approaching campus. In these situations, they do not need to seek permission to send an emergency text. If time is less critical, the Director of Communications will be the official spokesperson for the College.

An evacuation drill is coordinated by residential life each semester for all residential facilities. Thus, the emergency response and evacuation procedures are tested twice each year. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. On the back of each residence hall room door is a hall chart showing where the exits are in case of emergency and also stating where to go in case of tornado.

EMERGENCY ACTION PROCEDURES:

Evacuation

1. When the alarm sounds (fire or announcement from SC employee), leave the building immediately.
2. Calmly evacuate the building using the nearest exit.
3. Assist persons with disabilities or special needs.

A. All building evacuations will occur when an alarm sounds continuously and/or upon notification by emergency personnel.

B. If necessary or if directed to do so by an emergency official, activate the building alarm.

C. Be aware of people with disabilities in your area who might require assistance in an emergency evacuation. Be prepared to render assistance if necessary.

D. DO NOT USE ELEVATORS during an emergency evacuation. Emergency personnel may use an elevator for evacuation after a review of the circumstances.

E. When the building evacuation alarm is sounded or when told to leave by a designated emergency official, walk quickly to the nearest marked exit and ask others to do the same.

F. DO NOT return to an evacuated building until advised by an emergency official.

PERSONS WITH DISABILITIES

It is suggested that people with disabilities prepare for emergencies by learning the locations of exit corridors and enclosed stairwells and by informing co-workers, professors, and/or classmates of best methods of assistance during an emergency.

IF YOU HAVE A DISABILITY AND ARE UNABLE TO EVACUATE

Stay calm and take steps to protect yourself. If there is a working telephone, call 911 and tell the dispatcher where you are or where you will be moving. Contact the RD on Duty at 620-278-6218.

If you must move, we recommend the following:

1. Move to an exterior enclosed stairwell.
2. Request persons exiting by way of the stairway to notify the emergency personnel of your location.

- As soon as is practical, move onto the stairway and await emergency personnel.

Secure in Place

- Stay inside a building.
- Seek inside shelter if outside.
- Secure all doors and windows as quickly as possible.
- Seal off openings to your room if possible, if chemicals are in the air.
- Barricade door with heavy objects if someone dangerous is outside the door.
- Remain in place until you are told it is safe to leave.

A. What is Secure in Place?

Secure in place simply means to secure yourself in the room you are in. This course of action may need to be taken during an accidental release of toxic chemicals to the outside air or possibly a gunman somewhere on campus.

B. How would I be notified?

You will receive an emergency text message telling you to SECURE IN PLACE.

C. Additional Actions:

- Immediately stop all activity.
- If possible, lock yourself in the room you are in.
- Place yourself in a position of least visibility.
- Turn off all lights or maintain minimal lighting.
- Turn off all radios or other devices that emit sound. Silence your cell phone.
- Make a list of the names of students and staff in the room or classroom.
- If gunshots are heard, quickly barricade the door with furniture or anything you can push against it (e.g. tables, filing Cabinets). Lay on the floor behind heavy objects for shelter.
- Do not unlock door or attempt to leave until instructed to do so by the Police Department.

CRIME STATISTICS

	On-Campus			Residence Halls			Public Property			Non-Campus Property		
	<u>14</u>	<u>15</u>	<u>16</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>14</u>	<u>15</u>	<u>16</u>
<u>Criminal Offenses</u>												
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses – Forcible	0	0	NA	0	NA	NA	0	NA	NA	0	NA	NA
Rape	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Fondling	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Sex offenses - Non-forcible	0	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA
Incest	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Statutory Rape (w/minor)	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	16	11	9	14	11	7	0	0	0	0	0	0
Motor vehicle theft	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
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	1	1	0	0	0	0	0	0	0	0	0

Stalking	0	1	0	0	0	0	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0	0	0	0

DISCIPLINARY ACTIONS– On-campus – Number of persons referred for Disciplinary Action

Offense	On-Campus			Residence Halls		
	2014	2015	2016	2014	2015	2016
Illegal weapons possession	0	0	0	0	0	0
Drug abuse violations	2	9	3	1	9	2
Liquor law violations	5	6	13	5	6	13

Hate Crimes

None of the crimes listed above manifested evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, or disability as prescribed by the Hate Crime Statistics Act (28 USC 534).

POLICY ON ALCOHOLIC BEVERAGES

The possession, consumption and sale of alcoholic beverages are not permitted on the campus of Sterling College nor at any SC off-campus events. SC has adopted a policy that includes the expectation that students will comply with federal, state, and local laws, including those relating to alcohol beverages, narcotics, and other drugs. Intoxicated persons (behavior characterized by belligerence/noise, staggering, slurred speech, vomiting, unconsciousness, damage to self, others, property) will be confronted. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age is illegal. Students, faculty, staff, and administration, as well as resident assistants and resident directors, may submit violations of the alcohol policy to the VP for Student Life.

POLICY ON ILLEGAL DRUGS

Illegal drugs and drug paraphernalia (this includes hookah bongs) are not permitted on the Sterling College campus. SC will cooperate with law enforcement agencies in upholding the laws pertaining to the sale, use and possession of illegal drugs. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by Student Life staff. All students, faculty, staff and administration have a responsibility to inform law enforcement officials of illicit drug use. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment.

SANCTIONS

Penalties for violations of drug and alcohol under federal law for unlawful possession of a controlled substance in violation of 21 U.S.C. §844(a), include:

First Conviction: term of imprisonment of not more than 1 year, a minimum fine of \$1,000, or both.

Second Conviction: At least 15 days in prison but not more than 2 years, minimum fine of \$2,500 but not more than \$250,000 for an individual, or both.

After two convictions: At least 90 days in prison but not more than 3 years, minimum fine of \$5,000 but not more than \$250,000 for an individual, or both.

For more information about maximum penalties for violation of the Federal Controlled Substances Act and Related Laws, see <http://www.fas.org/sgp/crs/misc/RL30722.pdf>

Unlawful distribution of a controlled substance to an individual without that individual's knowledge with the intent to commit a crime of violence, including rape is punishable by up to 20 years of imprisonment; a maximum fine of \$250,000. 21 U.S.C. §841(b)(7).

Unlawful distribution of a controlled substance, possession with intent to distribute, or manufacturing a controlled substance in, on or within 1000 feet of a public college or university is punishable by not less than 1 year of imprisonment and twice the maximum penalty provided by law. For second convictions, the mandatory minimum term of imprisonment is 3 years and three times the maximum punishment provided by law. 21 U.S.C. §860.

Penalties for drug traffickers and possessors also include loss of federal benefits, including student loans and federal financial assistance, and civil penalties up to \$10,000 for each violation. 21 U.S.C. §862 and 21 U.S.C. §844a(a).

Drugs – State law penalties

Penalties under Kansas law for the unlawful possession or distribution of drugs are based on the quantity of drug, type of drug, and criminal history of the defendant. See K.S.A. 2012 Supp. 21-5706. Maximum penalties range from fines of \$100,000 to \$500,000 and imprisonment from 10 months to 17 years.

It is illegal under Kansas law and local ordinances for persons under 21 years of age to possess, consume, obtain, purchase or attempt to obtain alcoholic liquor or cereal malt beverages. Maximum penalties include a fine up to \$500 dollars (a mandatory minimum fine of \$200 for persons 18 and 21 years of age); completion of 40 hours of public service; completion of a community-based alcohol and drug educational or training program with costs assessed to the offender; and mandatory suspension of driving privileges for 30 days for a first conviction; 90 days for a second conviction; and 1 year for a third or subsequent conviction.

Convictions for Driving Under the Influence (DUI) include a mandatory alcohol and drug evaluation and requirement to following any recommendation made as a result of that evaluation with costs assessed to the defendant, and additional penalties, including:

First Conviction

- A fine of not less than \$750 nor more than \$ 1,000, and
- Imprisonment of not less than 2 days nor more than 6 months.
- Mandatory minimum 48 consecutive hours in imprisonment
- Driving privileges suspended for 30 days, followed by a 180-day ignition interlock restriction

Second Conviction

- A fine of not less than \$1,250 nor more than \$1,750
- Imprisonment of not less than 90 days nor more than 1 year
- Mandatory minimum 120 hours' imprisonment
- Driving privileges suspended for one year, followed by a 1-year ignition interlock restriction

Third Conviction

- A fine of not less than \$1,750 nor more than \$2,500
- Imprisonment of not less than 90 days nor more than 1 year
- Mandatory minimum 90 days' imprisonment
- Driving privileges suspended for 1 year, followed by a 2-year ignition interlock restriction

Fourth Conviction

- A fine of not less than \$2,500
- Imprisonment of not less than 90 days nor more than 1 year

- Mandatory minimum 90 days of imprisonment
- Driving privileges suspended for 1 year, followed by a 3-year ignition interlock restriction (For a fifth conviction, driving privileges are suspended for 1 year, followed by a 10-year ignition interlock restriction)

Refusal to take a preliminary breath test is a traffic infraction usually resulting in a fine. Refusal to take the breath, blood or urine test offered at the police station for a first offense will result in suspension of driving privileges for one year, and two years required use of an ignition interlock device.

Local city ordinances for drug and alcohol offenses impose sanctions similar in severity to state law.

Health Risks

Health risks associated with the use of illicit drugs and the abuse of alcohol vary. Possible effects and risks include coma, convulsions, respiratory failure, hallucinations, psychosis, fatigue, paranoia, and DEATH.

Individuals should be aware of the health risks associated with the use and abuse of alcohol and illicit drugs:

- Drinking and driving is a leading cause of injury and death.
- Alcohol can react dangerously with many medications (both prescription and over-the-counter).
- Drinking and/or using drugs during times of emotional stress only makes problems worse.
- Drinking and/or using drugs can cause problems with law enforcement.
- Unwanted sexual activity (i.e. date rape).

ALCOHOL AND SUBSTANCE ABUSE INFORMATION PREVENTION PROGRAMS

The College has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and College disciplinary actions. Counseling and referral services are available to Sterling College students and employees through the Office of Student Life. The campus counselor also provides GOD14 (Getting off Drugs in 14 weeks). This is a Bible based recovery program for students struggling with alcohol and other drug addiction through treating the body, soul and spirit. Another program that is offered is a Men's Celebrate Recovery Group.

Sterling College provides a primary prevention and awareness program for all incoming students and new employees. The first night students are on-campus, they hear from their RD SC's alcohol and drug policy. New employees are provided an Alcohol & Drug Policy brochure. All students and employees are also given this brochure too. During new student orientation, the campus counselor and a Sterling police officer go through the following information:

- The National statistics on college age drinking vs. Sterling College student survey
- Blood Alcohol Content and what is defined as a drink
- Marijuana and Prescription Drug information
- Signs that you may need help
- GOD14: Get off drugs in 14-week program

Sterling College also provides ongoing prevention awareness campaign for all students and employees from PSA announcements, awareness weeks, and personal story presentations.

CONSEQUENCES OF ALCOHOL VIOLATIONS

Alcohol policy violations will be handled in a cumulative manner throughout the student's enrollment at Sterling College. Sanctions have been created to provide an educational opportunity while holding the student accountable for his/her behavior.

First Violation

An Incident Report will be filed with the Student Life Office. The student will pay a \$200.00 fine and complete 10 hours of community service (community service hours that are not completed will result in an additional \$20 per hour fine for the student). The student will be required to fill out an alcohol intervention assessment and go over the results with the VP for Student Life & RD. If the student is a minor and violates the alcohol policy, the Student Life personnel will contact his/her parents.

Second Violation

An Incident Report will be filed with the Student Life Office. The student will be required to complete an alcohol assessment at his/her own expense and follow through with the recommendations. The student will also be placed on probation for one semester. In addition, the student will pay a \$400.00 fine and complete 20 hours of community service (community service hours that are not completed will result in an additional \$20 per hour fine for the student). If the student is a minor and violates the alcohol policy, the Student Life personnel will contact his/her parents.

**** If second violation occurs within the same year, student will be automatically suspended from Sterling College.**

Third Violation

An Incident Report will be filed with the Student Life Office. Immediate suspension from Sterling College will result for one semester. After one semester, the student has the right to reapply to Sterling College.

CONSEQUENCES OF ILLICIT DRUG POLICY VIOLATIONS

Possession or Use - ON or OFF Campus

Sterling College has a no tolerance policy regarding students involved with illegal drugs. Evidence of drug use/possession such as odors, items used to mask odors, paraphernalia, and storage containers may be seen as a violation of policy. Upon reasonable suspicion, students may be asked to undergo drug or alcohol testing. If the test result is negative for drugs, the college will pay for the drug test. If the test result is positive for drugs, the student will be charged \$50 for drug test and verification of authenticity. Any student refusing to submit to any of these tests may be held in violation of our standards. Students found in violation of the Sterling College drug policy will be immediately suspended from Sterling College for the rest of the academic semester. See Suspension section in student handbook. No academic credits will be given for that semester.

**** Any student who is involved in the purchase of illegal drugs or alcohol for a minor, or provides an off-campus location for a party where alcohol and/or drugs are available to a minor is subject to immediate discipline (up to suspension or dismissal) from the College.**

HARASSMENT/VERBAL ABUSE/ABUSIVE OR HOSTILE ENVIRONMENT

In accordance with Title IX and the principles of human dignity and intrinsic value as found in Scripture, Sterling College affirms that its students, faculty, and staff have the right to be free from harassment by any member of the College community. Sterling College does not tolerate communications or actions of any kind which are intended to denigrate, threaten or harm others

because of their race, sex, religion, age, disability or national origin. All such incidents of harassment will be subject to appropriate disciplinary action.

Sterling College stands fundamentally opposed to any form of sexual harassment (which includes gender discrimination, sexual violence, domestic violence, dating violence, sexual assault, or stalking) and will do all in its power to promote an environment that allows students, faculty, and staff to be free from the intimidation and coercion that accompanies such actions. Sexual harassment is defined as attempted sexual coercion, unwelcome sexual advances, and requests for sexual favors, physical conduct of a sexual nature, or verbal conduct of a sexual nature. Any words or behavior that produce an atmosphere of intimidation or hostility or are verbally abusive, are viewed as harassment. This also includes sexual harassment by use of e-mail, texting, chat transcripts, or network activity (including any social media or social networking sites). Gender discrimination is defined as unequal or disadvantageous treatment of an individual or group of individuals based on gender. Examples of gender discrimination include treating an individual differently based upon his/her gender in academic or extracurricular activities, academic programs, discipline, classroom assignment, physical education, grading, and/or athletics.

SEXUAL MISCONDUCT (ASSAULT)

Sterling College is deeply concerned about any incidents of sexual assault. Anyone can be a victim of sexual assault or sexual misconduct — women, men and children. Perpetrators of sexual assault can be anyone: a stranger, someone you have known for a long time or someone you have just met. Statistics indicate that one in four women will be raped during their lifetime and that rape is often perpetrated by an acquaintance of the victim. The Office of Student Life will work to provide a safe place for the victim of a sexual assault to work through the range of emotions and questions that arise after the assault. The College counselor will maintain counseling support to victims of sexual assault and make available a list of off campus counseling and mental health agencies that provide services for victims of sexual assault.

Sterling College has a Title IX Coordinator who is trained and receives annual training on:

- Issues related to the VAWA offenses
- How to conduct an investigation and hearing that protects the victim and promotes accountability?

The Title IX Coordinator at Sterling College is:

Erica Foss, Title IX Coordinator
Cooper Hall
efoss@sterling.edu
620-278-4213

When a student or employee reports being a victim, on or off-campus, Sterling College provides a written explanation of the victim's rights and options and is gone over this information with the Title IX Coordinator.

Disciplinary Sanction for Harassment and Sexual Assault Cases

Sanctions that may be imposed upon a student found to have perpetrated a sexual offense (which includes dating violence, domestic violence, sexual assault, or stalking) will range from disciplinary probation with required counseling, to residential relocation or academic rescheduling, to suspension or dismissal from the College.

After an investigation, if the Title IX Coordinator determines that it is more likely than not (preponderance of the evidence standard) that the College's sexual harassment policy has been violated, the Title IX Coordinator will refer the respondent to the appropriate college office for

disciplinary action. Student matters will be referred to the VP for Student Life. Hearing procedures for violations of the sexual harassment policy can be found in the Student Handbook.

Sanctions Following a Final Determination

Behaviors and actions that violate College policy, including sexual assault, can be subject to investigation, remedial measures, and sanctions. Remedial measures and sanctions may include

- Faculty, Staff, and Student Employees
 - Warning;
 - Reassignment of duties;
 - Demotion;
 - Suspension without pay; and/or
 - Dismissal
- Students
 - Disciplinary Warning
 - Disciplinary Probation
 - Campus Community Service
 - Fines
 - Required Counseling
 - Residential Relocation
 - Academic Rescheduling
 - Student Suspension or Dismissal

EDUCATIONAL PROGRAMMING

Prevention Terms:

- **Programs to Prevent:** The term programs to prevent refers to comprehensive educational and training programs intended to prevent violence that incorporate diverse approaches that are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and consider risk and protective factors as they occur on the individual, relationship, community and societal levels.
- **Primary Prevention:** The term primary prevention refers to programming, initiatives and strategies intended to stop domestic violence, dating violence, sexual assault or stalking before it occurs to prevent initial perpetration or victimization through the promotion of positive and healthy behaviors and beliefs. Efforts to change behavior and social norms, and promote healthy relationships, healthy sexuality and egalitarian gender roles, or efforts to understand risk factors and protective factors for bystander inaction and change social norms around bystander inaction are all examples of primary prevention.
- **Awareness Programs:** The term awareness programs refer to programs, campaigns or initiatives that increase audience knowledge of the issues of sexual assault, domestic violence, dating violence and stalking and share information and resources to prevent interpersonal violence, promote safety and reduce perpetration. These efforts can include campus communitywide mobilizations as well as targeted audience-specific programming (including both students and employees). Awareness month campaigns, "Speak Outs," rallies or marches, informational poster campaigns or resource websites, and educational programming that focus on sharing resources and information about these issues are examples of awareness programs.
- **Bystander Intervention:** The term bystander intervention refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of domestic violence, dating violence, sexual

assault or stalking against a person other than the individual. Effective bystander intervention training prepares participants to recognize situations of potential harm, overcome barriers to intervening, identify safe and effective intervention options, and take action.

- **Risk Reduction:** The term risk reduction refers to approaches that seek to mitigate risk factors that may increase the likelihood of perpetration, victimization or bystander inaction. Risk reduction focuses on helping individuals and communities address the institutional structures or cultural conditions that facilitate SV, DV & stalking to increase safety. Examples of risk reduction may include but are not limited to general crime prevention education, campus escort programs, programs that educate on how to create individual and community safety plans and strategies, and bystander intervention programs that educate the campus on how to recognize and interrupt situations of harm, or implementing a communications system that can notify the entire campus community of immediate threats to security.
- **Ongoing Awareness and Prevention Campaigns:** The term ongoing awareness and prevention campaigns refers to campaigns that are sustained over time focusing on increasing awareness or understanding of topics relevant to sexual assault, domestic violence, and stalking prevention. These programs will occur at different levels throughout the institution (i.e., faculty, athletics, and incoming students) and will utilize a range of strategies. Ongoing awareness and prevention campaigns may include information about what constitutes sexual assault, dating violence/intimate partner abuse and stalking, changing social norms, promoting recognition of perpetrator tactics, enhancing understanding of consent, and advancing prosocial behaviors of individuals and communities. Effective ongoing awareness and prevention campaigns will include developmentally appropriate content for the specific audience and their knowledge and awareness level and provide positive and concrete ways for individuals to get involved.

Sterling College utilizes many different formats to educate the campus community about sexual assault and sexual harassment. The primary prevention and awareness programs for all incoming students and new employees are:

- All employees and students are required to take an online Title IX course. It is entitled Title IX Training: Preventing Sexual Harassment and Gender Discrimination. Students and employees must take a quiz following the power point presentation and score at least 7/10. All students must take this online course before they move onto campus or attend a class.
- Employees and students receive a Title IX Sexual Harassment, Sexual Misconduct, and Bystander Intervention brochure at the beginning of the semester.
- Bystander Intervention Training is presented to all new students. This prevention program includes:
 - Basic information about prevalence, causes, and consequences of sexual violence.
 - Discussions of how community members can play important prevention roles as bystanders observing risky situations before and during acts of sexual violence (e.g., observing a very intoxicated person being lead into a bedroom at a party by a group of people) and afterward if approached by a friend who discloses that they have been a victim.
 - Particular emphasis is placed on participants' own safety and on using resources such as local police, campus counselor, Title IX Coordinator, and local rape crisis center resources.
- At the beginning of each semester all resident assistants and athletes attend additional training. New and returning athletes are required to attend. The training provides a framework explaining the bystander effect, reviews relevant research and teaches

skills for intervening successfully using the 5 Decision Making Steps, and the S.E.E. Model (Safe; Early; Effective).

Sterling College provides ongoing prevention and awareness campaign through the academic year in many different ways:

- Poster Campaigns across campus and in bathroom stalls that help remind the campus community what is appropriate behavior and how to protect themselves.
 - Know Your Power Poster Campaign
 - Dove Project Poster with local information about Sexual Assault & Domestic Violence Center cards attached
 - Warriors Speak up Poster Campaign – SC student posters with RD on Duty phone number and safety and security website on it. On the safety & security website it has our Annual Security Report and Sexual Assault Resources on it.
- PSA announcements are sent periodically through email and in videos prior to chapel to remind students of sexual assault policy and bystander intervention techniques.
- Educational email reminders about the resources are sent out periodically.
- Ongoing prevention and awareness campaigns are provided for the campus community to help educate and remind everyone how to keep themselves and friends safe. One example is each spring the college organizes the “No More Sexual Assault Campaign”, which brings awareness to the campus community about sexual assault and abuse.

SEXUAL MISCONDUCT DEFINITIONS

Sexual Assault (Category I) is defined as engaging in sexual intercourse with any person without that person’s consent. Sexual intercourse is the penetration, however slight, of the vagina or anus with any object or body part and of the mouth with a sexual body part or sexual object.

Sexual Assault (Category II) is defined as the act of making sexual contact with the intimate body part of another person without that person’s consent. Intimate body parts include the sexual organs, the anus, the groin or buttocks of any person, or the breasts of a female. Students found responsible for having committed a sexual assault will be suspended for a minimum of one (1) semester and will be subject to the full range of disciplinary sanctions, up to and including expulsion from the College.

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, 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 act under the domestic or family violence laws of the jurisdiction.

Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship.
- The type of relationship.
- The frequency of interaction between the persons involved in the relationship.

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 suffer substantial emotional distress.

Consent is defined as unambiguous and willing participation or cooperation in an act or as an attitude that is commonly understood to be consistent with the exercise of free will. Consent requires participants who are fully conscious, are equally free to act, have clearly communicated their willingness, cooperation, or permission to participate in a specific sexual activity, are positive and clear in their desires, and are able to cease ongoing consensual activity at any time. Refusal to consent does not have to be verbal; it can be expressed with gestures and/or body language. A prior sexual history between the complainant and respondent does not constitute consent. Consent is not freely given if one of the following applies:

1. A reasonable person in the position of the alleged perpetrator at the time the alleged conduct occurred should have known that the other person was unable to give consent for any of the following reasons:
 - The individual is unable to make an informed decision as a result of alcohol or other drugs (including but not limited to predatory drugs or prescribed medications); or
 - The individual is unconscious, asleep, or suffering from shock; or
 - The individual is under the age of eighteen and therefore legally unable to give consent; or
 - The individual has a known mental disorder or developmental or physical disability, and is therefore legally unable to give consent.
 - It is important to note that in the Sterling College disciplinary process, use of alcohol does not diminish personal responsibility or act as a mitigating factor in disciplinary sanctions should a violation be found to have occurred.
2. The individual has acted or spoken in a manner which expresses he or she refuses to give consent.
3. It is obtained through the use of force, or through the fear of or the threat of force.

COLLEGE AND COMMUNITY RESOURCES

The following resources are available to students and other members of the Sterling College community for information and support concerning sexual assault:

CAMPUS RESOURCES

Title IX Coordinator	620-278-4213
Vice President for Student Life:	620-278-4232
Vice President for Academic Affairs:	620-278-4217
Controller:	620-278-4211
Campus Counselor:	620-278-4202
Campus Nurse:	620-278-4505
Resident Director on duty:	620-278-6218

COMMUNITY RESOURCES

Sexual Assault/Domestic Violence Center, Inc. Offices:

LYONS

117 West Ave. South

Lyons, KS 67554

Phone: 620-257-3272

24-hour hotline: 1-800-701-3630

HUTCHINSON

335 N. Washington, Ste. 240

Hutchinson, KS 67501

Phone: 620-665-3630

24-hour hotline: 1-800-701-3630

Family Crisis Center

2008 11th St.

Great Bend, KS 67530

Crisis Line: 1-866-792-1885 or 620-793-9941

Legal Assistance

Randall Henry

Bush, Bush & Shanelec

113 S. Broadway
Sterling, KS 67579
620-278-2880

229 S. Broadway
Sterling, KS 67579
620-278-2331

IF A SEX OFFENSE OCCURS, including rape and acquaintance rape, the following procedures should be followed:

- Remain calm and alert.
- Go to a safe place: your home, campus residence or the residence of a trusted friend.
- Call someone to be with you: a friend or family member; someone with whom you are close.
- Contact someone from the College: contact a faculty member, coach, RA, RD, or anyone from the Office of Student Life. A SC staff member will be willing to help the student in any way.
- Because physical evidence is of utmost importance:
 - **DO NOT** change your clothing.
 - **DO NOT** shower, bathe, or douche.
 - **DO NOT** apply medication to any injuries you may have sustained, unless absolutely necessary.
 - **DO NOT** disturb anything in the area where the assault occurred, if in an area where you have control.
- Forensic examinations may be obtained at the local hospital, getting such an exam does not require filing a police report.
- Be sure to obtain **MEDICAL ATTENTION**, even if you need time before reporting the crime to police or College officials.
- Call the Sexual Assault/Domestic Violence Center Hotline at 1-800-701-3630.
- Write down as much as you remember about the circumstances of the rape and of the individual(s) involved.
- Be sure to seek counseling and emotional support from a counseling agency such as the Domestic Violence Center and the Office of Student Life.

FEDERAL CAMPUS SEXUAL ASSAULT VICTIMS BILL OF RIGHTS

- Survivors shall be notified of their options to notify law enforcement.
- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

Sexual Assault Policy

Sterling College insists that all members of its community shall be able to pursue their interests free from sexual assault and other forms of sexual harassment. This policy pertains to incidents of sexual harassment or assault between students or where the alleged perpetrator is a student. To report a violation of this policy when the alleged perpetrator is a student, follow the procedures outlined below.

In some situations, such as date rape, the victim may fear being blamed or disciplined for the rape/sexual misconduct if he or she has violated any student standards of conduct, for example he/she had been drinking. However, the Office of Student Life is committed to sensitive and fair handling of such situations with healing, safety of others, and justice as primary concerns. There will be accountability for sexual assault or misconduct, not the violation of student standards of conduct, such as alcohol, on the part of the victim. The seriousness of sexual misconduct is a major concern and the college does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the report of sexual misconduct.

REPORTING AN INCIDENT OF SEXUAL MISCONDUCT **Reporting an Incident of Sexual Misconduct**

To the College

Any student victim of sexual misconduct may report the incident directly to a RA, RD, academic advisor, coach, staff member or directly to the Office of Student Life. Every employee except the campus counselor and chaplain are mandated to report sexual misconduct incidents to the Title IX Coordinator. Incidents of sexual misconduct may also be reported to the Campus Chaplain or the Campus Counselor; these individuals are not required to report any incident to any other department/person due to their position within this college.

Any faculty/staff victim of sexual misconduct can report the incident directly to their supervisor or the Title IX Coordinator.

The Title IX Coordinator at Sterling College is:

Erica Foss, Title IX Coordinator
Cooper Hall
efoss@sterling.edu
620-278-4213

After a student reports an alleged sexual assault or misconduct, the Title IX Coordinator with assistance from College officials will provide a student with safety planning which can include the following if reasonably available:

1. Change of an on-campus student's housing to a different on-campus location
2. Transferring class sections when available
3. Assistance in exploring alternative housing, incompletes or withdrawal
4. Provide protective measures, if requested

To the Police

Individuals are strongly encouraged to report all incidents to the police; however, it is the individual's decision whether or not to file a police report. If the individual wishes, the College will provide assistance in contacting the police and accompanying her/him to the hospital and/or police station. Individuals will have access to support and referral services on-campus regardless of whether or not she/he decides to report the incident to the police. Individuals are strongly encouraged to have both a medical exam to ensure their well-being AND a rape kit collected in order to gather forensic evidence. When relevant, victims of sexual offenses have the right to seek an order of protection, no contact order, restraining order, or similar lawful order issued by a criminal, civil, or tribal court or enforce an order already in existence. The College will enforce any order of protection by informing staff of the protection order and holding the alleged perpetrator accountable to comply with the order.

The College will assist the victim of such sexual offenses, when relevant, to seek an order of protection, no contact order, restraining order, or similar lawful order issued by a criminal, civil, or tribal court or enforce an order already in existence.

CONFIDENTIALITY OF INFORMATION

Sterling College will make every effort reasonably possible to preserve the privacy of an individual who makes a report under this policy and to protect the confidentiality of the information reported, subject to the "due process" rights of an accused. The degree to which confidentiality can be protected, however, also depends upon SC's legal duty to respond to the information reported and the professional role of the person being consulted. The professional being consulted should make these limits clear before the disclosure of any facts.

As required by law, all disclosures to any SC employee (except campus chaplain and campus counselor) of an on-campus act of sexual misconduct are tabulated for statistical purposes without personal identifying information.

PROHIBITION AGAINST RETALIATION

All persons are absolutely prohibited from taking any action against any other member of the College community, including but not limited to, the complainant, respondent, or witnesses to an alleged incident of sexual misconduct. Any person engaging in any retaliatory action(s) will be subject to a separate complaint and appropriate sanctions for determined violations up to and including dismissal from the College.

Sexual Misconduct Complaint Procedure

Step 1: Complaint is filed.

Upon receiving a complaint, the Title IX Coordinator shall conduct an initial evaluation of the merits of the complaint and determine the appropriate investigatory action required.

- Within seven working days, the Title IX Coordinator will acknowledge complaint receipt with the Complainant
- The Title IX Coordinator has 15 working days to contact the Complainant to clarify their complaint allegations.

Step 2: Notification of Investigation

The Title IX Coordinator will make efforts, as appropriate and with written authorization from the Complainant, to achieve an informal resolution to the complaint. If an informal resolution is not achievable, the Title IX Coordinator, within 30 days, will inform the complainant in writing whether or not an investigation is warranted.

Step 3: Investigation

The investigation will include the following steps:

- **Contact with the Complainant** – The Title IX Coordinator will meet or speak with the complainant to gather the facts relating to the complaint and give the Complainant the opportunity to provide a statement.
- **Notice to Respondent and Opportunity to be Heard** – The respondent will be provided with a statement of the complaint in writing, and the complainant will be provided a copy of this notification. The respondent will be afforded the opportunity to meet with the Title IX Coordinator and respond to the complaint in writing, within 10 days of being notified.
- **Notice Regarding Retaliation** – All parties to a complaint (complainant, respondent, witnesses, and appropriate administrators or supervisors) will be informed during first contact with the investigator that retaliation by an individual or his/her associates against any person who files a complaint or any person who participates in the investigation of a complaint is prohibited.
- **Representation** – In any meeting with the Title IX Coordinator, the parties to the complaint (complainant and the respondent) may bring a representative to the meeting.
- **Confidentiality** – All complaints will be handled discreetly, however the Title IX Coordinator cannot guarantee confidentiality or anonymity because the College has an obligation to investigate complaints, and to maintain a safe environment free from harassment and discrimination. Because of its obligations under the law, Sterling College will not be able to honor all requests for confidentiality or all requests that complaint not be investigated or pursued. There are instances where a complaint may be investigated on an anonymous basis.

Step 4: Investigative Findings

The Title IX Coordinator provides a written investigation summary and findings to complainant, respondent, and appropriate administrator within 60 working days after complaint is filed. The appropriate College official will use these investigative findings to determine what action, if any, should be taken according to College policy.

The proceedings shall:

- provide a prompt, fair, and impartial investigation and resolution
- be conducted by officials who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability

After reviewing all relevant information, the Title IX Coordinator will make a judgment and communicate the decision in writing simultaneously to all involved parties. Information will include:

- any delay in the proceeding and the reason for it
- the outcome of the institutional disciplinary proceeding
- the institution's procedures for the accused and the victim to appeal the results
- any change in the results that occurs prior to the time the results become final
- when the results become final
- any disclosure of results:
 - shall include only the name of the accused, the violation alleged, and whether any institutional rules or code sections were violated, essential findings supporting such result, and any sanction imposed by the college against the accused (including a description of any disciplinary action taken by the college, the date of the imposition of such action, and the duration of such action)
 - shall include a notice of whether an appeal will be permitted, notice of the grounds for appeal, and a clear statement that if an appeal is permitted, both the accuser and the accused shall be entitled to appeal
 - shall not include identifying information about the victim

The complainant and respondent shall have equal rights in all phases of the hearing and appeal processes.

Disciplinary Sanction for Harassment and Sexual Assault Cases

Sanctions that may be imposed upon a student found to have perpetrated a sexual offense will range from disciplinary probation with required counseling, to residential relocation or academic rescheduling, to suspension or dismissal from the College.

Sterling College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Sterling College will provide the results of the disciplinary hearing to the victim's next of kin, if requested.

DISCIPLINARY ACTIONS

One or more of the following disciplinary actions may be taken with regard to any rule or policy violations at the College, however, the College does not have to go in the order of the least restrictive option:

Warning - An official written or verbal reprimand for misconduct or inappropriate behavior. A warning indicates that further violations will result in more severe disciplinary action and fines.

Probation - Probation will result in an Accountability Agreement that may include the following:

- a mentoring relationship with a faculty/staff member
- community/volunteer service

- counseling
- fine
- loss of extra-curricular or co-curricular privileges (Students involved in leadership activities such as Student Government Association, athletic teams, drama, choir, ministry teams, music teams, etc. may forfeit a certain percentage of their participation.)

Suspension - A student who is suspended from the College will have their enrollment terminated involuntarily and grades of W issues in all courses for that term. He/she will be required to leave campus within 24 hours after the suspension is communicated to the student. The College reserves the right to require the student to leave campus immediately if it is deemed necessary. A possibility of re-admission exists at a future date.

All or a portion of funds paid toward tuition and room and board may be forfeited. If a student is suspended during the semester, charges will be prorated if he/she has been enrolled for less than or equal to 60% of the term. If a student has been enrolled for more than 60% of the term, he/she is not eligible for a reduction in tuition, fees, room, or board charges. A refund is calculated by dividing the number of days enrolled by the number of calendar days in the semester (including weekends and holidays but excluding spring break). See page 28 of the academic catalog for information on how withdrawal affects financial aid. If a student is a recipient of Federal Title IV financial aid, refunds to those programs are required by federal law to be the first priority and must be returned in the following order: Unsubsidized Federal Stafford Loan, Subsidized Federal Stafford Loan, Federal Perkins Loan, Federal PLUS Loan, Federal Pell Grant, and Federal SEOG.

A student is not eligible for a refund until all Federal Title IV programs and other scholarships are reimbursed as required and all outstanding balances with the College have been cleared. Federal law requires all student borrowers to participate in an exit interview through the Financial Aid Office. Tuition, room, and board are the only charges available for refunds. A student who has been suspended should contact the Business Office for details on how it will impact students' account.

The student is not permitted to attend any Sterling College sponsored activity or be on the SC campus. Parents may be notified after a suspension decision has been made, as allowed by FERPA. If possible, the call will take place with the student and staff together.

Dismissal – A student who is dismissed from the College will have their enrollment terminated involuntarily and grades of W issued in all courses for that term. He/she will be required to leave campus within 24 hours after the dismissal is communicated to the student. The College reserves the right to require the student to leave campus immediately if it is deemed necessary. The student will not be readmitted to Sterling College.

All or a portion of funds paid toward tuition and room and board may be forfeited. If a student is suspended during the semester, charges will be prorated if he/she has been enrolled for less than or equal to 60% of the term. If a student has been enrolled for more than 60% of the term, he/she is not eligible for a reduction in tuition, fees, room, or board charges. A refund is calculated by dividing the number of days enrolled by the number of calendar days in the semester (including weekends and holidays but excluding spring break). See page 28 of the academic catalog for information on how withdrawal affects financial aid. If a student is a recipient of Federal Title IV financial aid, refunds to those programs are required by federal law to be the first priority and must be returned in the following

order: Unsubsidized Federal Stafford Loan, Subsidized Federal Stafford Loan, Federal Perkins Loan, Federal PLUS Loan, Federal Pell Grant, and Federal SEOG.

A student is not eligible for a refund until all Federal Title IV programs and other scholarships are reimbursed as required and all outstanding balances with the College have been cleared. Federal law requires all student borrowers to participate in an exit interview through the Financial Aid Office. Tuition, room, and board are the only charges available for refunds. A student who has been suspended/dismissed should contact the Business Office for details.

The student is not permitted to attend any Sterling College sponsored activity or be on the SC campus. Parents may be notified after a dismissal decision has been made, as allowed by FERPA. If possible, the call will take place with the student and staff together.

Fines - Fines are primarily issued for non-compliance with, or violation of, College policies. They will be added to a student's account and can be paid at the Business Office.

Alcohol violation.....	200 - \$400
Burning of incense or candles.....	\$25
Removal of public furniture to "furnish rooms"	\$25
Violation of visitation policy.....	\$200 - \$400
Possession of any type of firearm or weapon.....	\$200 - \$400
Found in Closed Buildings.....	\$100
Replacing Screens.....	\$100
Tampering with Exterior Electronic Doors.....	\$200 - \$400
Tampering with fire equipment.....	\$100
Failure to follow proper checkout procedures.....	\$100 - \$250
Miscellaneous.....	\$25 - \$100
Key Replacement.....	\$50
Move-In Early Charge.....	\$100 a night

Other sanctions include community service, restitution, counseling, referrals, and evaluations. A copy of all serious disciplinary actions will be placed in the permanent file of the student. Where applicable, parents of students who have broken certain policies will be notified of disciplinary action. In the event that the VP for Student Life judges that a student presents a potential threat to the personal safety of self, others, or property, the student can be removed from campus immediately until a judicial hearing or external evaluation (at student's expense) will be arranged to determine if they are safe to be in a community setting. The student's parents will also be notified. Violations of civil law may be handled by civil as well as campus authorities.

Any employee found responsible for violating the sexual misconduct policy may receive any of the following sanctions:

- Letter of warning;
- Official Reprimand;
- Suspension from employment with pay;
- Suspension from employment without pay;
- Termination from employment;
- Training on Sexual-Based Misconduct.

STUDENT APPEAL PROCESS

If the accused or accuser wants to appeal the decision, either party has five business days after the disciplinary sanctions have been given to submit a written statement to the VP of Student Life. The

Student Life Committee will consider the merits of an appeal on the basis of the information provided in the student's written statement, all the material or testimony previously presented, or a written summary of the previous proceedings. The SLC may also meet with the student, any witnesses, and/or original hearing body prior to making a decision regarding the appeal. The SLC will review appeals to determine whether the original decision is supported by substantial evidence. The SLC will communicate their decision on the student's appeal in writing no later than three (3) days following receipt of the appeal. These results will become final after the SLC makes a decision.

Truthfulness

One of the core values of the Sterling College community is integrity and truth-telling. As such, all individuals participating in the student discipline process are expected to tell the full and complete truth in all disciplinary matters. In order to ensure this is possible, individuals participating in student discipline hearings regarding an alleged violation of the Sexual Assault Policy should expect the student life committee to exercise discernment and discretion regarding how to appropriately respond to other violations of the Community Life Statement or College policy that may arise in the hearing process.

Independent of the decision made by the student to address the issue, the College retains the right to pursue an institutional investigation and/or disciplinary action in a case of alleged sexual offense. In any such College action, the accuser and the accused shall have the same opportunities at the judicial hearing to have others present and both will be informed of the outcome of the proceeding.

Sex Offender Registry and Access to Related Information

The federal Campus Sex Crimes Prevention Act went into effect on October 28, 2002.

The law requires institutions of higher education to issue a statement advising the campus community as to where state law enforcement agency information concerning registered sex offenders may be obtained. It also requires the sex offenders, already registered in a state, provide notice to each institution of higher education in that state, as to where the person is employed, carries on a vocation, or is a student. The Kansas Bureau of Investigation (KBI) has established a website to facilitate public access to information about persons who have been convicted of certain sex, violence and drug offenses, as set forth in the Kansas Offender Registration Act (K.S.A. 22-4901 et seq.). Effective July 1, 2005, K.S.A. 22-4909 was amended to require the website to prominently identify whether an offender is or is not a sex offender. Information regarding registered sex offenders may be obtained from the following Web site. <http://www.kansas.gov/kbi/ro.shtml>.

MISSING STUDENT POLICY

All commuters and residents are requested to let at least one other member of the community know where they are going and their anticipated time of return. Students are also encouraged to let parents and other family members know their whereabouts when they will be away from college for an extended time. This is so we can know that if they do not return at or close to the time they are expected to do so. This is encouraged so we can all be responsible for and accountable to each other.

REPORTING A MISSING STUDENT

Any community member who becomes aware that a person is or is suspected to be missing should make a verbal or written report to a member of the residence life staff or directly to the VP for Student Life. The 24/7 RD on Duty cell phone number is 620-278-6218.

EMERGENCY CONTACTS AND CONFIDENTIAL EMERGENCY CONTACTS

Each student living in College housing as well as commuting students should keep the emergency contact information that they report to the College up to date and accurate. This will be the contact for the College to try to locate the student.

MISSING PERSON NOTIFICATION

Once the person has been missing for 24 hours or if there is a reason to suspect foul play, a report will be made to the local police. In all cases when the missing person is less than 18 years of age the emergency contact and the parent or guardian will be notified. For students over 18 years of age, the emergency contact given by the student will be notified. The parent or guardian will be notified if the over-18-year-old student remains missing for over 24 hours or earlier if notification of the parent or guardian is in the judgment of campus officials to be helpful to locating the student.

PROTOCOL FOLLOWING A MISSING PERSON REPORT

Once a student is reported to be missing, a campus official will be designated by the VP for Student Life as the campus official to follow-up with the report and to try to locate the person. This person will work with other community members and external sources as needed. The next steps are likely to be, but are not limited to the following:

- All persons who might have information concerning the missing person will be contacted for an interview.
- The student's emergency contact and parents/guardians will be notified as deemed appropriate.
- All known methods of communication to the student will be used to try to contact the student.
- All methods to try to find information as to the possible whereabouts of the student will be investigated.
- If the student still cannot be found, a report will be made to the local police, either by the campus official or by the person who made the missing person report.
- Once a missing person report has been filed with the local police, the campus official will remain in touch with the local police and take direction from them until the case is resolved. The protocol may be revised by the campus official through consultation with the VP for Student Life depending on the specifics of the situation, the time of year (classes in session or not) and the facts as they emerge.

2016 ANNUAL FIRE SAFETY REPORT

FIRE SAFETY SYSTEMS

Below are the fire safety systems in each residence hall.

- Campbell Hall – Nutone system with heat detectors in stairwells, hard wired smoke detectors with battery backup in each sleeping room and lobby, pull stations set off building wide alarm, installed 1985
- Douglas Men’s – Simplex model 4010 building wide system with pull stations, heat and or smoke activated detectors, installed in 2006
- Douglas Women’s - Simplex model 4010 building wide system with pull stations, heat and or smoke activated detectors, installed in 2006
- Evans – Simplex model 4010 building wide system with pull stations, heat and or smoke activated detectors, installed in 2000
- Kilbourn – Simplex model 4010 building wide system with pull stations, heat and or smoke activated detectors, installed in 2000
- McCreery - Simplex model 4010 building wide system with pull stations, heat and or smoke activated detectors, installed in 2004

Facility	Fire Alarm Monitoring Done On Site	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans and Placards	Number of Evacuation (fire) drills each calendar year
Campbell	X	X	X	X	2
Douglas Men’s	X	X	X	X	2
Douglas Women	X	X	X	X	2
Evans	X	X	X	X	2
Kilbourn	X	X	X	X	2
McCreery	X	X	X	X	2

CAMPUS FIRE POLICIES

Students are asked to exercise every care to prevent fire, which could not only destroy valuable property and students’ personal belongings, but might put lives in jeopardy. A minimum of one fire drill will be held each semester in each of the residence halls. Students must exit immediately whenever the fire alarm sounds or when requested to do so by College personnel. Each residence hall is equipped with a smoke detection system that signals an alarm. In addition, each student’s room is equipped with a single station smoke detector.

For the safety and well-being of the College community, the possession of and/or use of fireworks, firearms, air-soft guns, blow darts, stun guns, or other weapons, or any explosive device on campus is prohibited. Flammable materials, such as gasoline, kerosene and Coleman fuel products, may not be kept in residence halls.

Fireworks: Under no circumstances are fireworks of any kind to be used or stored on campus.

Candles and Incense: For safety reasons, candles, incense, or anything else with an open flame may not be burned in the residence halls.

Christmas Decorations: The use of live Christmas trees and other flammable decorations are prohibited in residence hall rooms. Artificial trees and other nonflammable decorations may be used. Extreme caution should be exercised when using these items. The manufacturer's instructions for use must be followed in all situations.

Electrical Appliances and Cooking: The use of electrical appliances is limited because of sanitation, safety and electrical circuit issues. The residence hall rooms were not designed for cooking. Therefore, only small appliances with completely enclosed coils are permitted, (i.e., popcorn popper, coffee pots, hot pots, crock pots). Microwave ovens are not allowed in student rooms. They are available in certain areas of each hall for the residents. Under no circumstances will any toaster ovens or frying or broiling units be permitted. The use of space heaters is prohibited.

Fire Alarms and Fire Safety Equipment

In order to provide the safest possible environment for the residents, each of the residence halls is equipped with a fire alarm system. The fire alarm system is to be used only in the case of an actual emergency caused by fire or for those fire alarm drills conducted at the discretion of the Vice President for Student Life. Tampering with the fire alarm system or any of the fire safety equipment (smoke detectors, fire extinguishers, exit signs, pull stations) will result in disciplinary action by the College. In addition, such tampering is a criminal offense and students may be prosecuted.

In the event of a fire alarm, residents are required by state law to exit quickly from the residence hall according to the instructions given them by their RA or residence director. Persons evacuating the building should meet in the Designated Meeting Area for each residence hall. Residents will not be permitted back in the building until all residents are evacuated and the signal is given to reenter.

Number of fire drills held in each Residence Hall: 1 in the fall semester and 1 in the spring semester

All fire drills are timed by the resident director and given to the Maintenance Department so the results can be given to the Fire Marshall.

IN CASE OF FIRE

When the fire alarm sounds, ALL residents must vacate the building immediately, until cleared to return.

Fire Safety Education & Training

Training on fire and life safety is provided to all resident assistants and resident directors. All on-campus residents are briefed on fire safety issues at the beginning of each year through floor meetings. Residents are required to comply with the safety requirements outlined in the Residence Life Expectations and Standards portion of the Student Handbook, which includes information on fire safety and the appropriate action to take during a fire alarm or fire emergency.

An evacuation drill is coordinated by residential life each semester for all residential facilities. Thus, the emergency response and evacuation procedures are tested twice each year. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. On the back of each residence hall room door is a hall chart showing where the exits are in case of emergency and also stating where to go in case of fire or tornado.

The Sterling Fire Department has recommended the following procedures in case of fire:

Check the door of your room. If your door seems cool and there is no evidence of smoke in the hall:

- Open the door cautiously, keeping your body braced against it. Keep one hand on the knob and the other hand over the door opening to detect any in-rushing heated air.

- If the halls appear safe, proceed rapidly out of the building. Close all windows and doors behind you, but leave them unlocked.
- Go to the nearest exit and leave the building. Nearest exits are posted in each room. Meet quickly at your designated area so all persons can be accounted for. Designated areas will be announced at the beginning of the year. If your door is hot, you are probably trapped. Do not open the door. Instead, follow this procedure:
 - Seal up the cracks around the door using articles of clothing. This helps seal a barrier against heat and smoke.
 - Hang a sheet out the window to signal rescuers.
 - Open the windows slightly at the top and bottom to let fresh air in and smoke out of the room.
 - Wait to be rescued.

If you must move through a smoke-filled area, move quickly in a crawling position. Heat and smoke rise.

IMPORTANT TELEPHONE NUMBERS
RD on Duty 620-278-6218
Emergency 9-1-1

SPECIFIC FIRE PREVENTION POLICY

For the safety and well-being of the College community, the possession of and/or use of fireworks, firearms, air-soft guns, blow darts, stun guns, other weapons, or any explosive device on campus is prohibited. This includes bows and arrows, knives (other than pocket knife with a blade no longer than a driver's license), paint guns, and other items that are capable of causing physical harm to others or damage to property. Paintball guns may not be shot anywhere on campus. Violation of this policy will result in confiscation of the paintball equipment. Under no circumstances may weapons or ammunition of any kind be stored in a student's room or vehicle while parked or driven on campus.

Flammable materials, such as gasoline, kerosene and Coleman fuel products, may not be kept in residence halls.

- Fireworks: Under no circumstances are fireworks of any kind to be used or stored on campus.
- Candles and Incense: For safety reasons, candles, incense, or anything else with an open flame may not be burned in the residence halls.
- Christmas Decorations: The use of live Christmas trees and other flammable decorations are prohibited in residence hall rooms. Artificial trees and other nonflammable decorations may be used. Extreme caution should be exercised when using these items. The manufacturer's instructions for use must be followed in all situations.

Failure to follow any of these policies will result in appropriate disciplinary action.

Fire Log

Sterling College maintains an electronic spreadsheet fire log that records, by the date reported, any fire that occurs in an on-campus student housing facility. Reported fires include fires that were already extinguished as well as those discovered while still burning. They include emergency situations involving fires that necessitated a call to 911 for fire department assistance, as well as minor fires, such as a small trash can fire that was easily extinguished without assistance. Fires can be reported by anyone, regardless of the individual's association with Sterling College.

The fire log includes the date the fire was reported, nature of fire, date/time of fire, and the location of the fire. All fires should be reported to the following people:

- Resident Assistant of the hall where the fire occurred
- Resident Director of the hall where the fire occurred
- Student Life Administrative Assistant
- VP for Student Life

Generally, the resident director will report the fire to the Office of Student Life. The VP for Student Life or student Life administrative assistant will make an entry to the fire log within 2 days of receiving the information.

Plans for Future Improvements in Fire Safety

Further fire training for resident assistants and resident directors will be planned for Fall Training 2018. Training will be coordinated with the Sterling Fire Department so that residential life staff are trained on how to use a fire extinguisher and how to manage a fire.

Campus Fire Log 2016

Number 0
Cause of Fire
Location
Date/Time

Campus Fire Log 2015

Number 0
Cause of Fire
Location
Date/Time

Campus Fire Log 2014

Number 0
Cause of Fire
Location
Date/Time