



# Calumet College

OF ST. JOSEPH

# 2024-2025 Student Handbook

**OFFICE OF STUDENT ENGAGEMENT AND RETENTION**

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## PRESIDENT'S MESSAGE

This handbook is more than just a resource. As you flip through the pages, I hope you take time to think about how you want to be engaged in your college experience. Some say that the college years are the best years of your life, but I like to think of the college years as the best years to determine what type of life you want to lead. You will have many opportunities to expand your mind and challenge your views on a variety of topics. This is college. Through discussions in the classroom, conversations with your friends, and experiences in the community, you will shape the way you think and live. I hope you also develop a sense of responsibility to yourself, your college family, and your surrounding community.

It is an exciting time to be a part of the Calumet College of St. Joseph family. The year ahead will be full of exciting initiatives that will make CCSJ full of activity and energy. Our wrap around services are there to help you be successful, so please reach out when you need help with classes, help with managing school and life, or just want to talk through an idea about how to improve your college experience.

Calumet College of St. Joseph offers a variety of opportunities to get involved and be change agents to create a more just society. As your president, I look forward to interacting with you in the year ahead. Like you, I am anxious at times, but I am also full of eagerness and energized about the future – one that we can shape together as a college community. CCSJ is about belonging and becoming. I hope that you feel a sense of belonging, and that you become a valuable contributor to your college life and society.

We are here to support you, and we wish you the very best. Let's create Wave momentum together!



Dr. Amy McCormack

President



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Information contained in this publication is subject to change without prior notice. Any changes in this publication are on file in the Academic Affairs and Student Engagement and Retention Offices.

Information contained herein shall not constitute a binding agreement on the part of the College.

Updated 9/20/2024

## **STUDENT CODE OF CONDUCT**

### **Anti-Bullying Policy**

Calumet College of St. Joseph does not tolerate bullying in any form and all incidents will be treated seriously and dealt with expeditiously. A person is bullied when he or she is exposed repeatedly and over time to negative actions on the part of another, or by other, more powerful persons, often on the grounds of “difference,” and he or she has difficulty defending himself or herself. These differences can be related to culture, ethnicity, gender, sexuality, sexual orientation, ability or disability, religion, body size and physical appearance, personality age, or economic status.

Any form of cyber-bullying, invasion of privacy, or harassment through the use of CCSJ technology resources and/or personal technological devices will not be tolerated. Additionally, please be aware that the College reserves the right to limit, restrict, or remove computing privileges from anyone who violates the College’s computer policies, or as local, state, and federal laws. Students are not permitted to use mail or messaging services to harass, intimidate, or otherwise provoke another person, for example by broadcasting unsolicited messages or sending unwanted mail. Therefore, this behavior may result in judicial sanctions, ranging from a warning to expulsion, in addition to any possible criminal charges that may be filed against the person(s) responsible for such actions.

### **Child Care**

Unattended children are prohibited inside the College. Although some students have childcare issues, Calumet College of St. Joseph is not in a position to supervise unattended children. Under no circumstances will children be permitted to roam the halls and/or occupy the Library, 2<sup>nd</sup> Floor Student Lounge, Gym/Athletic Center, or the Student Center.

Security staff will approach unattended children in order to determine the reason for their presence in the building. If a child is a dependent of a student who is attending class, security staff will accompany the child to the student’s classroom and ask the parent to leave class in order to assume responsibility for the child.

### **Classroom Misconduct**

Instructors are responsible for setting both the academic and behavioral standards for their courses. Students are expected to comply with established class standards as well as the Student Code of Conduct. Students who display disruptive, threatening or abusive behavior in class are subject to student discipline. Faculty may eject a student from a single class session when necessary to end seriously disruptive or threatening behavior.

### **Computer Use**

[Technology - Calumet College of St. Joseph \(ccsj.edu\)](http://ccsj.edu)

Computer use is an essential part of many Calumet College of St. Joseph activities. This document includes the college-wide policy for management of computer data networks and the resources they make available as well as for stand-alone computers that are owned and administered by the College. It also represents the general ethical principles of the college community and indicates what privileges and

responsibilities are characteristic of the college computing environment. The Computer Services Department has the responsibility for providing and maintaining all college computing tools. General policies regarding resources provided by the college are outlined below.

### **Mission and Purpose**

College computing resources are to be used for purposes related to the college's mission of education. All classes of users (faculty, staff, and students) may use computing resources only for purposes related to their studies, their instruction, the discharge of their duties as employees, their official business with the college and other college-sanctioned activities. Commercial use for personal gain is prohibited.

### **Censorship**

Free expression of ideas is central to the academic process. The computer system administrator will not remove any information from individual accounts or from electronic bulletin boards maintained on them unless the administrator finds that:

- The presence of the information involves illegality (e.g. copyrighted material, software in violation of a license agreement).
- The information in some way endangers computing resources or the information of other users (e.g. a computer worm, virus, or other destructive program).
- The information is inconsistent with the mission of the college, involves the harassment of others including the use of obscene, bigoted, or abusive language or images, or is otherwise not in compliance with legal and ethical usage listed below.

### **Confidentiality**

Information stored on computers is considered confidential unless the owner intentionally makes the information available to other groups or individuals. Computer Services will maintain the confidentiality of all information stored on college computing resources. However, there are legitimate reasons for persons other than the account holder to access computer files or computers or network traffic: ensuring the continued integrity, security, or effective operation of College computing systems; to protect user or system data; to ensure continued effective departmental operations; to ensure appropriate use of College computing systems; or to satisfy a lawful court order. Requests for disclosure of confidential information will be reviewed by the administrator of the computer system involved. Such requests will be honored only when approved by college officials or when required by state or federal law. Except when inappropriate, computer users will receive prior notice of such disclosure.

On the computer network, every user is assigned an individual account(s), which is for the exclusive use of the owner. Messages and Email transmitted to other users should always identify the sender. Obscenities should not be transmitted. The college does reserve the right to inspect, copy, and store the contents of electronic mail messages at any time. However, it will do so only to prevent or correct improper use, satisfy a legal obligation, or insure proper use of the electronic mail facilities.

### **Facilities Usage**

College computing resource users can facilitate computing in many ways. Collegiality demands the practice of facilitative computing, which includes:

- Regular deletion of unneeded files from one's accounts on central machines.
- Refrain from overuse of connect time, information storage space, printing facilities, or processing capacity.
- Refrain from overuse of interactive network facilities.
- Refrain from unauthorized or unlicensed use of personal software.
- Refrain from attempting to modify or remove computer equipment, software, or peripherals without proper authorization.

## **Ethical Usage**

Computing resources should be used in accordance with the high ethical standards of the college community. Examples of unethical use (some of which may be illegal) follow:

- Violation of computing system security.
- Unauthorized use of computer accounts, access codes, or computer identification accounts assigned to others.
- Intentional use of computer telecommunication facilities in ways that unnecessarily impede the computing activities of others (randomly initiating interactive electronic communications or email exchanges, or overuse of interactive network utilities).
- Use of computing facilities for personal or private business purposes unrelated to the mission of the college or college life.
- Academic dishonesty (plagiarism, cheating).
- Violation of software license agreements.
- Violation of network usage policies and regulations.
- Violation of another user's privacy.
- Attempts to harm or thwart the operations or business of the college or college activities.

## **Legal Usage**

Computer resources may not be used for illegal purposes. Examples of illegal purposes include:

- Intentional harassment of other users.
- Intentional destruction of or damage to equipment, software, or data belonging to the college or other users.
- Intentional disruption or unauthorized monitoring of electronic communications.
- Unauthorized copying of copyrighted material.

## **Sanctions**

Violations of the policies described for legal and ethical use of computing resources will be dealt with seriously. Violators will be subject to the established disciplinary procedures of the college, and the loss of computing privileges may result. Illegal acts involving college computing resources may also be subject to prosecution by state and federal authorities.

## **E-mail**

Users of Calumet College of St. Joseph's electronic mail system are assigned a user-id and password. User's names and user-ids are included in each mail message. Users are responsible for all electronic mail originating from their user-id. The following practices are not allowed:

- Forgery (or attempted forgery) of electronic mail messages.
- Attempts to read, delete, copy, or modify the electronic mail of other users.
- Attempts at sending harassing, obscene and/or other threatening email to other users.
- Attempts at sending unsolicited junk mail, "for-profit" messages or chain letters.
- Attempts to harm or thwart the operations or business of the college or college activities.

## **Wireless Networking**

### **Purpose**

The Networking Services area of the Computer Services Department is charged with the responsibility for managing the infrastructure of all CCSJ wired and non-wired data networks. This policy was drafted to ensure that any person who utilizes the CCSJ wireless network is aware of the benefits, risks and assumed responsibilities that are incurred when connected.

## **Application**

The Calumet College of St. Joseph wireless network is designed to be a convenient supplement to the wired network for general functions including web browsing and email services. Wireless access points located around the CCSJ main campus allow suitably configured computers equipped with wireless network cards to make wireless connections to the Internet.

Wireless radio signals are shared by everyone connected to the same wireless access point. As the number of wireless connections increases, the bandwidth available to each connection decreases and performance deteriorates. Distance from the access point, buildings or objects shielding the access point, signal interference, quality of your equipment, battery power and other factors may also impact performance.

Applications that generate high network traffic do not work well on wireless networks and negatively impact performance for everyone connected to the same access point. In addition, wireless networks are highly sensitive to overlapping frequencies and can present a risk to the integrity and security of the CCSJ wireless data network.

To promote efficient and secure wireless network access, the Network Services area maintains strict standards for the deployment of wireless devices at Calumet College of St. Joseph.

## **Policy Restrictions**

1. All wireless access points not operated or installed by Networking Services, including wireless access points designed for networking homes or small offices are not permitted on CCSJ wireless and wired data networks.
2. Broadcast frequencies used by the wireless network may be monitored on CCSJ property. Devices that interfere with the wireless network may be subject to restriction or removal.
3. Only authenticated access to the CCSJ wireless network is permitted. Typically, authentication is by an assigned CCSJ username and password. Logs may be used for assessing network problems or identifying unauthorized or unacceptable use of the wireless network.
4. All data transmitted across the CCSJ wireless network may be monitored.
5. Any effort to circumvent any security systems and systems designed to prevent unauthorized access to any CCSJ wireless network may result in the suspension of all data network access and an appearance before the appropriate disciplinary board.
6. Use of the wireless network is subject to the general restrictions as outlined in the Calumet College of St. Joseph Computer Use Policy.
7. Connection and use of the CCSJ wireless network may be subjected to machines meeting certain criteria such as the installation of Anti-Virus software, operating system security patches and or Service Packs in addition to machine registration.

## **Limited Support**

1. The wireless network's maximum data speed is less than 1/10th the speed of the campus wired network. High bandwidth applications like large file transfers, Microsoft Windows system updates, and streaming media applications are not supported.
2. Performance varies and cannot be guaranteed.
3. Off-campus connections to the wireless network are not supported.

All support related questions regarding the CCSJ wireless network should be directed to the Computer Services Help Desk to ensure that accurate and reliable information is acquired. The Computer Services Help Desk can be reached at 219-473-4366 or by visiting the Library.

## **Copyright and Peer-To-Peer (P2P) File Sharing**

**The Higher Education Opportunity Act (HEOA) of 2008 requires academic institutions to communicate to students on an annual basis about copyright infringement and peer-to-peer (P2P) file sharing.**

Calumet College of St. Joseph is committed to taking reasonable steps to avoid misuse of its computer networks, including use of the computer networks to violate the Copyright Law of the United States. Campus computer networks are often used to reproduce and distribute copyrighted music, movies, television shows, pictures, and software through the use of peer-to-peer (P2P) networks. P2P file sharing applications allow a computer to connect to a P2P network, and once connected, make it possible to download and share files with other users on the network. P2P networking has been around for many years, but the wide variety of file sharing applications have made it easy to trade files with people around the world.

### ***What kinds of activities are probable violations of the Copyright Law?***

Any of the following activities, if done without permission of the copyright owner:

- Copying and sharing images, music, movies, television shows or other copyrighted material.
- Purchasing a CD or DVD and then making copies for others.
- Posting or plagiarizing copyrighted material on your personal Web space.
- Downloading anything of which you don't already own a copy (software, MP3s, movies, television shows, etc.).

Copyright law applies to a wide variety of works, and covers much more than is listed above. If you're in doubt about a particular work, assume that it is copyrighted!

### ***How could I get caught if I violate Copyright Law or Calumet College of St. Joseph policy?***

- Calumet College of St. Joseph system administrators must respond to formal legal complaints they receive. Additionally, the Computer Services department will investigate any computers that are excessively consuming network resources.
- Organizations such as the Recording Industry Association of America (RIAA) frequently police internet traffic for the transmission of copyrighted material belonging to the artists/studios they represent.
- Computer users are under the impression that their activity on the Internet is largely anonymous or untraceable, but this is untrue. In fact, almost all your activity on the Internet is logged across many different networks. This logged data can be used to confirm or implicate users in illegal activity.

### ***What will happen if I get caught?***

#### **College disciplinary action for students**

- Copyright infringement can subject a student to disciplinary action. First offenses will result in a notice from Computing Services to cease illegal activity.
- Failure to comply or further incidents of infringement may result in referral to the Vice President of Enrollment and Retention's Office and loss of network access for the infringing device. Sanctions may include suspension of network access (meaning loss of e-mail and course web site access) and formal college disciplinary action.

#### **College disciplinary action for faculty and staff**



- The supervisor of the faculty or staff member identified in the complaint will be notified and will determine appropriate disciplinary action for the faculty or staff member.
- The computer identified in the complaint will be cleaned of any applications being used to retrieve or distribute copyrighted material and the copyrighted material itself will also be removed.

### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750.00 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For detail, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five (5) years and fines up to \$250,000 per offense. For more information, please see the web site of the U.S. Copyright Office at: [www.copyright.gov](http://www.copyright.gov).

### **Legal Alternatives for Acquiring Copyrighted Material**

The Higher Education Opportunity Act of 2008 requires an Educational institution to offer legal alternatives to illegal downloading or otherwise acquiring copyrighted material. The institution must periodically review the legal alternatives for downloading or otherwise acquiring copyrighted material, and make the results of the review available to its students through a Web site or other means.

To comply with this directive, and to ensure Calumet College of St. Joseph students and other constituents have access to the most current legal alternatives, Calumet College of St. Joseph provides these links:

The **Educause** compilation of **Legal Sources of Online Content** <http://www.educause.edu/legalcontent>

## **Dress Code**

Calumet College of St. Joseph understands and fully supports students' right to self-expression. The College also has an obligation to create a learning environment where all members of the community are comfortable and not offended by inappropriate dress. The dress code is designed to provide appropriate guidelines so that all students may dress in a manner that is respectful of themselves and the community. The policy states that the following standards must be adhered to by all members of the campus community:

- Dress that is neat and casual is the minimum requirement at all times in all public areas.
- No sagging pants.
- Hats may be worn but the bill must be straight to the front or back.

- Clothing that is provocative or contains obscene messages or messages that are contrary to the mission of the college will not be permitted.
- No undergarments exposed.
- Proper footwear with a sole should be worn for safety reasons.

### **Drug and Alcohol Abuse Prevention Program (DAAPP)**

<https://www.ccsj.edu/student-life/daapp/>

Calumet College of St. Joseph is committed to providing a safe and productive work environment for its faculty, staff and students. For this reason, the College maintains a drug, tobacco and alcohol-free workplace for employees and students.

#### Standards of Conduct

The following actions are prohibited at the College or while engaged in College related activities:

- Illegal use, sale, transfer, dispensing, distribution, possession, or unlawful manufacture of a controlled substance
- Being under the influence of controlled substances while on the job or on the College's premises. This includes, but is not limited to, marijuana, cocaine, crack, PCP, heroin, LSD, amphetamines, hallucinogens, and barbiturates, etc..
- Any such controlled substances found on the College's premises will be turned over to the Administration and Campus Security and may result in criminal prosecution.
- Violations to this policy will be considered gross misconduct and will result in immediate disciplinary action that includes but not limited to oral counseling, written reprimand, and warning, or termination.
- All faculty, staff, and students must abide by the terms of this policy. Should an employee be convicted of any criminal drug statute violation on the College premises or while conducting College related activities, he/she must notify the Human Resources Department no later than five (5) calendar days after the conviction.
- Except for limited circumstances approved by the President (i.e., services in the Chapel, Board of Trustee meetings, St. Joseph Society, Christmas parties and other specially designated events), the possession and/or use of alcohol on the job or on College's premises is prohibited. Being under the influence of alcohol on the College's premises is also prohibited.
- Alcohol possession applies to all open or unsealed containers which contain alcoholic beverages. Such containers are not allowed on the job or on the College's premises.
- Violators will be subject to disciplinary action up to and including termination.

College employees who are suspected of being impaired will not be allowed to continue working or remain in the workplace. Impairment is defined as a condition which:

- Affects the employees ability to perform his or her job;
- Endangers the safety of an employee or others;
- May cause equipment or property damage; and
- May otherwise expose the College to a potential liability.

Such impairment when caused by alcohol, drugs, or controlled substance abuse is a violation of this policy. The College reserves the right to make a search of its premises and other owned property if a violation of this policy is suspected. The College also reserves the right to search the property of employees on College premises when there is a reasonable belief that there has been an abuse of a controlled substance or alcohol or a violation of this policy.

### **Counseling, Rehabilitation and Treatment**

The Drug Free Schools and Communities Act of 1989 requires that educational institutions provide educational programs that will combat substance abuse through prevention, rehabilitation and punishment. Calumet College of St. Joseph is responsible for offering a Drug and Alcohol-Free Awareness Program each year to which all employees and students have access. Topics for this program may include, but are not limited to:

- Drug-free workplace policy,
- Health effects of controlled substances and drug abuse,
- Community resources for employee and student rehabilitation from drugs or controlled substance abuse.

Through the resources of local, national and system-based efforts, assistance is available for those individuals with alcohol and drug abuse problems. CCSJ offers the following drug and alcohol abuse information, counseling, assistance and services:

#### Locally Offered Programs

- In an emergency: call 9-1-1.
- Regional Mental Health Centers [www.regionalmentalhealth.org](http://www.regionalmentalhealth.org)
- Stark Center (East Chicago location) 219-398-7050
- Strawhun Center (Merrillville location) 219-769-4005
- 24 Hour Crisis Line 219-769-4005
- Narcotics Anonymous [www.na.org](http://www.na.org)
- North West Area (Gary location) 219-765-5327
- South Shore Area (Valparaiso location) 219-793-6262
- Alcoholics Anonymous of the Hammond Area (219)-844-6695 or [www.aanwi.org](http://www.aanwi.org)

#### National Resources

- National Alcohol and Drug Abuse Help Line 1-800-821-4357
- Alcohol Abuse 24 Hour Hotline 1-800-950-7226
- Department of Drug Enforcement: Drug Fact Sheets  
(Visit [http://www.justice.gov/dea/druginfo/all\\_fact\\_sheets.pdf](http://www.justice.gov/dea/druginfo/all_fact_sheets.pdf))

Health insurance coverage is available for treatment of alcohol and drug abuse. Employees may contact Human Resources for additional assistance or reach out to one of the local or national resources noted above.

### **LEGAL SANCTIONS**

*Indiana and Federal Laws*

In addition to the College sanctions, Indiana and Federal laws provide for fines and/or imprisonment for the unlawful possession, sale, manufacture or distribution of drugs or alcohol. The amount of fines and the length of the imprisonment vary according to the type and amount of the substance involved the offender's past record for such offenses, and a variety of other factors.

Possession, use, distribution, or manufacture of controlled substances (drugs) illegally can result in arrest and conviction of a drug law violation and:

- fines up to \$10,000 (Indiana);
- fines up to \$10 million for a first offense (Federal);
- imprisonment up to 50 years (Indiana);
- imprisonment up to life (Federal); and
- confiscation of property

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	<b>First Offense:</b> Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.  <b>Second Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	<b>First Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.  <b>Second Offense:</b> Not less than 20 yrs., and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.  <b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture	PCP 100 grams or more pure or 1 kilogram or more mixture		

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

<b>Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances</b>	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	<p><b>First Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.</p> <p><b>Second Offense:</b> Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.</p>
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	<p><b>First Offense:</b> Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.</p> <p><b>Second Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.</p>
Marijuana 50 to 99 kilograms marijuana	

mixture, 50 to 99 marijuana plants	<b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual. <b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)	<b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual. <b>Second Offense:</b> Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
1 to 49 marijuana plants	
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

For more specific information on legal sanctions, you may visit the Drug Enforcement Administration (DEA) website at [www.dea.gov](http://www.dea.gov).

### HEALTH RISK

Risk of addiction for all substances

Drug Type	Common Name	Health Risks
<b>Alcohol</b>	Booze, beer, wine, coolers, liquor	High blood pressure, higher risk of sexually transmitted diseases & unplanned pregnancy, depression, lowered resistance to disease, insomnia
<b>Marijuana</b>	Grass, reefer, pot, weed	Damage to heart, lungs, brain, lung cancer, decreased motivation, depression, paranoia, impaired memory
<b>Steroids</b>	Anabolic/Andreno-genic (roids, juice)	High blood pressure, liver and kidney damage, acne, artrophy of testes, breast enlargement in men, breast reduction in women, aggressiveness, mood swings
<b>Solvents-Inhalants</b>	Acetone, freons, nitrous oxide	Heart failure, respiratory arrest, liver and brain damage
<b>Depressants</b>	Alcohol, ludes, barbiturates	Liver damage, convulsions, depression, disorientation, insomnia
<b>Hallucinogens</b>	PCP, LSD, angel dust, mushrooms	Agitation, extreme hyperactivity, reduced eating, flashbacks
<b>Stimulants</b>	Cocaine, crack, amphetamines, diet pills	Headaches, depression; malnutrition, anorexia, strokes, seizures
<b>Narcotics</b>	Smack, codeine, heroine, lords	Respiratory arrest, sleepiness, organ and lung damage, nausea
<b>Tobacco</b>		Lung cancer, emphysema, oral cancer

*Provided by Minnesota State University*

A full description of the Drug and Alcohol Abuse Prevention Program (DAAPP) can be found on the website [www.ccsj.edu/daapp](http://www.ccsj.edu/daapp).

### **Electronic Scooter Policy**

To maintain the safety and comfort of all individuals on campus, the college prohibits the use of e-scooters and other low-speed, motorized personal transportation devices on the premises and in college facilities. The policy includes but is not limited to motorized scooters, skateboards, hoverboards, all classes of pedal and throttle assist bicycles, and roller blades. This policy does not apply to wheelchairs or ADA-related mobility aids.

- Scooters are prohibited from use on campus sidewalks and are subject to traffic laws.
- Scooters must be parked in an upright position, utilizing existing campus bike rack infrastructure.
- Scooters are not to be abandoned or haphazardly left on campus, against buildings, or in grass/landscaped areas.
- Electric scooters are prohibited from being charged inside campus residence halls, academic buildings, or other campus facilities.
- Scooters are prohibited inside campus residence halls, academic buildings, or other campus facilities.

### **Harassment and Hate Crimes**

#### **Bias Motivated Crimes & Incidents**

Bias motivated incidents are non-criminal activities against a person or property that is motivated, in whole or in part, by the offender's bias against perceived or actual race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or gender expression. Bias incidents are prohibited in the residence hall/Illiana. Bias motivated crimes are prosecutable offenses committed against a person or property with the intent to intimidate or harass another person because of perceived or actual race, ethnicity, nation origin, religion, ability, age, gender, gender expression, socioeconomic status or sexual orientation. Hate crimes are prohibited in the residence hall/Illiana.

#### **Harassment and Hate Incidents**

Calumet College reaffirms its intention to create and maintain a work and study environment for faculty, staff, and students that is fair, humane, and responsible. This environment supports, nurtures, and rewards people on the basis of such relevant conditions as ability, performance, dedication, and diligence. The Student Code of Conduct prohibits the harassment of any member of the College community, meaning verbal or physical harassment, on the basis of gender, race, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or gender expression. The Code also prohibits abusive conduct, including physical abuse, verbal abuse, threats, intimidation, stalking, coercion, and/or other conduct which threatens or endangers the physical or psychological health, safety, or welfare of one's self, another individual, or a group of individuals.

## **Hazing and Good Faith Reporting Policy**

All forms of hazing are prohibited both on and off campus. Indiana Code Hazing and good faith defined in IC 35-42-2-2.5:

- (a) As used in this section, “hazing” means forcing or requiring another person:
  - (1) with or without the consent of the other person; and
  - (2) as a condition of association with a group or organization; to perform an act that creates a substantial risk of bodily injury.
- (b) A person who knowingly or intentionally performs hazing commits a Class B misdemeanor. However, the offense is a Level 6 felony if it results in serious bodily injury to another person, and a Level 5 felony if it is committed by means of a deadly weapon.
- (c) A person, other than a person who has committed an offense under this section or a delinquent act that would be an offense under this section if the violator were an adult, who:
  - (1) makes a report of hazing in good faith;
  - (2) participates in good faith in a judicial proceeding resulting from a report of hazing;
  - (3) employs a reporting or participating person described in subdivision (1) or (2); or
  - (4) supervises a reporting or participating person described in subdivision (1) or (2);is not liable for civil damages or criminal penalties that might otherwise be imposed because of the report or participation.
- (d) A person described in subsection (c)(1) or (c)(2) is presumed to act in good faith.
- (e) A person described in subsection (c)(1) or (c)(2) may not be treated as acting in bad faith solely because the person did not have probable cause to believe that a person committed:
  - (1) an offense under this section; or
  - (2) a delinquent act that would be an offense under this section if the offender were an adult.

Any hazing allegation against a student will be investigated by the College. If found guilty in a disciplinary action, the hazing student organization may incur a disciplinary penalty. College action occurs whether or not civil or criminal actions take place. In addition to action taken against a student organization, the College may take action against individual students for hazing when their conduct falls within the Student Expectations section (outlined under the Policy on Student Responsibility and Conduct). Any person suffering or witnessing a hazing activity is strongly encouraged to report the incident to the staff of the Office of Student Engagement and Retention.

## **Nondiscrimination/Title IX Policy**

[Title IX - Calumet College of St. Joseph \(ccsj.edu\)](http://ccsj.edu)

Calumet College of St. Joseph (CCSJ) is committed to providing a safe and non-discriminatory learning, living, and working environment for all members of the College community. In accordance with the provisions of Title IX of the Higher Education Amendments Act (Title IX), the College does not discriminate on the basis of sex or gender in any of its education or employment programs and activities.

The Title IX Coordinator coordinates CCSJ's efforts to comply with any and all federal and state laws that prohibit discrimination on the basis of one or more of the protected characteristics listed above. Discrimination complaints are processed in accordance with the procedures set forth in CCSJ's Sexual Discrimination, Harassment and Misconduct Compliance Policy.



## TITLE IX OFFICER AND DEPUTY COORDINATORS

CCSJ has identified Dr. Dionne Jones-Malone as the Title IX Coordinator and seven deputy coordinators. All deputy coordinators are authorized to take reports of harassment and discrimination. All reports taken are forwarded to the Title IX Coordinator who oversees the Title IX investigative process. CCSJ assures it will take steps to prevent reoccurrence of sexual misconduct.

Title IX Coordinators and Deputy Coordinators		
Title		
Title IX Coordinator	Dionne Jones-Malone, Ph.D. 219.473.4305 <a href="mailto:dionnesmalone@ccsj.edu">dionnesmalone@ccsj.edu</a>	
Title IX Deputy Coordinator	Keith Alexander 219. 473.4210 <a href="mailto:kalexander@ccsj.edu">kalexander@ccsj.edu</a>	Christopher Artim 219.473.4314 <a href="mailto:cartim@ccsj.edu">cartim@ccsj.edu</a>
	Melissa Benavidez 219.473.4202 <a href="mailto:mbenavidez@ccsj.edu">mbenavidez@ccsj.edu</a>	Amanda Copeland 219.473.4350 <a href="mailto:acopeland@ccsj.edu">acopeland@ccsj.edu</a>
	Emilier DeJesus 219.293.5631 <a href="mailto:edejesus@ccsj.edu">edejesus@ccsj.edu</a>	Tina Ebenger, Ph.D. 219.473.4392 <a href="mailto:tebenger@ccsj.edu">tebenger@ccsj.edu</a>
	David Harnish 219.473.4373 <a href="mailto:dharnish@ccsj.edu">dharnish@ccsj.edu</a>	Toni Koslow, Ph.D. 219.473.4375 <a href="mailto:akoslow@ccsj.edu">akoslow@ccsj.edu</a>
	John Mackowicz 219.473-4349 <a href="mailto:jmackowicz@ccsj.edu">jmackowicz@ccsj.edu</a>	Paula Shreve, SPHR 219.473.4328 <a href="mailto:pshreve@ccsj.edu">pshreve@ccsj.edu</a>
	Tarri Strickland 219.473.4369 <a href="mailto:tstrickland@ccsj.edu">tstrickland@ccsj.edu</a>	
	Confidential Sources	Kerry Knowles 219.413.3702 <a href="mailto:kknowles@ccsj.edu">kknowles@ccsj.edu</a>

## REPORTING A COMPLAINT AND PROCESS OVERVIEW

1. Submit complaint online [Title IX - Calumet College of St. Joseph \(ccsj.edu\)](#).
2. Title IX Coordinator schedules and completes initial assessment with complainant
  - a. Supportive measures offered to complainant
  - b. The right to file a formal complaint and how to file are discussed
3. Complainant or the College elects to file a formal complaint
  - a. Written notice to respondent and complainant within 10 days if formal complaint
4. Investigators assigned to the case and investigation process begins
  - a. Complete and send investigative report including evidence to each party and the advisors for review.
  - b. Decision maker and advisors (if needed) are assigned
5. Conduct Hearing (questioning and cross examination)

- a. Decision communicated to both parties (written and orally) and an outcome letter sent within 10 days of the conclusion of the hearing
6. Complainant or respondent has option to submit an appeal if they are not satisfied with the final determination
  - a. Appeal is submitted to the Title IX Appeal Officers (Decision and Sanctions)
  - b. Appeal reviewed, decision made and sanctions assigned
  - c. Final outcome letter is sent to both parties

The College will conduct its investigation in a reasonably prompt manner. How long an investigation will take depends on a number of factors, such as the complexity of the allegations, the number and availability of witnesses and intervening holiday breaks when school is not in session.

A full description of the HR 20.11: Title IX – Sexual Discrimination, Harassment and Misconduct Compliance Policy, consent, investigation process, and conduct can be found on the website [www.ccsj.edu/StudentLife/TitleIX.php](http://www.ccsj.edu/StudentLife/TitleIX.php)

### Violence Against Women’s Act (VAWA)

The Violence Against Women Act (VAWA) is a federal law that was implemented in 1994 in recognition of the severity of the crimes associated with domestic violence, sexual assault, and stalking, as part of the Violent Crime Control and Law Enforcement Act of 1994. VAWA was reauthorized in 2000, 2005, and 2013 to strengthen the law.

The Violence Against Women Act provides protection to women against crimes of sexual violence. The act was amended on several occasions and placed new obligations on colleges and institutions to report and conduct educational programs under its Campus Sexual Violence Act (Campus SaVE Act), which amended the Clery Act.

The 2013 VAWA Reauthorization added a non-discrimination provision that prohibits discrimination on the basis of sex by organizations that receive funding under the Act and allows an exception for “sex segregation or sex-specific programming” when it is deemed to be “necessary to the essential operations of a program”.

Critical to ending violence and maintaining a safe campus is recognizing and avoiding abusive behavior. Abuse can surface in many ways (emotional, verbal, psychological, sexual, and physical). Some warning signs of abuse are:

- Frequent yelling directed at a partner
- Blaming partner for own faults
- Name-calling
- Consistently accusing a partner of infidelity
- Kicking, holding, slapping, and scratching
- Forcible sex (e.g., wanting sex after hitting)

### CCSJ’s VAWA Policy Statement

CCSJ is committed to maintaining a safe and secure work and academic environment free of any form of sexual misconduct including domestic violence, dating violence, sexual assault, stalking, and sexual harassment. A violation of the Violence Against Women’s Act shall constitute grounds for disciplinary action, up to and including, dismissal from the College.

## **Pregnancy and Parenting Policy**

### **POLICY STATEMENT**

Under the Department of Education's (DOE) Title IX regulations, an institution that receives federal funding "shall not discriminate against any student or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom." According to the DOE, appropriate treatment of a pregnant student includes granting the student leave "for so long a period of time as deemed medically necessary by the student's physician," and then effectively reinstating the student to the same status as was held when the leave began.

This generally means that pregnant students should be treated by Calumet College of St. Joseph the same way as someone who has a temporary disability, and will be given an opportunity to make up missed work wherever possible. Extended deadlines, make-up assignments (e.g., papers, quizzes, tests, and presentations), tutoring, independent study, online course completion options, and incomplete grades that can be completed at a later date, should all be employed, in addition to any other ergonomic and assistive supports typically provided by Academic Disability Services. To the extent possible, Calumet College of St. Joseph will take reasonable steps to ensure that pregnant students who take a leave of absence or medical leave return to the same position of academic progress that they were in when they took leave, including access to the same course catalog that was in place when the leave began. The Vice President of Student Engagement and Retention, who serves as the College's Title IX Coordinator, has the authority to determine that such accommodations are necessary and appropriate, and to inform faculty members of the need to adjust academic parameters accordingly.

As with disability accommodations, information about pregnant students' requests for accommodations will be shared with faculty and staff only to the extent necessary to provide the reasonable accommodation(s). Faculty and staff will regard all information associated with such requests as private and will not disclose this information unless necessary. Administrative responsibility for these accommodations lies with the Director of Academic Disability Services, who will maintain all appropriate documentation related to accommodations.

In situations such as student teaching, performances, labs, and group work, the institution will work with the student to devise an alternative path to completion, if possible. In progressive curricular and/or cohort-model programs, medically necessary leaves are sufficient cause to permit the student to shift course order, substitute similar courses, or join a subsequent cohort when returning from leave.

Students are encouraged to work with their faculty members and Calumet College of St. Joseph's support systems to devise a plan for how to best address the conditions as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence, and get back on track as efficiently and comfortably as possible. The Director of Academic Disability Services will assist with plan development and implementation as needed.

If the student cannot complete your course before the end of the semester, the best practice is to issue an incomplete. Students are allowed until the end of the next semester to finish the course. If the incomplete is issued for the fall semester, the student has until the end of the spring semester to finish. If the incomplete is issued for the spring semester, the student will have until the end of the summer semester to complete the course work. Instructors can work on a shorter timeline for the incomplete if it is appropriate. Per school policy, the student will be unable to register for the next semester until the incompletes are finished.

## DEFINITIONS

Caretaking Child(ren)	Caring for and providing for the needs of a child. For purposes of this policy, those under the age of 18 who are dependents of students, faculty or staff.
Medical Necessity	A determination made by a health care provider (of the student's choosing) that a certain course of action is in the patient's best health interests.
Parenting	The raising of a child by the child's parents in the reasonably immediate post-partum period.
Pregnancy and Pregnancy-Related Conditions	Includes (but are not limited to) pregnancy, childbirth, false pregnancy, termination of pregnancy, conditions arising in connection with pregnancy, and recovery from any of these conditions.
Pregnancy Discrimination	Includes treating an individual affected by pregnancy or a pregnancy-related condition less favorably than similar individuals not so affected, and includes a failure to provide legally mandated leave or accommodations.
Pregnant Student/Birth-Parent	Refers to the student who is or was pregnant. This policy and its pregnancy-related protections apply to all pregnant persons, regardless of gender identity or expression.
Reasonable Accommodations	For the purposes of this policy, changes in the academic environment or typical operations that enables pregnant students or students with pregnancy-related conditions to continue to pursue their studies and enjoy the equal benefits of Calumet College of St. Joseph.

## REASONABLE ACCOMODATIONS OF STUDENTS AFFECTED BY PREGNANCY, CHILDBIRTH, OR RELATED CONDITIONS

1. Calumet College of St. Joseph and its faculty, staff, and other employees will not require students to limit their studies as a result of pregnancy or pregnancy-related conditions.
2. The benefits and services provided to students affected by pregnancy will be no less than those provided to students with temporary medical conditions.
3. Students with pregnancy-related disabilities, like any student with a short-term or temporary disability, are entitled to reasonable accommodations so that they will not be disadvantaged in their courses of student or research, and may seek assistance from the Office of Academic Disability Services.
4. No artificial deadlines or time limitations will be imposed on requests for accommodations, but Calumet College of St. Joseph is limited in its ability to impact or implement accommodations retroactively.
5. Reasonable accommodations may include, but are not limited to:
  - a. Providing accommodations requested by a pregnant student to protect the health and safety of the student and/or the pregnancy (such as allowing the student to maintain a safe

- distance from hazardous substances);
- b. Making modifications to the physical environment such as accessible seating;
- c. Providing mobility support;
- d. Extending deadlines and/or allowing the student to make up tests or assignments missed for pregnancy related absences;
- e. Offering remote learning options;
- f. Excusing medically- necessary absences (this must be granted, irrespective of classroom attendance requirements set by a faculty member or department);
- g. Granting leave per Calumet College of St. Joseph's medical leave policy or implementing incomplete grades (per Incomplete Policy) for classes that will be resumed at a future date; or
- h. Allowing breastfeeding students reasonable time and space to pump breast milk in a location that is private, clean, and reasonably accessible. Bathroom stalls do not satisfy this requirement.

Nothing in this policy requires modification to the essential elements of any academic program. Pregnant students cannot be channeled into an alternative program or school against their wishes.

#### **MODIFIED ACADEMIC RESPONSIBILITIES POLICY FOR PARENTING STUDENTS**

1. Students with child caretaking/parenting responsibilities who wish to remain engaged in their coursework while adjusting their academic responsibilities because of the birth or adoption of a child or placement of a foster child may request an academic modification period during the first 3 months from the time the child entered the home. Extensions may be granted when additional time is required by medical necessity or extraordinary caretaking/parenting responsibilities.
2. During the modification period, the student's academic requirements will be adjusted and deadlines postponed as appropriate, in collaboration among the Office of Academic Disability Services, the student's academic advisor, and the appropriate academic department(s).
3. Students seeking a period of modified academic responsibilities may consult with their academic advisor or with the Office of Academic Disability Services to determine appropriate academic accommodations requests. The Director of Academic Disability Services will communicate all requests under this policy to students' academic advisors and coordinate accommodation-related efforts with the advisors unless the student specifically requests that their advisors be excluded. Students are encouraged to work with their advisors and faculty members to reschedule course assignments, lab hours, examinations, or other requirements, and/or to reduce their overall course load, as appropriate, once authorization is received from the Office of Academic Disability Services. If, for any reason, caretaking/parenting students are not able to work with their advisors/faculty members to obtain appropriate modifications, students should alert the Office of Academic Disability Services as soon as possible, and the office will help facilitate needed accommodations and modifications.
4. In timed degree, certification or credentialing programs, students who seek modifications upon the birth or placement of their child will be allowed an extension of up to 3 months to prepare for and take preliminary and qualifying examinations, and an extension of up to 3 months toward normative time to degree while in candidacy, to the extent those deadlines are controlled by Calumet College of St. Joseph. Longer extensions may be granted in extenuating circumstances.
5. Students can request modified academic responsibilities under this policy regardless of whether they elect to take a leave of absence.
6. While receiving academic modifications, the student will remain registered and retain benefits

accordingly.

A full description of the Title IX Policy can be found on the website [www.ccsj.edu/title-ix](http://www.ccsj.edu/title-ix).

## **Student Responsibility and Conduct**

Calumet College of St. Joseph is committed to maintaining a close and caring sense of community and a supportive learning environment that contributes to the academic success of students and the overall quality of the institution. Membership in the College community, whether student, faculty or staff, requires respect and support for the traditions, objectives, programs and policies established by the College.

The student's acceptance of admission to Calumet College of St. Joseph reflects his/her desire to be a part of the total community, not simply a request for participation in the academic programs of the College. When this agreement is broken and the quality of the environment is disrupted, the College reserves the right, through due process, to take action against those responsible.

### **Student Expectations**

1. Treat all with dignity and respect.
2. Refrain from the use of offensive, abusive language.
3. Respect the property of all.
4. Abide by all local, state or federal laws while on campus or engaged in college-related activities.
5. Conduct ourselves in a manner that assures the safety of others.
6. Do not disrupt classes or impinge on students' unhindered access to classes or other sources of information.
7. Refrain from the use of hate speech, physical and verbal abuse, and other provocative actions.

NOTE: Calumet College of St. Joseph recognizes the right of members of the College community to engage in the exercise of constitutional freedoms or other legitimate forms of expression (such as distributing literature or holding rallies). Thus, the exercise of constitutional freedoms is permitted where it does not interfere with the freedom of members or guests of the College community to engage in usual and scheduled activities.

## **Student Grievances**

### **Nonacademic Grievances**

If a student has a grievance against another student, agent or employee of Calumet College of St. Joseph that is not academically related, then he or she may file a grievance on line at: [Leave Feedback - Calumet College of St. Joseph \(ccsj.edu\)](http://www.ccsj.edu/leave-feedback).

All disciplinary matters should be resolved in a rational manner at the lowest level of institutional involvement possible. The Vice President of Student Engagement and Retention is the college's liaison empowered to investigate and make decisions regarding consequences or recommendations to the President for sanctions as outlined in Section VI, Penalties and Sanctions, page 29 of this Student Code of Conduct. A student charged with a violation of College policy will be given an electronic notification of the infraction or a written statement of the charges within 5 business days. If needed, an investigation will be conducted on policy violations concluding with sanctions where applicable.

Previous behavioral conduct will be considered in determination of conduct sanctions. A copy of the infraction or referral will be kept as part of the student's permanent record for a minimum of 10 years. If and when a student reaches three College policy infractions, a review of the student's enrollment continuation may be held. The review will be requested by the Vice President of Student Engagement and Retention and conducted by the Judicial Review Panel.

Students will be notified by the Vice President of Student Engagement and Retention as to the decision made concerning the breach of expectations. Notice of the decision of the Vice President of Student Engagement and Retention is effective when communicated to the student or when written notice is emailed/mailed to the student at the address on file with the institution; this is known as the mailbox rule. The student, upon receiving the decision, has 10 days to file an appeal of said decision with the Judicial Review Committee. The letter of appeal must be sent directly to the President of the college.

### **Judicial Review Panel**

The Judicial Officer is appointed by the President of the College; the appointment will not be someone involved in the judicial process (e.g. the Vice President of Student Engagement and Retention or the President). It is a one (1) year, renewable appointment. The Judicial Officer will then convene the Judicial Review Panel if deemed necessary. The Judicial Review Panel will serve as an appeals board for students who wish to contest decisions regarding dismissals, or behavioral violations rendered by the Vice President of Student Engagement and Retention as outlined in the appeals process. The student conduct procedures are designed to protect a student's right for an impartial review of serious and/or repeat conduct issues for which disciplinary action might jeopardize his/her academic progress or enrollment. The Judicial Review Panel will consist of five (5) members. These members will be: two (2) students (appointed by Student Government), one (1) faculty member (appointed by faculty), one (1) C.P.P.S. member and one (1) administrative/staff member (appointed by the President). The Chair will be selected by the panel. The actual panel will be selected at the beginning of each academic year. Attempts should be made to have the panel reflect the make-up of the College at large with regards to gender, race/ethnic background, and age.

### **I. DEFINITIONS**

**Accuser/Victim:** Any student who feels he/she has been treated contrary to the expectations that we have by another student, staff member or faculty member, has the right to bring that complaint to the authorities through the following procedure. A student who feels he/she has been harassed or discriminated against may also confide in someone with whom he/she feels comfortable in order to have support in the following procedure. A person, other than the victim, who has knowledge of an infraction, may also initiate proceedings, with written permission of the victim, in the manner outlined below. This person is the "accuser."

**Disciplinary Notice:** This is a warning to the student for actions contrary to the regulations and policies of the College, and that repetition of that action, or any other non-compliance with established policies, will result in a more severe disciplinary action.

**Verbal Warning:** This is an oral notification for a violation of College policy which will still be documented.

**Written Warning:** This type of warning is a formal statement indicating that the individual is in violation of College policy.

**Confiscation and/or Disposal of Property:** Items such as alcohol, drugs, weapons, or other restricted or misused items may be confiscated and/or discarded.

**Behavioral Contract:** A behavioral contract is a written contract between the College and the student that the student agrees to uphold. In this contract, unacceptable behavior is listed and an outline of the College's expectations for the student to correct the behavior is provided.

**Educational Courses or Counseling:** A student may be given an option or opportunity to complete an educational course or seek counseling assistance in lieu or of addition to other forms of disciplinary sanctions.

**Disciplinary Probation:** This means that a student and/or student group may be restricted from participation in specified College events and functions. College financial aid may be rescinded or modified during the period of probation. This is the disciplinary action that precedes suspension or expulsion and that should be seen as a serious matter for the student's consideration. Parents and/or guardians will be notified of this disciplinary action.

**Suspension:** Suspension is the immediate dismissal from the College without possible return for a specified period of time. At the end of that time, the student may apply for readmission by writing to the office of student affairs. When a student is suspended, there is no refund of any tuition or fees and the student will receive grades of F in all courses. Parents and/or guardians will be notified of this action and this status is recorded on their transcript.

**Expulsion:** This is immediate dismissal from the College without possibility of return. When a student is expelled, there is no refund of any tuition or fees and the student will receive grades of F in all courses. Parents and/or guardians will be notified of this action and this status is recorded on their transcript.

## **II. PROCEDURE**

1. The victim/accuser/accused files complaint with the President to request a Judicial Review Panel.
2. The President forwards request to the Judicial Officer.
3. The Judicial Officer calls for the Judicial Review Panel to conduct investigation.
4. The Judicial Review Panel is briefed on the case. The panel must be educated as to the type of charges which might be brought before it (e.g. harassment and discrimination charges).
5. The Judicial Review Panel makes a decision and the Judicial Officer forwards decision to the victim/accuser/accused and the President. The victim/accuser/accused is notified in writing and by phone.
6. If victim/accuser/accused is satisfied with decision, the investigation ends and penalties and sanctions are implemented.
7. If victim/accuser/accused is not satisfied with decision, they can file an appeal with the President.
  - a. The victim/accuser/accused files an appeal with the President
  - b. The President reviews the case and recommends penalties and sanctions.
  - c. The President forwards the penalties and sanctions to the Judicial Officer.
  - d. The Judicial Officer notifies the victim/accuser/accused in writing of the penalties and sanctions and the investigation ends.

## **III. THE VICTIM/ACCUSER**

The victim/accuser can terminate the procedure at any time in the process. The victim/accuser has the right to consult counsel/outside sources, but must represent him/herself. The victim/accuser does not have to confront the accused face-to-face during the procedure of making charges and the following investigation. After the Judicial Officer finishes the investigation and accomplishes a report of findings and recommendations, the victim is informed of the results of the report. The President of the College will also receive the investigating officer's report and recommendation, and may implement recommendations therein. The victim/accuser may demand a Judicial Review by the Judicial Panel if



he/she is not satisfied with the investigating officer's report and recommendation. The Judicial Officer may recommend a Judicial Review Panel if he/she feels it would expedite the investigation. These procedures in no way intervene with the victim's prerogative to exercise local, state or federal procedures.

#### **IV. THE ACCUSED**

The accused will be notified of the charges and be furnished a copy of the investigative report by the Judicial Officer after formal charges are placed. The accused has the right to know the name of his/her accuser and the results of the investigation at the point when formal charges are given. The accused has the right to consult counsel/outside sources but must represent him/herself.

#### **V. TIME FRAME FOR BRINGING CHARGES**

1. From the time of the alleged violation to the filing of charges, a victim/accuser has seven (7) class days. Sexual harassment or discrimination are excused (according to law) from the requirement of seven (7) class days as it may take time for that pattern to become established or for the victim/accuser to feel comfortable enough to bring charges.
2. From the Judicial Officer receiving the charges to the completion of the investigation, no more than thirty (30) class days should elapse. Everyone involved will wish for a speedy and efficient resolution of the charges. At times, however, thirty (30) days may not be enough time for a complete investigation and the Judicial Officer may allow for an extension. Also, if the case is closed, it may be reopened with new evidence even if the thirty (30) days have elapsed.
3. From the Investigating Officer's report and recommendation, the victim/accused, the accuser, or the President of the College has five (5) class days to file a written request for a Judicial Review Panel.
4. From the filing of the request for a Judicial Review Panel to the beginning of the Judicial Review Panel process, no more than fifteen (15) class days shall elapse.

#### **VI. PENALTIES AND SANCTIONS**

The following penalties and sanctions are defined under Section I:

1. Disciplinary Notice
  - a. Verbal Warning – This is an oral notification for a violation of College policy which will still be documented.
  - b. Written Warning – This type of warning is a formal statement indicating that the individual is in violation of College policy.
2. Confiscation and/or Disposal of Property
3. Behavioral Contract
4. Educational Courses or Counseling
5. Disciplinary Probation
6. Suspension
7. Expulsion

#### **Faculty Student Grievance Committee (FSGC)**

The Faculty-Student Grievance Committee (FSGC) adjudicates issues between students and faculty involving academic performance and behavior, that is, grades and academic integrity (breaches of academic honesty and plagiarism).

In case of a grievance,

1. The student must first attempt to resolve the issue with the faculty member directly.

2. If acceptable results are not obtained, the student may request mediation by the appropriate Department Chair.
3. If a resolution of the issue is not achieved through mediation, the student may petition the Vice President of Academic Affairs in writing for review by the FSGC.
4. A faculty member may follow the same preliminary procedure to initiate a case against a student for breach of academic integrity.
5. The Vice President of Academic Affairs will convene the FSGC.

The FSGC will be composed of two faculty members appointed by the Vice President for Academic Affairs, the President of the Student Government and one other member of the Student Government elected by the Student Government, and a member of the C.P.P.S. Community as decided by the community. The FSGC may request the parties to submit all available evidence and present the issues in writing. All deliberations will be confidential. The FSGC will dispose of all cases by the end of the twelfth week of the regular semester following the semester in which the disputed issue occurred. (See Grade Appeal Procedures below.) The committee can reach the following judgments:

1. The case may be dismissed as without merit or for failure to meet the time schedule or for breach of procedural rules in general.
2. The FSGC may recommend the faculty member make appropriate adjustments in his/her judgments on grades and/or assessment of the student's academic behavior.
3. The FSGC may uphold the instructor's decision.
4. In cases of breaches of academic integrity, the FSGC may recommend academic suspension, probation or dismissal of the student. In such judgments, the case is automatically petitioned to the Vice President of Academic Affairs and/or to the President of the college for final disposition.

### Grade Appeals

In academia, grades are a measure of student achievement toward fulfilling course objectives. The responsibility for assessing student achievement and assigning grades rests with the faculty, and generally the course grade given is final.

The grade appeal system provides recourse to a student who has evidence or believes that evidence exists to show that he/she has been assigned an inappropriate grade. Additionally, a student may challenge the reduction of a grade for alleged academic dishonesty. In appealing a grade, the burden of proof is on the student, except in the case of alleged academic dishonesty, where the instructor must support the allegation. The Faculty Student Grievance Committee (FSGC: See above) hears the grade appeals. A hearing by the FSGC means that the particular grade will be reviewed; it does not mean that the grade will necessarily be changed.

### Procedures

1. A student who wishes to appeal a grade should meet with the instructor to attempt to resolve the issue. If the issue is still not resolved, the student should meet with the appropriate Department Chair. These meetings should occur shortly after the grades are issued, but **not later than the fourth week of the regular semester following the semester in which the questioned grade was given.**
2. If a mutually acceptable solution cannot be reached at these levels, the student may petition the Vice President of Academic Affairs, in writing, for a formal hearing. This written petition must include the date, course, semester, name of the instructor, and a statement as to why the grade given was inappropriate. This written notice must be filed with the Vice President of Academic Affairs **by the end of the seventh week of the regular semester following the semester in**

**which the questioned grade was given.** The Vice President of Academic Affairs will forward copies of the petition to both the instructor and the chair of the FSGC, who will convene the FSGC.

3. The hearing must conclude by the end of the twelfth week of the semester.
4. The chair of the FSGC shall submit the committee's recommendation to the Vice President of Academic Affairs. Copies of this report shall be placed in the files of both the student and the instructor.
5. The recommendation of the FSGC is final.
6. If the decision of the FSGC is to recommend the faculty member make appropriate adjustments in his/her judgments on grades, the faculty member must submit in writing to the Vice President of Academic Affairs a statement about his/her response (action) to the recommendation and the rationale for the response. This should occur before the end of the semester during which the hearing was conducted. The Vice President for Academic Affairs may overrule the response of the faculty member.

### **Grades Appeals Schedule**

End of Semester - Original Grade

Next Semester - *By the end of the fourth (4th) week:*

- Student meets with instructor
- Student meets with Department Chair, if necessary

By the end of the seventh (7th) week:

- If formal hearing desired, student must file petition with the Vice President for Academic Affairs

By the end of twelfth (12th) week:

- Decision of FSGC

Before end of semester:

- Faculty member's report to the Vice President for Academic Affairs

### **Student Honor Code**

In 2017, student leaders in the St. Gaspar Honors Learning Community and the Student Government adopted the CCSJ Student Honor Code, which was subsequently endorsed by the Faculty Senate and the CCSJ Board of Trustees. The Code guides student conduct at the College. It reads as follows:

*I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to:*

- *Continuously embrace **honesty and curiosity** in the pursuit of my educational goals;*
- *Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my **community**;*
- *Do my own work with **integrity** at all times, in accordance with syllabi, and without giving or receiving inappropriate aid;*
- *Do my utmost to act with commitment, inside and outside of class, to the goals and **mission** of Calumet College of St. Joseph.*

### **Statement of Plagiarism and other Acts of Academic Dishonesty**

If an instructor or other Calumet College of St. Joseph personnel find that a student has plagiarized or been involved in another form of academic dishonesty, the instructor or other personnel may give the student a 0 for the assignment. In more serious cases, the instructor may elect to bring the matter up for judicial review. Penalties range from an F for the course to the maximum penalty, dismissal from the College. The procedures for judicial review are listed under the section of this handbook that addresses student grievances. Please be aware that all academic work may be submitted for examination for plagiarism to Turnitin.com or SafeAssign.

Calumet College of St. Joseph adheres to the citation guidelines in the current edition of the *Publication Manual of the American Psychological Association* or the *MLA Handbook for Writers of Research Papers*, depending on the discipline. These handbooks outline how to cite references from a variety of sources, including electronic media. Copies are available from the Calumet College of St. Joseph Library. Citation guidelines are also available on the Library website under Research Guides – Citing Sources at <https://www.ccsj.edu/Library/subjectsplus/subjects/guide.php?subject=cite>

### **Videotaping and Camera Use**

Consistent with state law and College policy, persons living in or visiting the College residence halls have rights as well as responsibilities regarding the privacy of others. No person may video/audio record, or take photographs of any person without that person's explicit knowledge and consent. Private locations include, but are not limited to, residence hall rooms, bathrooms, and lounges. CCSJ maintains video and audio security recording equipment in select, designated public areas of the residence halls such as building entries, stair wells, elevators, hallways and lobby areas. Any recordings made by these devices are for the purposes of monitoring and responding to issues of student and community safety and violations of the law and/or College policy. Tampering with or damaging recording equipment is prohibited.

### **Weapons/Firearms Policy**

No person shall be permitted to carry firearms or other weapons, concealed or not concealed, with or without a concealed weapon permit, while on properties owned or controlled by the College.

Students shall not carry, possess, use or store weapons (including firearms) on properties owned or controlled by the College. As a condition of living in CCSJ Housing (residence hall/Illiana), all students agree not to possess or use any weapons in such areas, to voluntarily waive any legal rights related to the possession of weapons, and acknowledge they are prohibited. This waiver is voluntary, in exchange for living and dining in CCSJ facilities, and applies to all students, even if they have a lawful permit to carry a concealed firearm pursuant to C.R.S. 18-12-201 et. seq. This waiver also includes all rights that may be asserted under the Second Amendment to the United States Constitution or Article II, Article I, § 32 of the Indiana Constitution. Any possession or use of any weapon on campus may result in further action under applicable law or College disciplinary procedures.

Students may not bring firearms or other weapons (hunting knives, archery, fencing, paintball guns, pellet guns, taser guns, air soft guns, martial arts equipment, slingshot, any item that is a reasonable facsimile, etc.) into the residence hall/Illiana.

Firearms, weapons, or explosives of any nature (including fireworks and flammable liquids) are strictly prohibited in the residence hall/Illiana. Exotic weapons (such as swords, nunchucks, etc.) are also not permitted on College property.

Any knife, dagger, razor, or other cutting instruments in which the blade is exposed automatically through a switch, pushbutton, or spring mechanism and striking instrument including clubs, truncheons, blackjacks, sandbags or metal knuckles are prohibited.

#### Search and Seizure

The Security Oversight Manager or designee may search College property including:

- vehicles parked on College property;
- any item(s) concealing a weapon (backpack, purse, person, etc.); and/or
- seize any weapon discovered on campus property that they deem to present a danger to the campus community.

## **CAMPUS SAFETY AND SECURITY**

### **Emergency Notification System**

Calumet College of St. Joseph has implemented an Emergency Notification System. The system is a web-based unified emergency notification system that enables personnel at the College to send instant alerts of a critical nature to students, faculty and staff members, and administrators via text messaging, telephone, and e-mail. Participation in this Emergency Notification System is highly recommended. To sign up, visit [www.ccsj.edu/alerts](http://www.ccsj.edu/alerts) and provide the required information. You will be notified instantly of school closings due to inclement weather, power outages, and any other emergencies that may occur at or around any of the College's campuses.

### **Emergency Procedures for Students and Individuals with Disabilities**

The safety of individuals with disabilities is a shared responsibility. Calumet College is committed to developing and implementing procedures to assist individuals with disabilities during an emergency. However, individuals with disabilities must create a personal emergency plan that addresses their needs before and during an evacuation.

#### **I. Notification**

- Students who are concerned about their ability to safely evacuate in an emergency should sign up to receive critical alerts through the emergency notification system ([www.ccsj.edu/alerts](http://www.ccsj.edu/alerts) and provide the required information).

#### **II. Pre-Emergency Preparedness by the individuals with a disability**

- The assistance that an individual requires should be written down on the Special Assistance form, and should be carried by the individual with a disability at all times. In addition, a copy will be provided to the Disability Service and the Safety and Security offices.
- The individual with a disability should be familiar with all emergency exits and evacuation routes.

- The individual with a disability should try to position himself/herself near doorways for an easier exit.
- The individual with a disability should develop a "buddy system." A buddy could be a classmate, class instructor, supervisor, co-worker or any individual. The buddy should be familiar with the disabled individual's assistance instructions from the Special Assistance form. The buddy will assist individuals in arriving at all evacuation areas, and a buddy should stay with the individual at all times during an emergency until the emergency has expired.
- Be aware that elevators should NOT be used during emergencies.
- If the individual with a disability cannot speak loudly, or suffers from voice/speech impairments, the individual should carry a whistle, or have other means of attracting attention from others, at all times.

### **III. Emergency Guidelines**

- If an emergency should happen, individuals will be notified immediately through the Emergency Notification System.
- Elevators should NOT be used in an evacuation unless instructed by emergency personnel.
- School materials or any accessories should be left in the classroom or other room occupied to avoid wasting time in the event of an evacuation.
- In the event of an evacuation, students who are unable to exit the building on their own accord should remain near the stairwell or the elevator. Emergency personnel and/or Floor Marshalls will check the stairwells and elevator lobbies for those who are trapped. Individuals on the first, second, third and fourth floors can use the red emergency phones located near the elevators to call for help or use their cell phones.

### **IV. Assistance from Others During an Emergency**

The highest priority will be given to evacuate students with disabilities in all emergency situations. If an individual wants to help a person with a disability, always ask how you can help before giving assistance. The following guidelines should be used in assisting individuals with specific disabilities.

- Mobility impairment
  - A wheelchair evacuation will only be attempted by a trained professional or unless it is necessary as a last resort in a life threatening situation.
  - -If located on an upper floor, individuals may be assisted to a stairwell landing to await evacuation or further instructions from Fire/Rescue or Police.
  - -If individuals can walk with assistance, a "buddy" should assist and accompany the individual.
  - -Notify Police or Fire/Rescue authorities of a mobility impaired individual who may need assistance.
- If a person prefers to be removed from their wheelchair, always consult with the person as to his/her preference of:
  - the manner of being removed,
  - the number of people needed for assistance,
  - whether to extend extremities,
  - whether a seat cushion or pad must be brought with,
  - being carried forward or backward on stairs,
  - the need for immediate paramedic assistance upon exiting the building.
- Blindness or visual impairment
  - Those who have a service pager will be notified by the service pager in an emergency.
  - The disabled individual should wait for trained assistance in the case of an emergency.

- In the event trained assistance is not available, wait for assistance from someone who can act as a sighted guide, possibly a "buddy." The sighted guide will be able to provide assistance.
- If possible, someone should follow behind to protect the individual from being pushed down in the event of crowding.
- Tell the person the nature of the emergency and offer to guide the individual by offering an elbow. Do NOT grasp a visually impaired person's arm.
- The person assisting should give verbal instructions as to where they are and advise of any obstacles as they evacuate the building.
- Deafness or hearing loss
  - Depending on the level of hearing loss, individuals with impaired hearing may or may not be able to hear the emergency alarm. Those who have a service pager will be notified by the service pager of an emergency.
  - An alternative warning technique may be used to gain the attention of individuals. Turning the lights off and on and using hand gestures or a written note should be used to describe the emergency.
  - Wait for trained assistance in the case of an emergency. In the event trained assistance is not available, an individual who can follow oral commands, possibly a "buddy," should assist the disabled individual in evacuating.

#### **V. Expectations of Staff and Faculty**

- At least two (2) routes out of the building will be identified visually in each room.
- There will be a Building Coordinator and Floor Marshalls.
- The Building Coordinator will
  - develop a plan to communicate with Public Safety during an emergency and advise of any students with disabilities who might be in the building.
  - determine a gathering point for those evacuating from the building.
  - know all primary and alternate routes of evacuation.
  - ensure that all faculty and Floor Marshall's are familiar with the Emergency Procedures for individuals with disabilities.
- Each floor of the building shall have a Floor Marshall who will
  - identify faculty and staff with disabilities who are frequently on the coordinator's floor.
  - notify all individuals on the floor of an emergency and the proper course of evacuation.
  - evaluate whether based on the emergency it is best for the disabled individual to stay in his/her location.
  - notify the Building Coordinator, immediately if the situation is life threatening, of any disabled individuals on the Floor Marshall's floor.

## **Safety Procedures**

If you are calling from a CCSJ phone, you must dial 9 for an outside line and then dial 9-1-1.

### Medical Emergency

1. Call 9-1-1- and report the incident.
2. Do not move any injured unless safety dictates.
3. Have someone direct emergency personnel to injured.
4. If trained, use pressure to stop bleeding. Provide basic life support as needed.

### Smoke or Fire in the Building

1. Pull alarm (located at EXIT doors).
2. Leave the building.
3. Call 9-1-1 from a safe distance and give the following information: location of fire, description of the fire and how it started, if known.

### Evacuation Procedures

1. When the fire alarm sounds, evacuate the building.
2. Use the nearest stairway. Do not use the elevators.
3. In case of fire, feel door with the back of your hand. Do not open any doors that are too hot to touch.
4. Close all doors behind you to help contain the fire and smoke. Do not lock the doors.
5. If smoke is present, stay as close to the floor as possible.
6. Assemble on New York Avenue sidewalk in front of school where medical triage and command information will be available.

### Blocked Escape Routes

1. Move as far away from the fire as possible, closing all doors between you and the fire.
2. Stuff clothing or other material around ventilation ducts and cracks in doors to prevent smoke from penetrating the room. Do not break window.
3. Call 9-1-1 using landline phone or cell phone and give the Calumet College of St. Joseph address (2400 New York Avenue), the floor you are on and where on the floor you are located.

### Other Emergency Situation-Tornado/Chemical Spill

1. Listen and follow the emergency instructions given over the CCSJ emergency speaker system.
2. Go to designated Safe Areas. Close doors.

### Security

Lobby Extension - 335

Cell Number – 219-644-6595



# APPENDIX

# **Emergency Procedures Handbook**

## INTRODUCTION AND PHONE NUMBERS

*Calumet College of St. Joseph Emergency Procedures Handbook* is prepared to assist members of the campus community to deal with emergency situations appropriately. While it is impossible to produce a document that is all-inclusive, this publication addresses the most common emergencies and those that are most likely to occur in the future.

Your judgment often determines whether or not a situation is an emergency. If you consider it to be an emergency, then it is an emergency and you should follow the procedures outlined for the specific emergency. If in doubt, err on the side of safety.

## EMERGENCY PHONE NUMBERS

Fire Department 911

Police Department 911

Ambulance 911

Hazardous Materials Emergency 911

If you have an emergency situation and are calling from a college telephone dial **9911**. Emergency phones are placed in the elevators, in the lobbies of the 2<sup>nd</sup> & 3<sup>rd</sup> floors, and in the 4<sup>th</sup> floor corridor. These emergency phones are red in color and automatically dial the emergency extension in our Welcome and Information Center (WIC).

Any questions regarding emergency procedures should be addressed to the Facilities Manager at extension 299.

## Non-Emergency Phone Numbers

CCSJ Main Security 644-6595

CCSJ Res Hall Security 765-1061

Police Department 852-2900

Fire Department 853-6550

## BUILDING EVACUATION

All building evacuations will occur when an alarm sounds and/or upon notification by security/safety personnel. **DO NOT ACTIVATE ALARM IN THE EVENT OF A BOMB THREAT.**

- a. If necessary, or if directed to do so by a designated emergency official, activate the building alarm.
- b. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- c. Assist the handicapped in exiting the building! Remember that the elevators are reserved for handicapped persons. **DO NOT USE THE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
- d. Once outside, proceed to a clear area that is at least 500 feet away from the building. Keep

streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. The assembly point is the sidewalk in front of the college on New York Avenue.

- e. **DO NOT RETURN** to the evacuated building unless told to do so by College official or emergency responders.

*(NOTE: 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 emergency dispatcher where you are **or** where you will be moving. If you must move, we recommend the following:

- A. Move to an exterior enclosed stairwell.
- B. Request persons exiting by way of the stairway to notify the Fire Department of your location.
- C. As soon as practical, move onto the stairway and await emergency personnel.

#### FIRE

##### EMERGENCY ACTION

1. Pull alarm (located by EXIT doors).
2. Leave the building
3. Call 911 from a safe distance, and give the following information:
4. Location of the fire within the building.
5. A description of the fire and how it started (if known).

In all cases when a faculty, staff, student, or visitor becomes aware of fire and or smoke, the Fire Department **MUST** be notified immediately.

- A. Go to the nearest safe location and activate the fire alarm system at the pull station, or shout the alarm as you evacuate the building. If possible, telephone 911. Give them the following information:
  1. Address of the building.
    - i. Main Building: 2400 New York Avenue, Hammond
    - ii. Athletic Center: 2400 New York Avenue, Hammond
    - iii. Residence Hall: 2450 New York Avenue, Hammond
    - iv. Illiana Apartments: 1200 119<sup>th</sup> St., Whiting
  2. Location of the fire within the building.
  3. A description of the fire and (if known) how it started.
- B. If you can hear instructions coming over the building's emergency public address system, listen carefully, and follow the instructions.
- C. Evacuate the building following the established building evacuation procedures (see **BUILDING EVACUATION**).
- D. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how

to use them.

- E. Do not fight a fire if you have not been trained. Make sure the Fire Department has been called and the building alarm has been sounded. In all cases, possible injury and excessive risks should be avoided. If the fire is or could get out of control, the building should be evacuated.
  - 1. If you become trapped in a building during a fire: Stay calm, and take steps to protect yourself.
  - 2. If possible, move to a room with an outside window.
  - 3. If there is a telephone, call 911 and tell the police dispatcher where you are. Do this even if you can see fire department personnel from the window.
  - 4. Stay where rescuers can see you through the window, and wave a light colored item to attract their attention.
  - 5. Stuff clothing, towels or paper around the cracks in the door to help keep smoke out of your refuge.
  - 6. Be patient. Rescue of occupants within large structures will take time.

#### FIRE LIFE SAFETY EQUIPMENT

**Smoke Detectors** are provided in various parts of the building.

**Heat Detectors** are provided throughout the rest of the building.

**Manually Activated Pull Stations** are located at exit points of the building.

**Emergency Response Speakers** are located in corridors.

Heat and or smoke detectors will activate the building alarm. The location will be indicated on the central station monitoring equipment in the maintenance area and remote displays at the front & rear entrances. This will reduce the amount of time spent locating the emergency area.

**Elevator Fire Control** may cause the building elevators to come to a halt at the main floor upon activation of the fire alarm system. Emergency personnel using an override key can access the elevators. DO NOT attempt to use the elevators to evacuate the building.

**Emergency Lighting** is provided in the building. The lighting will activate automatically in a power failure and last for a minimum of 20 minutes.

**Illuminated Exit Signs** are provided throughout the buildings.

#### MEDICAL EMERGENCY

##### EMERGENCY ACTION

- 1. Call 911 and report incident.
- 2. Do not move the patient unless safety dictates.
- 3. Have someone direct emergency personnel to the patient.
- 4. If trained: Use pressure to stop bleeding.
- 5. Provide basic life support as needed.

Fire Department personnel are trained Emergency Medical Technicians. They will respond to medical emergencies on campus. Any injury occurring as a result of an existing hazardous condition should be reported to the Vice-President of Business and Finance.

## ILLNESS OR INJURY TO FACULTY/STAFF/STUDENTS

The Police Department will dispatch the appropriate emergency response personnel. The Police Department and Fire Department will respond and arrange for transportation if required. An Incident/accident form must be completed for all incidents of job-related illness and injury.

These forms are available on the web site, at the Security desk and in the Welcome and Information Center (WIC).

## ILLNESS OR INJURY TO VISITORS AND GUESTS

Request emergency medical assistance by calling 911

## FIRST AID

If you provide first aid, consider the following:

1. Is immediate action needed in order to save a life?
2. Will I place myself in harm or jeopardy?

FIRST AID IS FIRST AID ONLY . . . DO NOT JEOPARDIZE YOUR HEALTH OR THE HEALTH OF THE PATIENT. WAIT FOR PROFESSIONAL HELP IF YOU ARE NOT ABLE TO PROVIDE FIRST AID SAFELY.

To obtain prompt professional emergency medical treatment, you should call 911.

The individual making the call should continue to stay on the phone with the dispatcher and answer as many questions as possible regarding the condition of the injured person so that information can be forwarded to the responding emergency personnel.

Medical emergencies should not be transported in personal vehicles.

## CRIME AND VIOLENT BEHAVIOR

### EMERGENCY ACTION

In Progress Incidents:

1. Protect yourself first
2. Call 911. Give your name and location. The dispatcher should be told that the incident is in progress.

## HOW TO REPORT

If the crime is an emergency situation that would require immediate police and/or medical response, dial **911**.

## REPORTING CRIMES IN PROGRESS

If you are a victim or a witness to any in-progress criminal offense, report the incident as soon as possible to the Police Department. You should attempt to provide as much of the following information as possible.

- A. Nature of the incident. **MAKE SURE** the dispatcher understands that the incident is in progress!
- B. Location of the incident.
- C. Description of suspects involved.
- D. Injuries that have occurred.
- E. Description of any weapons involved.
- F. Description of property involved.

Stay on the line with the dispatcher until help arrives. Keep the dispatcher updated on any changes so responding units can be updated. Even if you cannot communicate, keep the line open. The dispatcher may be able to learn more about what is happening.

## REPORTING CRIMES NOT IN PROGRESS

If you have become a victim of a crime and it is not an emergency or life-threatening situation, telephone the local Police Department 219-853-6490; be prepared to provide at least the following information:

- a. Your name.
- b. Your address.
- c. Your telephone number.
- d. A brief synopsis of what occurred.
- e. Your exact location at the time of the call.

## PSYCHOLOGICAL CRISIS

### EMERGENCY ACTION

1. Call 911

A psychological crisis exists when an individual is threatening harm to him/herself, or is agitated and disruptive. If a psychological crisis occurs: Call 911.

## BOMBTHREATS

### EMERGENCY ACTION

1. Call 911 and report incident.

If a suspicious object is observed (e.g. a bag or package left unattended):

1. Don't touch it!
2. Evacuate the area.

All bomb threats must be treated as a serious matter. To ensure the safety of the faculty, staff, students, and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. However, building evacuation is not a decision for anyone to make except the proper authorities. The procedures described below should be implemented regardless of whether the bomb threat appears real or not.

All personnel should acquaint themselves with the following procedures:

- A. *If a suspicious object or potential bomb is discovered, DO NOT HANDLE THE OBJECT, CLEAR THE AREA, AND CALL 911.* Be sure to include the location and appearance of the object when reporting.
- B. *If a phone call bomb threat is received, ask the caller the following questions and record the answers:*
  1. When is the bomb going to explode?
  2. Where is the bomb located?
  3. What kind of bomb is it?
  4. What does it look like?
  5. Why did you place the bomb?

Keep the caller talking as long as possible and try to determine and record the following information also:

1. Time of call.
2. Age and sex of caller.
3. Speech pattern, accent, possible nationality, etc.
4. Emotional state of caller.
5. Background noise.

If an evacuation alarm sounds, follow established building evacuation procedures (See BUILDING EVACUATION).



## TERRORISM AND ACTIVE SHOOTER SITUATIONS

### EMERGENCY ACTION

1. Call 911 and report intruder.

### GENERAL

Federal and state law enforcement reports indicate that terrorist acts or intruders are possible on college and university campuses. For this reason, Calumet College of St. Joseph employees should take reasonable security precautions by being alert to their surroundings.

Members of the Calumet College community should report any instances of suspicious activity that they observe on campus. Should you observe anything out of the ordinary, immediately contact Campus Security by dialing ext. 335 or the security officer cell phone number (219) 644-6595.

### THREAT CONDITIONS

The Department of Homeland Security has replaced the color-coded Homeland Security Advisory System (HSAS) with the National Terrorism Advisory System (NTAS). NTAS alerts are as follows:

- A. Imminent Threat Alert
  1. Warns of a credible, specific, and impending terrorist threat against the United States.
- B. Elevated Threat Alert
  1. Warns of a credible terrorist threat against the United States.
- C. Sunset Provisions
  1. An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

By state policy, security measures at state facilities of Indiana are the responsibility of agency heads and site managers. The President, in consultation with the senior staff of the college, will determine appropriate responses to specific NTAS alerts. Although the likelihood of a terrorist event directly affecting Calumet College campus is remote, all employees should remain alert.

### ACTIVE SHOOTER

An active shooter is a person who is actively engaged in the killing or the attempted killing of people. In most cases, active shooters use firearms as their weapon of choice and display no predetermined selection of their victims. Incidents involving an active shooter are fluid-like, ever-changing and place tremendous demands upon law enforcement as they deploy enforcement personnel in an effort to quell the shooter's intentions to kill innocent individuals.

How you respond to an active shooter situation will depend upon several dynamic and personal factors. There may be more than one shooter involved as well as multiple buildings. Although it may be difficult, always try to remain calm and project that calmness to your peers and to others with you at the time. Pay attention to any and obey all instructions given to you by law enforcement officials.

#### IN THE EVENT THAT THE SHOOTER ENTERS YOUR OFFICE OR CLASSROOM

Immediately dial 911. If you are confronted and unable to speak, do not hang up the phone unless ordered to do so by the shooter. If you are unable to safely escape or hide, you may be able to negotiate with the shooter. Consider the following techniques: remain calm, sound confident, do not raise the tone of your voice, do not respond defensively, do not touch the person, do not challenge the shooter, do not accept the weapon if offered – instead ask that it be laid down, and do not invade the shooter’s personal space (3 to 6 feet). Engaging in a physical confrontation is always a last resort and should only be considered after all other options have failed.

#### IN THE EVENT THAT THE SHOOTER IS IN THE SAME BUILDING AS YOU

Close the door to your room, insure the door is locked by pushing the top button on the side of the door, pushing the locking button in the middle of the door handle or rotate the locking lever towards the door frame. Cover any windows which might allow for sight into the room. If possible, call the Hammond Police Department by dialing 911, relaying pertinent information. Close window blinds, turn off lights and radios, be quiet, and do not activate any fire alarms.

Should you be captured by the shooter, consider playing dead if there are other victims around you. Never look into the eyes of the shooter and obey all commands. As a last resort, you may have to engage in a physical altercation or flee on foot.

#### IF THE SHOOTER IS ON THE CAMPUS BUT NOT NEAR YOUR LOCATION

Run or drive away from the threat as quickly as possible, in a direction away from the shooter, warning others as you go. Otherwise, assist in getting others into classrooms and offices which can be locked. Get everyone down on the floor and cover all window openings and doors with a direct line of sight into your location. Call 911, offering your location, the number of persons in your room, and any relevant information. Turn off all lights and radios and remain quiet. Do not respond to unfamiliar voices as they may be the shooter attempting to lure you out of your position of safety. Respond only when you know you are speaking with a law enforcement officer.

#### IF IT BECOMES NECESSARY TO FLEE DURING A SHOOTER INCIDENT

Make certain that you have an escape plan in mind and that you have considered your route of escape. Leave all personal belongings, such as book bags, behind. As you flee, above all, keep moving and do not run in a straight line. Attempt to weave around any obstacle which can provide you with

cover and distract the shooter's eyes from you, continuing to flee until you reach a point of safety. Do not stop to help those who may have been injured by the shooter, but mentally note their locations so you may report them later. Obey all directions from law enforcement which you encounter.

Law enforcement officers will be arriving and it is important to realize that they have been trained to immediately proceed to the area where shots were last heard. It is the purpose of the law enforcement officers to stop the shooting as quickly as possible and as such, they may be dressed, or armed, differently than you have seen them in the past. They will probably be in groups of four and may have bulletproof vests on the exterior of their uniform. They may be from departments other than the Hammond Police Department. They may have shotguns and/or assault rifles in addition to helmets and pepper spray. You need not fear them, although they may seem very authoritative and demanding of you. Keep your hands in plain view and drop any items which you may be carrying. Do not question the officer's authority. Do, however, provide them with information which you may have and do it very quickly. Do not be alarmed when the officers pass injured people, it is their primary objective to stop the shootings. You may be asked to remain in a secure location so that you may be interviewed following the conclusion of the incident.

#### RUN, HIDE OR FIGHT TIPS:

- A. **Prepare** – frequent training drills to prepare the most effectively.
- B. **Run and take others with you** – learn to stay in groups if possible.  
Leave the cellphone.
- C. **Can't run? Hide** – lock the door and lock or block the door to prevent the shooter from coming inside the room.
- D. **Silence your cellphone** -- use landline phone line.
- E. **Why the landline?** Landline phone is best to use in this instance to allow emergency responders to know your physical location.
- F. **Fight** – learn to “fight for your life” by utilizing everything you can use as a weapon.
- G. **Forget about getting shot – fight** --- you want to buy time to distract the shooter to allow time for emergency responders to arrive.
- H. **Aim high** – attack the shooter in the upper half of the body such as the face, hands, shoulder and neck.
- I. **Fight as a group** – the more people come together, the better the chance to take down the shooter.
- J. **Whatever you do, do something** – “react immediately” is the better option to reduce traumatic incidents.

## EXPLOSION

### EMERGENCY ACTION

1. Take cover.
2. Call 911.
3. Assist the injured.

In the event of an explosion or similar emergency, take the following action:

- A. Immediately take cover under tables, desks, etc., which will provide protection from falling glass or debris.
- B. Phone 911. Give them the following information:
  1. Location.
  2. Area where explosion occurred.
  3. Cause of explosion, if known.
  4. Injuries.
- C. BEFORE YOU HANG UP, MAKE SURE THE EMERGENCY SERVICES DISPATCHER HAS ALL THE INFORMATION NEEDED.
- D. Evacuate the area as soon as it is safe to do so, following established building evacuation procedures (See BUILDING EVACUATION).

## HAZARDOUS MATERIAL SPILL/RELEASE

### EMERGENCY ACTION

1. Call 911 and report incident.
2. Secure the area.
3. Assist the injured.
4. Evacuate if necessary.

For spills, releases or incidents requiring special training, procedures, equipment (PPE) that is beyond the abilities of present personnel, take the following steps:

Call the Hammond Fire Department and inform them of the environmental situation.

- A. Give the operator the following information:
  1. Your name, telephone number, and location.
  2. Time and type of environmental incident.
  3. Name and quantity of the material, if known.
  4. Extent of injuries or damage, if any.
- B. Remain in the building unless instructed otherwise by emergency personnel.
- C. The key person should evacuate the affected area once and seal it off to prevent further

contamination of others until the arrival of emergency personnel.

- D. Anyone who is contaminated by the spill should avoid contact with as much as possible remain in the vicinity, and gave his/her name to the emergency personnel. Washing off contamination and any required first aid should be started immediately.
- E. No effort to contain or clean up spills and or releases should be made unless you have been trained.
- F. Take appropriate steps to make sure no one evacuates through the contaminated area.
- G. If an evacuation alarm sounds, follow established building evacuation procedures (see Building Evacuation).
- H. A campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless directed by emergency personnel.
- I. Do not re-enter the area until directed by emergency personnel.

## TORNADO

### EMERGENCY ACTION

1. Avoid automobiles and open areas.
2. Move to a basement or corridor.
3. Stay away from windows.
4. Do not call 911 unless you require emergency assistance.

A tornado is defined as a violent rotating column of air extending from a thunderstorm to the ground. The most violent tornadoes are capable of tremendous destruction with wind speeds of 250 mph or more. Damage paths can be in excess of one mile wide and 50 miles long. Tornadoes may occur with little or no advance warning or siren activation.

- A. Before the Storm.
  1. Locate an accessible basement or corridor location in your area of the building.
  2. Stay informed through local media sources on days when severe weather is expected.
  3. Obtain a NOAA Weather Radio with a warning alarm tone and battery backup to receive warnings. *The main NOAA Weather Radio is located in the Library.*
  4. Keep a good reliable flashlight in your office/work area.
- B. During the Storm - Possible Indicators of a Tornado.
  1. Dark, often greenish sky.
  2. Large hail.
  3. Loud roar, similar to a train.
  4. Cloud of debris (the tornado may not be visible).
  5. Wind becomes calm and still.
  6. Frequent lightning.
  7. Tornadoes generally occur near the trailing edge of a storm.
- C. When Taking Shelter
  1. Proceed to the basement of the building or a 'Safe Area' corridor with no outside windows. Position yourself in the safest portion of the area. Be prepared to kneel facing a wall and

cover your head.

#### TORNADO WATCH

A “Tornado Watch” is issued when atmospheric conditions are favorable for the formation of tornadoes in a given area. Under these conditions keep, you should keep informed by listening to radio or television for updates.

#### TORNADO WARNING

A “Tornado Warning” indicates that a tornado has been sighted and poses a definite threat to a given area. **Take shelter immediately.**

#### WARNING SIGNALS

Outdoor sirens will sound for a period in excess of two minutes. When this occurs, tune into local radio and TV stations to determine the nature of the emergency. Radio and television stations announce the ALL CLEAR signal. The sirens remain silent.

#### SEVERE THUNDERSTORMS

The National Weather Service issues severe thunderstorm watches and warnings. Remember that tornadoes are spawned from severe thunderstorms.

#### SHELTER IN PLACE

##### EMERGENCY ACTION

1. Stay inside a building.
2. Seek inside shelter if outside.
3. Seal off openings to your room if possible.
4. Remain in place until you are told that it is safe to leave.

- A. What is Shelter In-Place? Shelter In-Place simply means seeking immediate shelter inside a building. This course of action may need to be taken during an accidental release of toxic chemicals to the outside air. The air quality may be threatened and sheltering in place keeps you inside an area offering more protection.
- B. How would I be notified?
  1. Severe Weather Alert Sirens.
  2. Through radio or television.
  3. You observe or sense dangerous air conditions.

C. Additional actions.

1. Close all doors and windows to the outside.
2. Do not use elevators as they may pump air into or out of the building.
3. If possible close and/or seal vents & ducts.

Do not go outside or attempt to drive unless you are specifically instructed to evacuate.

D. Information Sources.

1. Tune to the Emergency Alert System station on your device or television for further information.
2. Remain in place until Police, Fire, or other Emergency Response Officials tell you it is safe to leave or until information is announced through radio or television broadcasts alerting you that it is safe to leave.

## UTILITY FAILURE

### EMERGENCY ACTION

1. Remain calm.
2. Do not call the Welcome and Information Center (WIC) for information concerning utility failures unless you have an emergency.
3. If you discover a water leak, gas leak, or know the source of a utility failure, call the Welcome and Information Center (WIC).
4. Call 911 if you are injured or require emergency assistance.

The possibility exists for a utility system failure of some nature and magnitude. If you discover a water leak, gas leak, or other major utility failure, call the Welcome and Information Center (Ext. 224). Do not attempt to correct the problem on your own. The Welcome and Information Center (WIC) will notify the necessary maintenance personnel, clean up, and insurance representatives. Please do not call the Welcome and Information Center (WIC) for information concerning a utility failure unless you have an emergency. For non-emergency repairs or information, submit a work order to the Facilities department.

## ELECTRIAL/LIGHT FAILURE

The emergency lighting will provide minimal and sufficient illumination for safe exiting. It is recommended that you consider keeping a flashlight and a portable radio in your office/work area. Do not call the Welcome and Information Center (WIC) unless you have an emergency or you have information that could help identify the source of the utility failure.

## PLUMBING FAILURE/FLOOD/WATER LEAK

Cease using all electrical equipment. Call the Welcome and Information Center (WIC) if you know the source of the leak or discover leaking water.

## NATURAL GAS LEAK

Cease all operations, call the Welcome and Information Center (WIC) and exit the area immediately. Do not attempt to correct the problem yourself. Do not concern yourself with appliances or equipment. Leave the area immediately.

## ELEVATOR FAILURE

### EMERGENCY ACTION

1. Remain calm.
2. Use the telephone to contact the Welcome and Information Center (WIC) or call 911.

If you become trapped in an elevator, use the emergency telephone and activate the elevator emergency bell within the elevator car. All elevators are equipped with an emergency phone that will automatically dial the Welcome and Information Center (WIC). In the event that the Welcome and Information Center (WIC) is closed, this call will default to the Police Department.

Give the following information:

1. Tell the Welcome and Information Center (WIC) which car you are on. Main elevators, north car, south car, student car or library car. If possible what floor you are at.
2. If a medical emergency exists.

Before you hang up, make sure the Welcome and Information Center (WIC) has all the information they need.

Elevators have mechanical safety brakes that will operate in all situations, even during power failures to keep the car from moving. Remain calm and wait for help to arrive. The activation of an elevator smoke detector will cause the main elevators to return non-stop to the main floor and lock with the doors open. Never use an elevator to evacuate a building.