



NCC NEBRASKA
CHRISTIAN COLLEGE

HOUSING GUIDE
2019-2020

CONTENTS

2019-2020 CALENDAR	4
BOARDING CALENDAR-DORM OPEN AND CLOSURES	5
INTRODUCTION STUDENT HOUSING	6
Student Housing- Dormitory	6
Setting Up your Dorm Room	6
What to Bring/What Not to Bring- Dorm Style Housing	6
Student Housing- Apartments	7
What to Bring/What Not to Bring- Apartment Style Housing	7
Residence Life Coordinators (RLC)	8
Resident Assistants (RA)	8
Contacting a Resident Assistant	8
Dorm Meetings	8
Paying Fines	8
Guest Visitation Guidelines:	9
Overnight Visitor Guidelines:	9
Meal Plan	9
Student Affairs Department Location and Contact Information	10
STUDENT HOUSING RESPONSIBILITIES	10
Housing Guide, Housing Contract, Student Handbook and Community Standard Agreement	10
Room Checks	10
Campus Housing Closures	10
Move In and Move Out Dates	10
Moving Out- End of Semester (also includes University Withdrawal)	10
Summer Housing in Campus Apartments	10
Cancellation	11
Liability	11
Room Privacy	11
RESIDENCE LIFE AMENITIES	12
Laundry Rooms	12
Wireless Internet	12
Kitchenettes	12
Cable Television	12
Lobbies	12
Recreational Spaces	12
RESIDENCE LIFE CODE OF CONDUCT	13

CAMPUS SAFETY AND EMERGENCIES..... 15

- Campus Safety Partnerships 15
- Emergency Notification System 15
- Emergency Campus Communications 16
- Signing up for Emergency Notification Texts: 16
- Emergency Communication Commands..... 16
- 1. Lockout: Secure the Perimeter (preventing a threat outside from coming inside) 16
- 2. Lockdown: Locks, Lights, Out of Sight..... 16
- 3. Evacuate: (followed by Direction Order) 17
- 4. Shelter: (followed by Direction Order) 17
- Crime Reporting..... 17
- Daily Crime Log..... 17
- Fire Safety 17
- Evacuation Assignments 18
- Severe Weather Information: Blizzards, Thunderstorms and Tornadoes 19
- Blizzards (Heavy Snow, Strong Winds, and Ice)* 19
- Thunderstorms and Tornadoes (A moving, destructive vortex of violently rotating winds having the appearance of a funnel-shaped cloud and advancing beneath a large storm system)* 19

INDIVIDUAL SAFETY AND RESPONSE 20

- Timely Warning Policy..... 20
- Non-Discrimination and Harassment Policy..... 21
- Non-Retaliation Policy..... 22
- Title IX 22
- Sexual Misconduct 23
- Investigations 24
- Sexual Misconduct Offenses 24
- Additional Applicable Definitions 25
- Other Gender-Based Misconduct Offenses 26
- Confidentiality, Privacy, and Reporting..... 26
- Missing Persons 29

**The content of this Housing Guide is subject to change when deemed necessary by the University to meet the evolving needs of students, the community, and the institution.*

2019-2020 CALENDAR

Fall Semester 2019

Faculty/ Staff Orientation	August 7
Resident Assistant Training and Orientation	August 8-15
Soccer Pre-Season Training and Orientation	August 9-15
New and Transfer Student Move In/ Check In	August 17
New Student Orientation	August 17-20
Returning Student Move In	August 19
First Day of Traditional Classes	August 21
Opening Convocation Chapel	August 27
Credit Enrollment Ends	August 30
Labor Day Holiday (<i>University offices closed</i>)	September 2
Challenge Week	September 9-13
Community Service Day (no morning classes)	September 11
Good Standing Class Withdrawal Period Ends	September 20
Dunning Lectures	September 26-27
Midterm Examinations	October 3-4
Fall Intensive Class Week	October 14-18
Spring Semester Registration	November 18-December 6
Thanksgiving Holiday Break	November 23-December 1
Dorms closed	November 23
University offices closed	November 27-29
Dorms open	December 1
Colors of Christmas Event	December 6-7
Final Examinations	December 16-18
Semester Ends	December 18
Dorms Close	December 19
Grades Due	December 20
Christmas Holiday (<i>University offices closed</i>)	Dec. 21-Jan. 1

Winter Break 2019

Basketball Dorms Open	
Men's Basketball	TBD
Women's Basketball	January 1

Spring Semester 2020

Offices Open	January 2
Faculty/Staff Orientation	January 3
Dorms Open for Students	January 3
First Day of Traditional Classes	January 6
Credit Enrollment Ends	January 20
Martin Luther King Day (<i>University offices closed</i>) (<i>evening classes held</i>)	January 20
Good Standing Class Withdrawal Period Ends	February 7
Incomplete Work due for Fall Semester	February 7
President's Day (<i>University offices closed</i>) (<i>evening classes held</i>)	February 17
One Body Week	February 17-February 21
Spring Semester Intensive Week	March 2-6
Midterm Examinations	March 12-13
Spring Break (<i>University offices closed</i>)	March 14-22
Good Friday (<i>University offices closed</i>)	April 10
Campus Life Day	April 2
Registration for Fall Semester 2018	April 20-May 1
Spring Formal	April 17
Final Examinations	May 5-8
Spring Semester Ends	May 8
Commencement Banquet	May 8
Commencement/ Graduation	May 9
End of Year Dorms Close	May 9
Grades Due	May 15
All-Staff Year End Review	May 21

Summer Term 2020

Memorial Day Holiday (<i>University offices closed</i>)	May 25
Independence Day (<i>University offices closed</i>)	July 4

BOARDING CALENDAR-DORM OPEN AND CLOSURES

Fall Semester 2019

August 8: Resident Assistant Training and Orientation

Dorms Open for RA's 1pm

August 9: Soccer Pre-Season Training and Orientation

Dorms Open for Soccer Pre-Season 1pm

August 17: New and Transfer Student Move In/ Check In

Early Administrative Check-In (Finalizing Records and Forms) 9am

New and Transfer Students: Move In/ Off Campus Student Check In 1pm

August 19: Returning Student Move In/ Check In

Early Administrative Check-In (Finalizing Records and Forms) 9am

Move In/ Off Campus Student Check In 1pm

September 2: Labor Day Holiday *University offices closed*

November 23-December 1: Thanksgiving Holiday Break

Dorms Close November 23 @ 8am

University Offices Closed November 27-29

Dorms Open December 1 @ 2pm

December 18: Christmas Winter Break

Dorms Close December 19 @ 8am

Christmas Holiday (University offices closed) December 21-January 1

Dorms Open January 3 @ 2pm

Winter Break Basketball

Men's Basketball Dorms Open TBD

Women's Basketball Dorms Open January 1

Spring Semester 2020

January 3: Move In/ Check In for Spring Semester (All Students)

Dorms Open/ Move In/ Off Campus Student Check In January 3

January 20: Martin Luther King Day *University offices closed-Evening classes held*

February 17: President's Day *University offices closed- Evening classes held*

March 14-22: Spring Break

Dorms Close March 14 @ 8am

University offices closed March 16-20

Dorms Open March 22 @ 2pm

April 10: Good Friday *University offices closed*

May 9: End of the Year

Dorms Close May 9 @ 4pm

WELCOME TO NCC CAMPUS HOUSING!

There are a few things for you to know as you become a member of the NCC campus housing community. Please use this guide as basic information for living on campus.

INTRODUCTION STUDENT HOUSING

Student Housing- Dormitory

Setting Up your Dorm Room

Our campus features suite style housing. Each suite has two bedrooms (11x11), one living room (11x16), two study areas, and two bathrooms. Each suite is approximately 800 square feet and each study room has a built-in desk and bookshelves with three upholstered desk chairs. Each bathroom has a stand-up shower and toilet with a sink, mirror and cabinet on the wall outside the bathroom. Storage rooms will not be available. Please bring only what you can fit into your room. Students will NOT be allowed to bring additional furniture or microwaves. Students will also NOT be allowed to nail items onto the walls. Any hanging items must be secured with 3M or Command Picture Hanging Strips (these brands do not damage the walls). The following list is what you need to bring and what you should NOT bring to campus. Some are necessities; others are optional.

What to Bring/What Not to Bring- Dorm Style Housing

WHAT TO BRING	WHAT NOT TO BRING
<ul style="list-style-type: none">• Bedding for a twin bed (Twin or Twin XL if using with a thick Mattress Topper)• Mattress Topper• Toiletries• Towels and washcloths• Clothing for both warm and cold weather• Alarm clock• School materials• Hangers• Surge protector• 3M strips for pictures/posters• Appropriate Pictures, posters, and other decoration items• Laundry basket, detergent, cleaning supplies.• Iron• Desktop or laptop computer• Study lamp• Candle Warmer/ Wax Warmer• Bicycle and secure lock• Desk supplies• Small refrigerator (approx. 3-4 cu. ft)• T.V., DVD player• Wastebasket• Cell phone• Area rug• Sport/ Small recreational equipment• Coffee Pot• Laptop	<ul style="list-style-type: none">• Animals• Extension cords (Fire Marshall rule)• Nails or screws to hang items on walls• Candles, lanterns, incense burners, smoking devices, or other fire hazardous items.• Fireworks• Microwave• Food Preparation Appliances: kitchenettes are supplied with appliances needed for food preparation. (Coffee pots and Small Dorm-Sized Refrigerator are permitted in dorm rooms).• Furniture• Halogen lamps• Firearms, knives, or other weapons including but not limited to: Paintball, airsoft, potato guns, pellet guns, nerf guns, and water balloon launchers (there will be a fine if these are found in the residence hall).• Prohibited/ Illegal substances or paraphernalia

Please reference the Student Handbook found on the NCC Website under Student Life for further clarifying information to any of the above-mentioned items.

Once you receive your Housing Assignment, check with your roommates on bringing shared items (refrigerator, TV, etc).

Student Housing- Apartments

On campus apartments are furnished two bedrooms and one bathroom units. They have a living/common area and kitchen. The kitchen comes equipped with major appliances (does not include: dishes, cookware, silverware, storage containers, etc.). A small concrete patio is located on the back side of the apartment. On site laundry is shared between apartment residents. NCC supplies major furniture pieces for the apartment. The following list is what you need to bring and what you should NOT bring to campus. Some are necessities; others are optional.

What to Bring/What Not to Bring- Apartment Style Housing

WHAT TO BRING

- Bedding for a twin bed (Twin or Twin XL if using with a thick Mattress Topper)
- Mattress Topper
- Toiletries
- Towels and washcloths
- Clothing for both warm and cold weather
- Alarm clock
- School materials
- Hangers
- Surge protector
- 3m strips for pictures/posters
- Appropriate Pictures, posters, and other decoration items
- Laundry basket, detergent, cleaning supplies.
- Iron
- Shower Curtain
- Desktop or laptop computer
- Study lamp
- Candle Warmer/ Wax Warmer
- Bicycle and secure lock (optional)
- Lawn Chair (optional)
- Desk supplies
- Small Desk (if needed)
- T.V., DVD player
- Wastebasket
- Cell phone
- Small Appliances (such as blender, toaster, coffee pot).
- Kitchen supplies (dishes, silverware, cookware, storage containers, etc).
- Sport/ Small recreational equipment
- Laptop

WHAT NOT TO BRING

- Animals
- Nails or screws to hang items on walls
- Candles, lanterns, incense burners, smoking devices, or other fire hazardous items.
- Fireworks
- Microwave
- Furniture (small desks permitted in apartments)
- Halogen lamps
- Grills
- Fire Pits
- Firearms, knives, or other weapons including but not limited to: Paintball, airsoft, potato guns, pellet guns, nerf guns, and water balloon launchers (there will be a fine if these are found in the residence hall).
- Prohibited/ Illegal substances or paraphernalia

Please reference the Student Handbook found on the NCC Website under Student Life for further clarifying information to any of the above-mentioned items.

Once you receive your Housing Assignment, check with your roommates on bringing shared items (i.e dishes, shower curtain, etc.).

Residence Life Coordinators (RLC)

Residence Life Coordinators are live in administrators that oversee campus housing and dormitory life. They work under the supervision of the Dean of Students to foster a Christ-Centered Community on campus. Their daily tasks involve building relationships with students, handling questions and concerns related to housing, handling housing conflicts (i.e. supervising Resident Assistants, monitoring dorm safety, breeches in student conduct code, reporting major incidents) and acting as a first responder in emergency situations.

Resident Assistants (RA)

Resident Assistants are live in peer administrators in charge of managing dormitory life. They work under the supervision of the Residence Life Coordinators and ultimately the Dean of Students. They work in conjunction with the RLC's to build community within campus housing. Resident Assistant's weekly duties include conducting room checks, managing student activities and behaviors in the dormitory, monitoring over-night guest requests, programming keycards, managing dorm safety, helping with student questions and helping in emergency situations.

Contacting a Resident Assistant

There is a Resident Assistant on duty every day. Resident Assistants are here to help. They can help with minor issues like broken key cards, first aid or letting in students who are locked out of the dorm. Contact an RA if you have any questions about dorm life, need to report a part of campus needing maintenance or if there is a threat (potential or occurring) to campus or an emergency. Contact information is recorded by the RA desk for any student who may have an issue. An RA will contact an RLC or Dean of Students if needed.

Dorm Meetings

Dorm Meetings are held 2-3 times a semester and exist to give out important information to students regarding campus events, clarify policies and processes, and answer student questions. Some dorm meetings are mandatory which means every resident is required to be in attendance. The dates of mandatory meetings are given to students at the beginning of the semester. Students who do not attend mandatory meetings are fined.

Paying Fines

When you owe money to the college through charges like room check fines, extra meals that were eaten, failing to check out of the dorm, etc.; please pay the receptionist during business hours. You will receive an invoice from campus personnel. Fines are added to your student account until they are paid and can prevent a student from receiving transcripts, diploma or registering for classes. Invoices for the school year include:

Extra Meals	\$8.00/meal	Housing or Facilities Fine (also includes Room Check Fines)	Amount Varies (check invoice from RA/RLC, Operations)
Parking Fines	\$10.00/Fine – the third fine is an automatic tow at owners' expense	Room Damages	Amount Varies (check invoice from Operations)
Vehicle Towing	Paid to Tow Company	Missing Mandatory Meetings	\$25.00/occurrence
Improper Move In/ Move Out Fine	\$50.00/occurrence (may also become a fine per day)	Improper Check Out Fine	\$50.00/occurrence (may also become a fine per day)

Guest Visitation Guidelines:

Campus guests and family members of students are asked to observe the following visitation guidelines put into place to create a positive learning environment in the residence hall:

- General Visitation Hours for campus guests are from 11:00am-11:00pm.
- **Guests who are Family Members:** Guests who are family members of students can visit student rooms from 11:00am-5:00pm with the permission of an RA, RLC or Dean of Students. Students are required to notify their RA that they will have family guests on the floor. Students should also notify the floor of any opposite sexed persons on the floor. Announce to the floor, "Man on Floor/Woman on Floor", when stepping onto the floor. Students are expected to keep their door completely open while there are guests in the room.
- **Guests other than Family:** Guests who are not family members may not visit student rooms without the permission of an RA, RLC, or Dean of Students. Students may host guests in public areas of campus.
- **All Guests:**
 - Upon arrival to campus, students should check in their guests as a visitor by contacting an RA/ RLC, filling out the visitor log and getting a visitor badge from the RA desk. Visitor badges are required for guests on campus.
 - Guest loitering in the hallway or lobby is not permitted.
 - Guests should be hosted at all times and not left on campus without supervision.
 - Guests on campus past visitation hours must be registered as an Overnight Visitor with the RA on duty. No individual is allowed to be a guest for more than three nights per semester without special approval from the RLC or Dean of Students.
 - A resident that is found to be hosting guests outside these guidelines will be subject to disciplinary action. Residents are responsible for the behavior of their guests. Guests may be asked to leave campus.
 - Any resident hosting an individual that is restricted or prohibited from the campus is subject to disciplinary action.

Overnight Visitor Guidelines:

Students are asked to observe the following guidelines when hosting an Overnight Visitor:

- Students may reserve a guest suite for overnight guests at general reception (*subject to suite availability and fees*). Overnight visits in student rooms are prohibited.
- Upon arrival to campus, students should check in their guests as an Overnight Visitor by filling out the Overnight Visitor Form (Microsoft Forms), completing the visitor log and getting a visitor badge from the RA desk. Visitor badges are required for guests on campus. An RA can assist a student with Overnight Visitor Check In.
- Resident visitation hours in a guest suite are from 11:00am-11:00pm. Students/Guests are expected to keep all suite doors completely open while they are in the suite/room together.
- No individual is allowed to be a guest on campus for more than three nights per semester without special approval by the Dean of Students.
- A resident that is found to be hosting guests outside these guidelines will be subject to disciplinary action. Residents are responsible for the behavior of their guests. Guests may be asked to leave campus.
- Guests should be hosted at all times and not left on campus without supervision.
- Keys and ID cards are not to be loaned to a guest at any time.
- Any resident hosting an individual that is restricted or prohibited from the campus is subject to disciplinary action.
- A student may make a special request to the Dean of Students for guest accommodations.
- If there is reason to believe that a violation of the law or that a violation of an NCC policy has occurred or is taking place, NCC reserves the right to enter any room immediately. NCC reserves the option to request law enforcement resources when deemed appropriate (e.g. K9 Unit or personnel support).
- If there is probable cause to believe that there is an imminent danger to life, safety, health or property, NCC reserves the right to enter immediately.
- The Residence Life team does routine safety and wellness checks of the room to inspect resident safety and living conditions. Also, Operations and Information Systems may need access to a room for repairs and general maintenance. Occupants will be notified prior to entry.
- If an NCC staff member or student comes across a violation of NCC policies, illegal or criminal activity, appropriate action will occur.

Meal Plan

NCC commits to provide a healthy environment, therefore the NCC housing contract includes a required meal plan for the cafeteria. The NCC cafeteria is open during the traditional Fall and Spring semesters; except for any college closures or scheduled breaks, including but not limited to: Thanksgiving, Christmas and Spring break. The cafeteria hours are available in the Student Handbook and available at the cafeteria entrance. Requests to reduce or eliminate the meal plan requirement for an extenuating circumstance must be made with the Dean of Students. Modification requests submitted after the fourth week of the semester, are not guaranteed for approval during the current semester and will be reviewed on a case by case basis.

Student Affairs Department Location and Contact Information

The Student Affairs Office is located in Office #162 in the administrative offices. Office hours are Monday through Friday, 8:00 AM to 5:00 PM, except holidays. The offices can be reached by phone at 402-935-9400. After hours, please contact the Residential Life Coordinators at 402-935-9600 or the Resident Assistant on duty. The Resident Assistant contact information can be found at the RA Desk located in the A1 Lobby.

STUDENT HOUSING RESPONSIBILITIES

Housing Guide, Housing Contract, Student Handbook and Community Standard Agreement

All NCC residents are responsible for reading, understanding and complying with the NCC Housing Guide, Housing Contract, Student Handbook and Community Standard Agreement. The terms for the Housing Contract are for the entire academic school year or the remaining portion. Housing information can be obtained from the Dean of Student's office or Student Accounts.

Room Checks

Students living on campus with a room and board plan, will have weekly room checks. Weekly room checks ensure that students are living in an environment that is healthy. Students are required to clean and sanitize their rooms; including, bedrooms, living areas, bathrooms and study areas. Staff conduct a wellness check for cleanliness and any room damages once a week. A cleaning expectation/checklist is posted in each resident's suite or apartment. Areas that are left uncleaned or damaged will result in fines and damage charges. Students may obtain cleaning checklists from the RA, RLC or the Dean of Students.

Campus Housing Closures

Campus Housing, for room and board plan students, closes throughout the year for major breaks. Students are required to find other living situations over these closures. A list of closures is available at the start of the school year (reference Boarding Calendar, p5). Each student is required to Check Out with an RA before leaving campus. Students who do not Check Out properly are issued a fine. Students may not Check Out later than the closure time or return earlier without an extenuating circumstance and permission from the Dean of Students.

Move In and Move Out Dates

Moving In and Moving Out refers to starting and ending a Housing Contract. Housing Contracts are available from the Dean of Student's and Financial Aid/Student Accounts Office and last for a full academic year unless a student opts to move at semester. Moving In and Moving Out instructions are sent out to students at designated times of the year to help with the process. A complete list of Move In/Move Out dates is available in the Dean of Students office (reference Boarding Calendar found in the Student Handbook and Housing Guide). Students may not move in earlier or stay later without an extenuating circumstance and permission from the Dean of Students.

Moving Out- End of Semester (also includes University Withdrawal)

When moving out of the room, a student will need to schedule a Move Out Appointment with a Residence Life team member. A staff member will check the room at the scheduled time for damages and cleanliness. Operations will conduct a thorough damages check after the student has vacated the space. Mail and any hard keys should be turned in to the Dean of Students/Designee. Failure to schedule a Move Out Appointment, missing or postponing a scheduled check out time, room damages, rooms left messy and failure to turn in keys will result in fines and other charges.

Please Note: Residents who attended and had campus housing the Fall semester but are not registered for classes in the Spring semester must vacate their living space by the end of the Fall semester. Residents are not required to vacate their room during Winter Break if they are continuing housing in the Spring semester.

Summer Housing in Campus Apartments

Summer housing is available on a limited basis from the Operations Department. A new contract will need to be filled out prior to the start of the summer session. All student conduct policies, rules and regulations are the same during the summer session.

Cancellation

The Housing Contract, when signed, is binding and in effect for the entire indicated academic year, unless terminated or cancelled under the terms of the housing contract. To request a release from the contract, the resident must completely fill out the Housing Exemption Form and turn in any additionally requested documents to the Dean of Students. Completion of the Housing Exemption Form does not constitute approval.

Upon approval of the Housing Exemption Form, the resident's financial account shall be credited in accordance with the refund schedule listed.

- 100% petitions for cancellation submitted before the beginning of the semester
- 90% petitions for cancellation submitted during week 1 of the semester
- 60% petitions for cancellation submitted during week 2 or 3 of the semester
- 30% petitions for cancellation submitted during week 4 or 5 of the semester
- 0% petitions for cancellation submitted after week 5 of the semester

If a resident moves out of the residence hall without properly cancelling her/his housing contract, s/he is still obligated to the contract, in that NCC does not terminate the resident's right to a room.

Liability

The resident agrees to hold NCC harmless from any and all liability arising out of or resulting from use of the facilities, including the resident's use of the building facilities or parking facilities.

NCC assumes no liability for loss of personal property resulting from theft, loss, or damage due to fire or natural disaster, etc. Residents are strongly encouraged to have personal property insurance through a renter's or homeowner's insurance policy, as NCC does not provide insurance for personal property belonging to the resident.

Room Privacy

If there is reason to believe that a violation of the law or that a violation of an NCC policy has occurred or is taking place, NCC reserves the right to enter any room immediately. NCC will request law enforcement resources when deemed appropriate.

If there is probable cause to believe that there is an imminent danger to life, safety, health, or property, NCC reserves the right to enter immediately.

The Residence Life team does routine safety and wellness checks of the room to inspect resident safety and living conditions. Operations and Information Systems may need access to a room for repairs. Residents will be notified prior to entry. If a NCC staff member or student comes across a violation of NCC policies, appropriate action will occur.

RESIDENCE LIFE AMENITIES

Though the amenities listed below are available to residents, these amenities should be considered a community privilege. Thus, access and use may be restricted at any time for the safety of the community, misuse by individuals, scheduled maintenance, etc.

Laundry Rooms

Laundry rooms are located on each residence floor. Laundry machines are leased and not owned by NCC. NCC is not liable for any damage or loss to clothing or other items while using the machines.

Wireless Internet

The Residence Hall and Campus Apartments are equipped with wireless internet available to all residents. Residents will be given access once they move into the room. Please refer to the internet usage policies.

Kitchenettes

Kitchenettes are located on the 2nd floor of each residence hall. Residents should be mindful of the area when in use. Residents are responsible for keeping the kitchenettes clean.

Cable Television

The lobbies of residence halls are equipped with cable television. Any television program that is deemed against NCC policy will be shut off. Rooms are not equipped with satellite and cable television, and residents are prohibited from setting up their own satellite or cable subscriptions. Students may bring their own televisions and indoor antennas. Internet streaming devices are permitted.

Lobbies

NCC lounges and lobbies are intended for use of all students. The A2 and B2 Lobbies close during quiet hours (11:00pm-8:00am) and are expected to remain empty throughout the night. The A1 Lobby and Cafeteria Lobby (not extending past the mailboxes) are open 24 hours.

To promote an environment conducive to learning, residents are expected to keep noise to a reasonable level at all times. "Quiet Hours" are from 11pm to 8am. Students are expected to use the 24-hour A1 Lobby and Cafeteria Lobby during quiet hours. Access to lobbies may change as necessary by the Dean of Students or their designee.

Recreational Spaces

Recreational Spaces including lobbies, cafeteria, classrooms, MEC Café, MEC Auditorium, sand volleyball court, frisbee golf course, and green spaces on campus exist to promote healthy community to members of campus. Any student, resident, or guests is responsible for adhering to the Student Code of Conduct and Residence Code of Conduct listed in the Student Handbook.

RESIDENCE LIFE CODE OF CONDUCT

All residents, whether NCC students or HIU Online Students associated with the Nebraska Christian College campus are responsible for adherence to the community standards, codes of conduct, and rules and regulations discussed, explicitly or implicitly, in the Student Handbook and NCC Housing Guide. Housing privileges may be revoked for dorm only residents who demonstrate an inability to comply with the NCC Student Handbook.

The following policies are written for the residents of NCC's residence halls and any of their guests. All items listed in the Student Code of Conduct apply to NCC residents.

Administrative

The following are prohibited:

- 5.1 Unauthorized Early Check In:** Moving into the residence hall prior to your designated move in time per the move in time assigned to you.
- 5.2 Unauthorized Late Check Out:** Failure to check out of the residence hall without following check out procedures.
- 5.3 Insufficient Academic Requirements:** Students living on campus must be enrolled in a minimum of four (4) academics units toward matriculation at NCC or another full accredited, non-profit institution of higher learning (e.g. HIU Online Degrees).
- 5.4 Unauthorized Room Changes:** Changing rooms or roommates without the consent of the RLC or the Dean of Students.

Property, Facilities, and Grounds

The following are prohibited:

- 6.1 Room Alterations:** Substantial or significant changes to the room, including rewiring, tinting windows, painting, wallpapering, drilling or nailing into the wall, etc. Residents should limit the quantity of approved 3M Strips to 15 per room.
- 6.2 Unkempt Rooms:** Residents are responsible for cleaning their own rooms and bathrooms. Weekly room inspections occur throughout the semester to ensure maintenance and safety. Rooms that are deemed excessively dirty will be required to clean up the mess or accrue Student Life sanctions and/or fines.
- 6.3 Misuse of Common Areas:** Lobbies, kitchenettes, hallways recreational spaces are the mutual responsibility of the community. Abuse of these areas could result in loss of privileges, sanctions and/or fines.
- 6.4 Damaging the Rooms:** Any damages the resident or his/her guest may cause beyond reasonable wear and tear will be charged to the resident.
- 6.5 Cooking:** Cooking of any kind is not permitted in Residence Hall rooms. All food preparation requiring appliances must be used in the kitchenettes. Prohibited appliances include (not an exhaustive list): Heated Coil Space Heaters, microwave and toaster type ovens, hot plates, electric woks, "non-auto shut off" coffee pots; popcorn poppers, cooking grills (e.g., *George Foreman model*), etc.
**Small refrigerators (about 4 cubic feet) are permitted with a maximum of two per room.*
- 6.6 Pets:** Residents are not allowed to keep pets on campus. This includes feeding or temporarily watching animals on campus. Exceptions for service animals to stay in the residence halls must be approved by the Dean of Students.
- 6.7 Improper Use of Facilities:** Facilities must be clean and clear of trash. Do not hang clothes, towels or other items off facility structures to dry. Items may not be stored in hallways or space outside of the student's room. Nothing may be thrown from the buildings. Climbing out of windows to sit on rooftops is prohibited.
- 6.8 Improper Use of Furniture:** No University furnishings shall be moved out of a room at any time without the approval of the Residence Life Coordinator. If furniture or arrangement of furniture in the room is deemed unsafe by the RLC, the resident will be required to move or remove the unsafe furniture. Also, no NCC common lobby area furniture may be moved into a room without the approval of the Director of Operations/Associate Vice President of Business and Operations.

Safety and Security

The following are prohibited:

- 7.1 Unauthorized Use of Keys or Locks:** Possession of a key not assigned to you. Knowingly transferring or aiding in the transfer keys. Obstructing a lock to allow access without a key. Failure to report lost or stolen key.
**Please report all lost or stolen keys to the Residence Life team so that we can change your keys as soon as possible. The resident will be charged before receiving a replacement key.*
- 7.2 Unauthorized Use of ID Card:** Possession of an ID card not assigned to you. Knowingly transferring or aiding in the transfer of ID cards. Failure to report a lost or broken ID card.
**Please report a lost or stolen ID card to an RA, RLC or the Dean of Students so that we can deactivate your ID card as soon as possible. The resident will be charged before receiving a replacement ID card.*
- 7.3 Unauthorized Entry:** Not locking your door whenever the room is left unoccupied. Propping the entry door of the residence hall open to allow others to enter without scanning an ID card.
- 7.4 Childcare/Babysitting:** Students may not provide childcare, babysit, or host a youth group activity in the residence hall. This policy is meant

for the safety of minors, the protection of our learning community and the minimization of liability.

- 7.5 Violation of Overnight Visitor Guidelines:** students are asked to observe the following guidelines when hosting an Overnight Visitor:
- Students may reserve a guest suite for overnight guests at general reception (*subject to suite availability and fees*). Overnight visits in student rooms are prohibited.
 - Upon arrival to campus, students should check in their guests as an Overnight Visitor by filling out the Overnight Visitor Form (Microsoft Forms), completing the visitor log and getting a visitor badge from the RA desk. Visitor badges are required for guests on campus. An RA can assist a student with Overnight Visitor Check In.
 - Resident visitation hours in a guest suite are from 11:00am-11:00pm. Students/Guests are expected to keep all suite doors completely open while they are in the suite/room together.
 - No individual is allowed to be a guest on campus for more than three nights per semester without special approval by the Dean of Students.
 - A resident that is found to be hosting guests outside these guidelines will be subject to disciplinary action. Residents are responsible for the behavior of their guests. Guests may be asked to leave campus.
 - Guests should be hosted at all times and not left on campus without supervision.
 - Keys and ID cards are not to be loaned to a guest at any time.
 - Any resident hosting an individual that is restricted or prohibited from the campus is subject to disciplinary action.
 - A student may make a special request to the Dean of Students for guest accommodations.
 - If there is reason to believe that a violation of the law or that a violation of an NCC policy has occurred or is taking place, NCC reserves the right to enter any room immediately. NCC reserves the option to request law enforcement resources when deemed appropriate (e.g. K9 Unit or personnel support).
 - If there is probable cause to believe that there is an imminent danger to life, safety, health or property, NCC reserves the right to enter immediately.
 - The Residence Life team does routine safety and wellness checks of the room to inspect resident safety and living conditions. Also, Operations and Information Systems may need access to a room for repairs and general maintenance. Occupants will be notified prior to entry.
 - If an NCC staff member or student comes across a violation of NCC policies, illegal or criminal activity, appropriate action will occur.

Social, Moral, Biblical

The following are prohibited:

- 8.1 Excessive Noise:** In order to promote an environment conducive to learning, residents are expected to keep noise to a reasonable level at all times. "Quiet Hours" are from 11pm to 8am. Students are expected to use the 24-hour A1 Lobby and Cafeteria Lobby during quiet hours. Other lobbies are to remain closed (A2 and B2). Access to lobbies may change as necessary by the Dean of Students or their designee.
- 8.2 Musical Instruments:** Instruments should not be played in the Residence Halls when they can be heard outside a closed room. Practice rooms are available and can be reserved in the Ministry Equipping Center (MEC).
- 8.3 Offensive Decorations:** Any décor that violates the Student Code of Conduct. Additionally, student may not affix paper, foil, signs and such to any part of the windows.
- 8.4 Violation of Visitation Guidelines:** resident guests and family members of students are asked to observe the following visitation guidelines put into place to create a positive learning environment in the residence hall:
- General Visitation Hours for campus guests are from 11:00am-11:00pm.
 - **Guests who are Family Members:** Guests who are family members of students can visit student rooms from 11:00am-5:00pm with the permission on an RA, RLC or Dean of Students. Students are required to notify their RA that they will have family guests on the floor. Students should also notify the floor of any opposite sexed persons on the floor. Announce to the floor, "Man on Floor/ Woman on Floor", when stepping onto the floor. Students are expected to keep their door completely open while there are guests in the room.
 - **Guests other than Family:** Guests who are not family members may not visit student rooms without the permission of an RA, RLC, or Dean of Students. Students may host guests in public areas of campus.
 - **All Guests:**
 - Upon arrival to campus, students should check in their guests as a visitor by contacting an RA/ RLC, filling out the visitor log and getting a visitor badge from the RA desk. Visitor badges are required for guests on campus.
 - Guest loitering in the hallway or lobby is not permitted.
 - Guests should be hosted at all times and not left on campus without supervision.
 - Guests on campus past visitation hours must be registered as an Overnight Visitor with the RA on duty. No individual is allowed to be a guest for more than three nights per semester without special approval from the RLC or Dean of Students.
 - A resident that is found to be hosting guests outside these guidelines will be subject to disciplinary action. Residents are responsible for the behavior of their guests. Guests may be asked to leave campus.
 - Any resident hosting an individual that is restricted or prohibited from the campus is subject to disciplinary action.
- 8.5 Inappropriate Dress:** Hallways and common areas within the residence halls are considered public spaces at all times and students should dress accordingly - nakedness, underwear and immodest sleepwear are prohibited in public spaces. On campus immodest dress is prohibited.

8.6 Misuse of Internet: Wireless internet is provided throughout the campus. Students may not set up their own wireless routers or internet system. Students may not run any item that interferes with the effectiveness of the internet.

CAMPUS SAFETY AND EMERGENCIES

The safety and well-being of all members of our community and their guests is our top priority. Keeping our campus safe and secure is the responsibility of everyone. Please do your part in keeping our environment safe by practicing common sense safety techniques and contacting the Dean of Students or a Campus Administrator/their Designee if you encounter anything dangerous or suspicious. Additional information regarding specific campus safety procedures is in the campus Housing Guide and Campus Crisis Management Plan.

Sarpy County Sheriff's Department:

Emergency: Dial 9-1-1

Daytime Non-Emergency- 402-593-2288

After Hours Non-Emergency- 402-593-4111

On Campus:

Main Line, Reception, 402-935-9400

Mrs. Leslie Stevens, Dean of Students, 402-935-9423

Mr. Tony Clark, Associate Vice President of Operations, 402-935-9414

Campus Safety Partnerships

Nebraska Christian College keeps a working relationship with the Sarpy County Sheriff's Department. Regular safety patrols occur on campus and help is readily available on campus through the Student Affairs Office, or Campus Administrators. For emergencies, help is available through the Sarpy County Sheriff's Department.

Sarpy County Sheriff's Department

Emergency: Dial 9-1-1

Non-Emergency: 402-593-2288

Nebraska Christian College teaches campus safety at Student Orientation to new and returning students. NCC also works with local law enforcement to train and inspect campus; improving safety measures.

Misuse

Obstructing the work of a campus safety personnel is against university policy and will result in disciplinary action. Obstructing Campus Safety includes but is not limited to: making a false claim, distracting an officer/administrator, impeding an officer's/ administrator's movement, tampering with an officer's/administrator's work.

Emergency Notification System

NCC will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus.

The University contracts with an outside agency for an emergency notification system (*ENS*). This is a web-based system that can be activated either from a computer or a smart phone. It has the capability of accessing select groups or the entire community of faculty, staff, and students. The ENS is used in situations where immediate notification is required due to a threat to the health and safety of the campus community, or any other emergency situation in which information needs to be disseminated quickly.

If the Nebraska Christian College or Hope International University Crisis Management Coordinator confirms (*with the assistance of key campus administrators, local first responders or the National Weather Service*) that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Nebraska Christian College community, the Crisis Management Coordinator or designee will determine the content of the initial message. The Crisis Management Coordinator and key administrators on the Crisis Management Team have the ability to send messages using some or all of the systems described below to communicate the threat to the Nebraska Christian College community, or to the appropriate segment of the population.

Nebraska Christian College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Emergency messages will be distributed using the following primary

distribution methods: Email, voice mail, and instant text messaging.

Messages will generally have this format:

“OFFICAL FROM NCC. [SITUATION] in progress at/in [LOCATION]. -Or- [SITUATION] occurred at [TIME]. [PERSON/AGENCY/DEPT] on scene. Situation is [STABLE/UNDER CONTROL/SERIOUS]. Access to campus is [RESTRICTED/CLOSED/NORMAL]. [DATE/TIME]”

The Emergency Notification System is tested at least twice each year.

Other forms of emergency notification may include the Nebraska Christian College home web page and social media outlets.

Emergency Campus Communications

It is the policy of NCC to issue emergency notification alerts to notify NCC community members about certain crimes in and around our community in a timely manner. For the purposes of this policy, “timely manner” means that upon confirmation by college administrators, the campus community will be immediately notified of any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff. Warnings may only be withheld if they would compromise efforts to contain the emergency.

NCC complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as a mandated by the Department of Education. The NCC emergency notification system will only be used in significant emergency or dangerous situations involving an immediate threat. Frequent, non-emergency use of this system might compromise its effectiveness in a serious emergency. The emergency will be used to provide instructions and information to all or an affected segment of the student population before, during, and after a situation where student health and safety may be compromised due to a natural disaster, criminal activity and/or public health threat.

A recommendation for activation of the emergency notification system will come through a Campus Administrator or their designees when they are unavailable. The above personnel, upon consultation with appropriate campus and community emergency personnel, will activate the emergency notification system. In some emergency situations, however, there may not be time for extensive consultation. In these cases, the campus administrators or their designees will make the most appropriate decision given the information available at the time.

Signing up for Emergency Notification Texts:

Each semester the campus Emergency Notification System is updated with current students, faculty and staff. The Emergency Notification System is the fastest way to communicate with students, faculty, and staff. We use this system to communicate about of inclement weather, campus closings or threats to campus. Specifically, we use this system for dangerous weather warnings (e.g; blizzards, tornadoes, floods, power outages, etc.), unexpected school closings, timely warnings, evacuations, hazmat hazard warnings, lock out and lock down warnings.

For those interested in receiving emergency notifications, we ask you to opt into the School Messenger Emergency Communication System. We use your contact information to send text messages and emails of the events listed above. Keep in mind we will also test this system once or twice a year to make sure it is functional and perform campus drills.

Emergency Communication Commands

Threats and hazards to campus fall into four categories that indicate the action to take place for the incident. When an incident at Nebraska Christian College meets command criteria, communication from NCC includes the following terms:

1. Lockout: Secure the Perimeter (preventing a threat outside from coming inside)

A lockout command is issued when there is a threat to campus outside the building(s). Examples include a dangerous animal, criminal activity, or civil disobedience. Initiating the lockout includes having campus persons go inside campus buildings and securing outside access points (windows and doors) as necessary.

2. Lockdown: Locks, Lights, Out of Sight

A lockdown command is issued when there is a threat to the campus community inside a campus building. Examples can include: domestic violence or intruders. Lockdown procedures emphasize creating barriers between campus community members and the threat.

3. Evacuate: (followed by Direction Order)

An evacuation command is issued when students and staff need to move from one location to another. Examples include: fire, hazmat spills, gas leaks, etc. A direction order will also be issued as to where people are to relocate. Additional instructions may be given by first responders asking people to cover mouth and nose or crawl.

4. Shelter: (followed by Direction Order)

A shelter command is issued when there is a need for personal protection. Directions should follow a shelter command indicating what type of shelter is required for the incident. Examples include: hazmat, flood, earthquakes, tornados, etc.

Acting as a Responder

Incidents often happen quickly and without warning. Each person should act as a **responder** to any incident on campus. Situational awareness plays a vital role when responding to an event. Responders are encouraged to accomplish the following priorities:

1. Life Safety
2. Incident Stabilization
3. Property Preservation

In incidents where there is potential for loss of life prioritize all efforts for life safety. Campus specific training takes places during the school year to help educate and train the campus community for specific events involving the four incident commands.

Crime Reporting

The policy of Nebraska Christian College is to encourage the accurate and prompt reporting of all crimes to the Student Affairs Office and the appropriate law enforcement agency (Sarpy County Sherriff's Department). Crimes, suspicious activities and emergencies should first be reported to the emergency response system by dialing 911. Secondly, call the Student Affairs Office to report the incident. If unavailable, please contact a Campus Administrator. All crimes will be recorded in the annual Campus Safety Report on a confidential basis.

NCC Campus:

- Main Phone Line: 402-935-9400

Sarpy County Sherriff's Department:

- Daytime Non-Emergency- 402-593-2288
- After Hours Non-Emergency- 402-593-4111
- Emergency- 911

Daily Crime Log

The Student Affairs Office maintains a daily crime log. The log contains any reported criminal incidents and crimes. The most recent 60-day period of the log is available to the public upon request during normal business hours – Monday through Friday, 8:00 AM to 5:00 PM, except University closures. Any portion of the log older than 60 days will be available within two business days of a request for public inspection.

Fire Safety

A daily fire log is available for review by visiting the Department of Student Affairs Offices located in the NCC Administrative Offices, # 162. The fire log includes information about fires that occur in the residential facilities, including the nature, date, time and general location. If a fire occurs in an NCC building, community members should immediately notify the Dean of Students or other campus administrator, or on call residential staff (RA or RLC). When calling, provide as much information as possible about the location and cause of the fire.

The University takes fire safety seriously and has established fire safety programs for the student living in on-campus residence halls. Fire evacuation plans are posted in each resident's room. Drills for evacuation and lockdown are practiced each year.

Means for Reporting a Fire

Pull the nearest fire alarm pull station if available. Pull station are usually located near building exits. Contact 9-1-1 and call campus safety personnel.

Fire Safety Evacuation Procedures

- Call 9-1-1. Make sure you have the correct address available (12550 South 114th Street, Papillion, NE 68046).
- Check your door with the back of your hand before opening it to make sure it is not hot and the fire is not on the other side.
- Sound the alarm. Your building is equipped with a fire alarm pull station. To activate the alarm, pull the handle in the fire alarm box closest to the location of the fire. Alert others in your living space by shouting "FIRE."

- Immediately evacuate, get out and stay out. DO NOT FIGHT THE FIRE. Contact Campus Safety: (402-935-9400) during operating hours/ RA or RLC after hours.
- If you encounter smoke when leaving the building stay low to the floor as possible.
- If you become trapped in your building or room, hang something outside the window such as a sheet or curtain to warn firefighters that you are still in the building. Place wet towels around the top, sides, and bottom of the door to your room. Close any remaining doors to reduce the fire's spread.
- Your building hallway is equipped with fire separation doors; make sure they are never blocked to ensure their closure.
- Remain outside of the building and at a safe distance away from the building. Have a central meeting place so everyone in your group can be accounted for. DO NOT RE-ENTER THE BUILDING. Immediately notify fire fighter personnel on scene that everyone in your group is safely out of the building.

Evacuation (Imminent Danger)

1. Always be aware of two exits. Identify one exit as the primary exit and have a contingency plan for evacuating.
2. Evacuation plans should be posted in each building. The dormitory has plans on each suite door.
3. Refer to the Evacuation Locations below. If there is a change or the area isn't safe, please report to the campus rally location.
4. Help any disabled person evacuate. If you are unable to help, notify a first responder of the person's location and that they need help.
5. Take attendance and be prepared to report your status to command.
6. Do not tamper with the alarm box. The fire department will handle this aspect and use the information to determine where the threat is and if it still exists.

Evacuation Assignments

EVACUATION ASSIGNMENTS- BUSINESS HOURS- ACADEMIC TERM (August 1-May 9)

Monday- Friday, 8:00AM-5:00PM- Excludes University Closure Dates

CAMPUS LOCATIONS	MEETING LOCATION
DORM BUILDING A FLOOR 1	Basketball Hoop E. of Maintenance Building
DORM BUILDING A FLOOR 2	Basketball Hoop E. of Maintenance Building
LOWER LEVEL CLASSROOMS	Basketball Hoop E. of Maintenance Building
LIBRARY	Basketball Hoop E. of Maintenance Building
DORM BUILDING B FLOOR 2	Apartment Sidewalk South End
ADMINISTRATIVE OFFICES	Apartment Sidewalk South End
KITCHEN AND CAFETERIA	Apartment Sidewalk South End
MEC- CAFÉ AND AUDITORIUM	Apartment Sidewalk South End
MEC- CLASSROOMS	Apartment Sidewalk South End
APARTMENT HOUSING	Apartment Sidewalk South End

EVACUATION ASSIGNMENTS- NON-BUSINESS HOURS- ACADEMIC TERM (August 1-May 9)

Monday-Friday 5:00pm-8:00am, Saturday and Sunday -All Day, University Closure Dates

CAMPUS LOCATIONS	Meeting Location
DORM BUILDING A FLOOR 1	Basketball Hoop E. of Maintenance Building
DORM BUILDING A FLOOR 2	Basketball Hoop E. of Maintenance Building
LOWER LEVEL CLASSROOMS	Basketball Hoop E. of Maintenance Building
LIBRARY	Basketball Hoop E. of Maintenance Building
DORM BUILDING B FLOOR 2	Apartment Sidewalk South End
ADMINISTRATIVE OFFICES	Apartment Sidewalk South End
KITCHEN AND CAFETERIA	Apartment Sidewalk South End
MEC- CAFÉ AND AUDITORIUM	Apartment Sidewalk South End
MEC- CLASSROOMS	Apartment Sidewalk South End
APARTMENT HOUSING	Apartment Sidewalk South End

EVACUATION ASSIGNMENTS- SUMMER SESSION (May 11-July 31)

CAMPUS LOCATIONS	Meeting Location
DORM BUILDING A FLOOR 1	Basketball Hoop E. of Maintenance Building
DORM BUILDING A FLOOR 2	Basketball Hoop E. of Maintenance Building
LOWER LEVEL CLASSROOMS	Basketball Hoop E. of Maintenance Building
LIBRARY	Basketball Hoop E. of Maintenance Building
DORM BUILDING B FLOOR 2	Apartment Sidewalk South End
ADMINISTRATIVE OFFICES	Apartment Sidewalk South End

Rally Points: use if designated area is unavailable or hazardous.

- **CAMPUS RALLY POINT:** NCC Sign at Campus Entrance/ 114th Street (primary), Power Station (Secondary)
- **OFF CAMPUS RALLY POINT:** Calvary Christian Church Shadow Lake, 1510 Papillion Drive, Papillion, NE 68133

Severe Weather Information: Blizzards, Thunderstorms and Tornadoes

Each dorm and lobby room have an emergency evacuation plan located on the back of the entrance door. These infographics display multiple escape routes should students need to evacuate their rooms or lobby areas of the dorm.

Blizzards (Heavy Snow, Strong Winds, and Ice)

1. On occasion blizzards produce enough snow and ice to knock out power to campus. It is recommended to keep bottles of drinking water and few nonperishable food items in your room during winter months.
2. School Closures or Delayed Starts are communicated through our Emergency Texting Service, NEChristian.edu Email, and posted on TV: Channel 7 KETV School Closings.
3. Resident Assistants and the Resident Life Coordinator will be initially responsible for responding to this event on a weeknight or weekend that there are students in the dormitory. The Dean of Students will assist as able.
4. The Associate Vice President of Business and Operations will be responsible for conducting office procedures during inclement weather during the work week.

Thunderstorms and Tornadoes (A moving, destructive vortex of violently rotating winds having the appearance of a funnel-shaped cloud and advancing beneath a large storm system)

1. Be on alert for hazardous outdoor conditions. Although not always the case, tornados are commonly produced in the spring and summer months when there is humidity and thunderstorms. Tornados can be produced without warning. During rain or thunderstorms, be vigilant of the outdoor conditions.
2. A Thunderstorm Watch indicates that conditions exist to produce a rain storm with thunder and lightning. It is typically okay to continue your regular business (e.g. going to class, driving to work, running errands, or shopping). It is highly recommended to stay indoors if there is lightning.
3. A Thunderstorm Warning is an elevated weather storm threat involving intense rain, hail, wind, thunder, and lightning. Visibility during thunderstorm warnings is limited and driving is not advisable. Staying indoors is advised. Thunderstorm warnings often turn into a Tornado Watch.
4. A Tornado Watch indicates that there are conditions present for producing a tornado. Resume normal activities. Be aware there is inclement weather in your area that can produce a tornado. Be aware of your shelter location should the Tornado Watch turn into a Tornado Warning.
5. A Tornado Warning indicates that a tornado has been sighted or detected on radar. You should take shelter immediately. NCC's tornado shelter is located in the Lecture Hall. Please do not wait for emergency correspondence from the college to move to the shelter. Once a Tornado Warning is issued by the local weather service or you believe the weather is violent enough to need shelter, or you see a funnel cloud; immediately make your way to the lowest level possible in your building and innermost room (avoid windows). A Tornado Warning will describe the tornado's location, speed, and direction of movement.
6. All students, faculty, staff and other personnel should report to the Lecture Hall of the dorm.
7. If you are unable to reach the Lecture Hall, seek shelter on the lowest possible floor, in the inner most room, hallway, or closet of your location. Cover your body with available items like a blanket, bedspread, or mattress.
8. Tornado and Weather Information:
 - a. Watch TV: Weather Channel 362, Local Channels 3,6,7
 - b. Listen to Radio: KQKQ 98.5, KQBW 96.1, KGBI 100.7, KFAB 1110 AM.
 - c. We are located: Papillion, Nebraska in Sarpy County (Surrounding counties include: Douglas, Cass, and Saunders)

INDIVIDUAL SAFETY AND RESPONSE

Student Responsibility

The cooperation, involvement and personal support of students in campus safety are crucial to the overall safety of the campus. Students must assume responsibility for their own personal safety and the security of their personal belongings by taking, simple common-sense precautions. The students' awareness of their environment and their surroundings is the best place to start.

On Campus Living:

1. Do not prop open the exterior door of any residence hall.
2. Always lock your door; even if you leave for a few minutes.
3. Close and lock your windows when you leave.
4. Take care of your key cards. Don't loan them out or give anyone a chance to take them from your room.
5. Don't leave your valuables, like your wallet, credit cards or jewelry, in open view.
6. Close your blinds or shades in the evening.
7. Engrave electronic items and record serial numbers of expensive items.
8. Look out for your fellow students.
9. Report any suspicious activity and crimes to Student Affairs.
10. While traveling on and off campus:
 - a. Be aware of your surroundings. Park in well-lit, heavily populated areas. Trust your instincts. If something doesn't feel right, find another place to park.
 - b. If you have a cell phone, have it accessible.
 - c. Do not leave valuable items visible in your vehicle.
 - d. Always roll up your windows and lock your doors before leaving your vehicle.
 - e. Walk with others to your vehicle whenever possible.
 - f. Carry your keys in hand when you approach your vehicle.
 - g. Look around and check the back seat of your vehicle before entering.
 - h. Upon entering your vehicle immediately lock all doors.
 - i. If you are involved in a minor collision in an isolated area, you may want to drive to a well-lit and populated area before stopping to assess your damage.
 - j. Never pick up hitchhikers.
 - k. While driving, if you notice that you are being followed drive to the nearest open store, service station, police station, etc. Blow your horn to draw attention to yourself. Try to get a description of the car following you and its license plate number.

Timely Warning Policy

The Dean of Students or designee will issue a campus-wide "timely warning" in the occurrence of a crime that is serious in nature or poses a continuing threat to the campus community. The university email system will be the primary mode of communication for timely warnings. The Student Affairs Department may also use its social networking websites, text messaging and/or flyers to further disseminate information depending upon the circumstances. Anyone with information warranting a timely warning should report the circumstances to: Student Affairs at 402-935-9423, Operations at 402-935-9414, another Campus Administrator at 402-935-9400 or issue a report in person.

Information for Timely Warnings/ Alerts may also come from other law enforcement agencies or other officers. Timely Warnings/ Alerts will be issued to the campus community as soon as pertinent information about the crime is available.

Information included in Campus Crime Warnings/ Alerts will include, at minimum:

- A succinct description of the incident and type of crime, including location, date and time of occurrence
- A physical description of the suspect, including gender and race
- Composite drawing of the suspect, if available
- Apparent connection to previous incidents, if applicable
- Race of the victim, but only if there was an apparent bias motive
- Sex of the victim, if relevant
- Injury sustained by the victim
- Date and time the campus alert was released
- A notice to the campus community to exercise caution

Non-Discrimination and Harassment Policy

NCC is committed to providing an environment free of unlawful discrimination and harassment. University policy prohibits harassment and discrimination based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other status protected by federal, state, local law, ordinance or regulation. NCC's non-discrimination and harassment policies are intended to protect students in school programs and activities.

All such discrimination or harassment is unlawful and will not be tolerated. The University's anti-discrimination and harassment policy applies to all persons involved in the operation of the University and prohibits unlawful harassment or discrimination by all student employee supervisors and managers, vendors, customers or any other persons. Discrimination and harassment based on the perception that a person possesses the characteristics of, or belongs to, a legally protected status or class of persons is unlawful. Similarly, harassment based on a person's association with a person who has, or is perceived as having, the characteristics of, or who belongs to a legally protected status or class of persons, is unlawful.

NCC operates in compliance with all applicable federal and state non-discrimination laws and regulations in conducting its programs, activities and employment decisions. Such laws and regulations include:

Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color and national origin in the programs and activities of the University. This policy of non-discrimination also complies with Internal Revenue Service Revenue Ruling 71-447 required for maintaining the University's tax-exempt status.

Title VII of the Civil Rights Act of 1964, which prohibits employment discrimination based on sex, race, religion, color or national origin.

The Age Discrimination in Employment Act of 1967, which prohibits age-based discrimination against persons aged 40 and over regarding employment decisions.

Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff and the operation of its programs and activities.

The Age Discrimination Act of 1975, which prohibits age-based discrimination against persons of all ages in programs and activities of the University.

Title IX of the Education Amendments of 1972, which prohibits all forms of discrimination on the basis of gender (*including sexual harassment*) in programs and activities of the University, except where the University has been granted exemptions based on its religious tenets.

The Americans with Disabilities Act of 1990 (Public Law 101-336), the purpose of which is to afford the disabled equal opportunity and full participation in life activities and to prohibit discrimination based on disability in employment, public service, public accommodations, telecommunications and transportation.

As a religious institution, the University is exempt from certain provisions in the above stated laws and regulations relating to discrimination on the basis of religion.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f) ("Clery Act") which required colleges and universities to disclose information about crime on and around their campuses. This includes recent amendments to the Clery Act under the Campus SaVE Act and Violence Against Women Act, which deals with incidents of sexual assault, domestic and dating violence, and stalking.

As a religious institution, the University is exempt from certain provisions in the above stated laws and regulations relating to discrimination on the basis of religion.

Crime Report

This report is part of an on-going effort to promote safety and security at Hope International University and to comply with the Jeanne Clery Disclosure of Campus Security Policy, Fire Safety Report and Campus Crime Statistics Act, also known as The Clery Act (<http://clerycenter.org/summary-jeanne-clery-act>). Under this Act, all colleges and Universities across the country are required to publish this report by October 1 of each year. These reports must contain applicable policies and procedures regarding security and fire safety and the statistical data from the previous calendar year and the 2 preceding calendar years.

The information below provides context for the crime statistics reported in compliance with the Clery Act.

The statistics in this report are published in accordance with the standards and guidelines used by The Handbook for Campus Crime Reporting issued by the U.S. Department of Education Office of Secondary Education. The Dean of Students submits the annual crime statistics published in the report to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website. The University's daily crime log is available in the Dean of Students Office. The annual disclosure of crime statistics includes reporting statistics to the University community obtained from the following sources: the Sarpy County Sheriff's Department, additional law enforcement agencies and the Dean of Students. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

Designated campus security authority includes but is not limited to the University administrators, deans, directors and resident life staff (or their designees). These designated campus security authorities report crime or discipline issues to the Dean of Students when issues arise. The incidents that rise to the level of reporting in the Clery Act report are included in the annual report.

The Clery Act requires all colleges and universities to:

1. Compile and submit crime statistics to the United States Department of Education. Each year, the University submits crime statistics for Clery Act crimes by type, location, and year to the U.S. Department of Education.
2. Maintain a daily crime log of alleged criminal incidents that is open to public inspection.
3. Issue campus alerts. NCC issues a timely warning to the University community when there is information that a Clery crime has occurred that represents a serious or ongoing threat to campus safety.
4. Issue emergency notifications. NCC issues an emergency notification upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The University tests the emergency notification procedure at least twice annually.
5. Publish and maintain an Annual Security Report containing safety and security-related policy statements and statistics of Clery Act crimes occurring on the University property, adjacent property, and non-university property owned or controlled by the University.
6. Maintain and enforce a missing student policy and notification procedure.
7. Compile and submit fire statistics to the United States Department of Education. Each year, the University submits fire statistics by type, location, and year to the U.S. Department of Education. The University's Annual Fire Safety Report of Student Housing, including fire safety policy statements and statistics, is included in this report.

Non-Retaliation Policy

Federal civil rights laws make it unlawful to retaliate against an individual for the purpose of interfering with any right or privilege secured by these laws. It is unlawful for the University to retaliate against an individual for bringing a concern about a possible civil rights problem to the University's attention. It is also unlawful to retaliate against an individual because he or she made a complaint, testified or participated in any manner in an Office of Civil Rights investigation or proceeding. Thus, once a student, parent, teacher, coach or other individual complains formally or informally to the University about a potential civil rights violation or participates in an Office of Civil Rights investigation or proceeding, the recipient is prohibited from retaliation (including intimidating, threatening, coercing or in any way discriminating against the individual) because of the individual's complaint or participation.

Prohibited unlawful discrimination or harassment includes, but is not limited to, the following behavior:

- Treating a person differently, on any of the bases listed in the paragraph above, with respect to using, accessing or benefitting from the University's educational program. Example: the University may not subject students or employees to different standards of conduct in connection with a disciplinary matter on any of the bases listed above;
- Verbal conduct such as epithets, derogatory jokes or comments, slurs on any of the bases listed above, unwanted sexual advances, graphic verbal commentaries about an individual's body, sexually or otherwise degrading words used to describe an individual on any of the bases listed above, suggestive or obscene letters, notes, invitations or comments;
- Visual displays such as derogatory posters, photography, cartoons, drawings or gestures on any of the bases listed above;
- In the case of sexual harassment claims, physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of gender, race or any other protected basis;
- In the case of sexual harassment claims, threats and demands to submit to sexual requests as a condition of appointment, admission, academic evaluation or administrative consideration in return for sexual favors; submission to or rejection of such conduct is used as a basis for a personnel decision, an academic evaluation, or an administrative consideration affecting an individual, and retaliation for reporting or threatening to report harassment.

Title IX

Title IX of the Education Amendments of 1972 (*Title IX*) prohibits discrimination based on gender in educational programs that received federal financial assistance. Programs and activities that may be included are admissions, recruitment, financial aid, academic programs, athletics, housing, and employment. Title IX also protects male and female students from unlawful sexual harassment in school programs and activities. Under Title IX, discrimination on the basis of sex can include sexual harassment; unwelcomed sexual advances; or sexual violence, such as rape, sexual assault, sexual battery and sexual coercion.

Title IX Coordinator

Mrs. Leslie Stevens, Dean of Students, NCC Administrative Offices, Suite 162, ext. 9423, leslie.stevens@nechristian.edu

Title IX Compliance Coordinator

Duties and Responsibilities:

- Monitoring and oversight of overall implementation of Title IX Compliance and the prevention of harassment and discrimination at the University, including coordination of training, education, communications and administration of grievance procedures for faculty, staff, students and other members of the University community.
- Tracking and monitoring incidents, including sex discrimination and sexual misconduct.
- Ensuring that the University responds effectively to each complaint.
- Conducting investigations of particular situations as necessary and appropriate.

If you have questions or concerns related to Title IX, please contact Nebraska Christian College's Title IX Coordinator.

Sexual Misconduct

Introduction

The purpose of Nebraska Christian College's anti-harassment policy is to comply with all applicable legal requirements prohibiting harassment against any member of the NCC community. Moreover, as a Christian community, NCC has committed itself, unequivocally, to ensuring a working and learning environment in which the dignity of every individual is respected. Therefore, it is the purpose of this policy to maintain a work, academic and campus environment free of unlawful harassment, which includes sexual assault, violence and misconduct.

Members of the university community, guests and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. NCC has a zero-tolerance policy for sexual misconduct. When an allegation of misconduct is brought to an appropriate administration's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

Policy Expectations with Respect to Physical Sexual Misconduct

The expectations of our community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you don't. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence—without actions demonstrating permission—cannot be assumed to show consent.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (*who, what, when, where, why or how*) because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this policy, "No" always means "No," and "Yes" may not always mean "Yes." Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a "no."

Policy Expectations with Respect to Consensual Relationships

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (*such as teacher and student, supervisor and employee*). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change and conduct that was previously welcomed may become unwelcomed. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of the faculty/staff handbooks. For the personal protection of members of this community, relationships in which power differentials are inherent (*faculty-student, staff-student, administrator-student*) are generally discouraged. Relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

Educational programs include:

- Bystander training to reduce power-based personal violence on campus by teaching students to recognize warning signs of abuse and provide them with safe and effective options for intervening.
- Task Force – A student task force was established to assist the Title IX Coordinator in planning programs and theme weeks to promote a safe campus and refer students to various resources available in the community.
- New Title IX Brochure – "Title IX Addressing Sexual Harassment/Sexual Violence" outlines our policy and procedures.
- New Violence Against Women Act Brochure – "Sexual Assault, Dating Violence Domestic Violence and Stalking on Campus" describes the four main categories covered under VAWA and offers suggestions on protective measures and recommends resources available to students.

- Advocacy training/resources – Resident Assistants, Resident Life Coordinators, Campus Safety, Student Task Force, Confidential Report Sources, and Deputy Title IX Coordinators (TBD) are trained to assist individuals in the process of recovery and the resources available to help deal with traumatic situations.
- Students registered for MIN 2703 Preparing for Residency receive specialized training for students preparing for residency and workplace environments.
- Student Orientation – During fall and spring orientation Student Affairs personnel address the issues of sexual assault and violence. A brochure has been developed that outlines definitions and procedures for reporting.
- Faculty Training – Before fall and spring semester the faculty are reminded about their Title IX responsibilities. After a review of NCC’s policy on sexual assault and violence each faculty member complete online training.

Sexual Violence – Risk Reduction Tips

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor “NO” clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

Investigations

The University never assumes a student is in violation of university policy. Campus investigations are conducted to take into account the totality of all evidence available, from all relevant sources.

The University reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students’ rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, modification of internship or residency placement, interim suspension from campus pending an investigation and reporting the matter to the local police.

The university reserves the right to impose different sanctions and campus restrictions, ranging from verbal warning to expulsion, depending on the severity of the offense. The university will consider the concerns and rights of both the complainant (*petitioner, reporting party*) and the person accused of sexual misconduct (*respondent*).

Sexual Misconduct Offenses

Sexual Misconduct Offenses includes, but are not limited to:

1. Sexual Harassment
2. Non-Consensual Sexual Contact (*or attempts to commit same*)
3. Non-Consensual Sexual Intercourse (*or attempts to commit same*)
4. Sexual Exploitation

1. Sexual Harassment

- unwelcome, verbal or physical conduct that is,
- sufficiently severe, persistent or pervasive that it,
- unreasonably interferes with, denies or limits someone’s ability to participate in or benefit from the university’s educational program and/or activities, and is
- based on power differentials (*quid pro quo*), the creation of a hostile environment, or retaliation.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; bullying.

2. Non-Consensual Sexual Contact

- any intentional sexual touching,
- however slight,
- with any object,
- by a man or a woman upon a man or a woman,
- that is without consent and/or by force.

Sexual Contact include an intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

3. Non-Consensual Sexual Intercourse

- any sexual intercourse
- however slight,
- with any object,
- by a man or woman upon a man or a woman,
- that is without consent and/or by force.

Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (*mouth to genital contact or genital to mouth contact*), no matter how slight the penetration or contact.

4. Sexual Exploitation

- Invasion of sexual privacy;
- prostituting another student;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (*such as letting your friends hide in the closet to watch you having consensual sex*);
- non-consensual sharing of explicit pictures of a former girl/boyfriend;
- engaging in voyeurism;
- knowingly transmitting an STI or HIV to another student;
- exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- sexually-based stalking and/or bullying may also be forms of sexual exploitation.

Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

Additional Applicable Definitions

Gender-based violence: Gender-based violence is violence that is directed against a person on the basis of gender. It constitutes a breach of the fundamental right to life, liberty, security, dignity and equality between women and men.

Consent: Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (*and the conditions of*) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.

Force: Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (*implied threats*) and coercion that overcome resistance or produce consent (*"Have sex with me or I'll hit you. Okay, don't hit me, I'll do what you want."*).

- Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
- NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
- In order to give effective consent, one must be of legal age.
- Sexual activity with someone who one should know to be — or based on the circumstances should reasonably have known to be — mentally or physically incapacitated (*by alcohol or other drug use, unconsciousness or blackout*), constitutes a violation of this policy.
- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (*e.g., to understand the "who, what, when, where, why or how" of their sexual interaction*).
- This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>

**Use of alcohol or other drugs will never function
as a defense to sexual misconduct.**

Hostile Environment: A hostile environment is when such conduct has the purpose or effect of interfering with the individual’s work or educational performance; of creating an intimidating, hostile or offensive working and/or learning environment; or of interfering with one’s ability to participate in or benefit from an educational program or activity.

NCC considers a variety of related factors to determine if a hostile environment has been created; and also considers the conduct in question from both a subjective and an objective perspective. Specifically, Office of Civil Rights standards require that the conduct be evaluated from the perspective of a reasonable person in the alleged victim’s position, considering all the circumstances. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. Indeed, a single or isolated incident of sexual violence may create a hostile environment.

Other Gender-Based Misconduct Offenses

The following fall under Title IX regulations

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
- Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (*as defined further in the NCC Hazing Policy*);
- Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (*that is not speech or conduct otherwise protected by the 1st Amendment*).
- Violence between those in an intimate relationship to each other;
- Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community (*this includes cyber stalking*).

Confidentiality, Privacy, and Reporting

Institutions must clearly articulate who are “responsible employees” under Title IX for purposes of initiating notice and/or investigation, and those who have more discretion on how they act in response to notice of gender-based discrimination. Different people on campus have different reporting responsibilities and different abilities to maintain confidentiality, depending on their roles at the university and upon university policy. When consulting campus resources, all parties should be aware of confidentiality, privacy and mandatory reporting in order to make informed choices. On campus, some resources can offer you confidentiality, sharing options and advice without any obligation to tell anyone unless you want them to. Other resources are expressly there for you to report crimes and policy violations, and they will take action when you report your victimization to them. Most resources on campus fall in the middle of these two extremes. Neither the university nor the law requires them to divulge private information that is shared with them except in certain circumstances, some of which are described below. A victim may seek assistance from these university officials without starting a formal process that is beyond the victim’s control or violates her/his privacy.

Confidential Reporting

You can seek advice from certain resources who are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. These are individuals who the university has not specifically designated for purposes of putting the institution on notice and for whom mandatory reporting is required, other than in the stated limited circumstances. If you are unsure of someone’s duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you, and help you make decisions about who can help you best. If your personally identifiable information is shared, it will only be shared as necessary with as few people as possible, and all efforts will be made to protect your privacy.

If one desires that details of the incident be kept confidential, they should speak with people below who are designated as officials for confidential reporting. A campus counselor is available for confidential reporting. You may also speak with additional counselors off-campus, members of the clergy, and chaplains, who will also keep reports made to them confidential.

NCC Confidential Reporting Options:

On Campus Confidential Reporters
Dr. Andrew Wood awood@nechristian.edu 402-935-9404
Mrs. Dawn Gentry dawn.gentry@nechristian.edu 402-935-9400

Off Campus Confidential Reporters- Community Pastors and Counselors
City Light Professional Counseling For Appointments Contact: 402-938-1513
City Light Pastoral Counseling For Appointments Contact: 402-938-1570

Non-Confidential Reporting

You are encouraged to speak to officials of the institution to make formal reports of incidents (*deans, vice presidents, or other administrators with supervisory responsibilities, RAs, faculty members, advisors to student organizations, staff, admissions officers, student activities personnel, and others*). The university considers these people to be “**responsible employees.**” Notice to them is official notice to the institution. You have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will be told, and information will be shared only as necessary with investigators, witnesses, and the accused individual.

In Case of Emergency

Dial 911

On Campus Contact Information

During Office Hours: 402-935-9400

After Office Hours: Residence Life Coordinator/ Resident Assistants

Off Campus Medical Treatment

CHI Health Midlands Hospital

11111 South 84th Street, Papillion, NE 68046, Phone: 402-593-3000

Reporting Procedure

Any individual who believes they have been subjected to sexual assault or violence, or who has witnessed or has knowledge of such sexual assault or violence, may report to any University employee including administrators, faculty, staff or notify one of the following offices as soon as possible after the incident.

- Dean of Students, Leslie Stevens, NCC Administrative Offices, Suite 162, 402-935-9423, Email: leslie.stevens@nechristian.edu. Coordinator Title IX, Discrimination and Harassment (*Students*), and Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794 (*Section 504*) investigations.
- Vice President for Student Affairs, Dr. R. Mark Comeaux, Lawson Fulton Student Center, Office 209, Phone 714-879-3901 ext. 1211, mcomeaux@hiu.edu. Coordinator for Title IX, Discrimination and Harassment (*Students*), and Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794 (*Section 504*) investigations.
- Human Resources Director, Ms. Ellen Nialis, Business Office, Suite 100, Phone 714-879-3901 ext. 2281, egnialis@hiu.edu. Coordinator for Discrimination and Harassment (*Employees*), and Age Discrimination investigation.
- President of the University, Dr. Paul Alexander, President’s Office, Phone 714-879-3901 ext. 2237, palexander@hiu.edu.
- Sarpy County Sheriff’s Department, Call 9-1-1 or 402-593-4111, 8335 Plattview Road, Papillion, NE 68046

Reporting Locations:

Nebraska Christian College
12550 South 114th Street
Papillion, NE 68046
Main Office Phone Number: 402-935-9400

Sarpy County Sheriff’s Department
8335 Plattview Road
Papillion, NE 68046
Call 9-1-1 or 402-593-4111

For all crimes listed above:

The Institution will, upon written request, disclose to the alleged victim of a crime of violence or non-forcible sex offense, the report of the results of any disciplinary proceedings conducted by the University against a student who is the alleged perpetrator of such crimes or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purposes of this paragraph.

1. Assistance for Victims:

Rights and options regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the university will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. In Nebraska, some victims of domestic violence, dating violence, sexual assault or stalking has rights to be compensated for medical and counseling costs as well as the right to be notified of the status of criminal proceedings.

Further, the University complies with Nebraska law in recognizing orders of protection, which are called restraining orders, and requests that any person who obtains an order of protection from Nebraska or any U.S. State should provide a copy to the Dean of Students and the Office of the Title IX Coordinator.

a. Protective Orders

Nebraska has three types of protective orders:

1. **Domestic Abuse Protection Order:** for people who have been in close relationships. It is granted because someone attempted, threatened, caused bodily injury, or intimidated the other person by credible threat, or engaged in sexual contact or sexual penetration without consent.
2. **Harassment Protection Order:** not relationship dependent. Requires a number of telephone or personal contacts that seriously terrify, threaten, or intimidate the victim and serve no legitimate purpose.
3. **Sexual Assault Protection Order:** Not relationship dependent. It is granted because someone subjected or attempted to subject the other person to sexual contact or sexual penetration without consent.

2. Institutional No Contact Order:

The University may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. To the extent of the victim's cooperation and consent, university offices will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal university investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services, visa and immigration assistance and assistance in notifying appropriate local law enforcement. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 40002(a)(2) of the Violence Against Women Act of 1194 (42 U.S.C. 13925(a)(20)). Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

1. Publication of Names:

The University does not publish the name of crime victims nor house identifiable information regarding victims in the Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by request. Students may visit their online student portal and change their classification, which would subsequently restrict what information is able to be released. Students can do this with whatever frequency they choose. Employees who need to restrict directory access to personally identifiable information should contact Human Resources. The University can provide written notification to students and employees about existing resources available within University.

Adjudication of Violations

Although the University asks that you submit a written complaint, any suspected incident of sexual assault or violence will be investigated and addressed promptly, whether reported in writing or otherwise. Any University employee including administrators, faculty, and staff who observes any incident of sexual assault or violence involving a student or receives a complaint or other notice of such harassment, shall promptly report this information to the Office of Student Affairs whether or not the targeted student files a complaint.

Complaints must be filed within 180 days of the date of the alleged discriminatory events. You will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. The staff member in charge of the investigation will document all reports of incidents of sexual assault or violence. The University will immediately undertake an effective, thorough and objective investigation of the sexual assault or violence allegations.

The complainant will be provided the opportunity to present relevant evidence including witness testimony.

The University will interview individuals who have knowledge relevant to the complaint, including, but not limited to, the complainant (*petitioner*), the person who was the subject of the discrimination if different, the person accused of discrimination, anyone who witnessed the reported discrimination, and anyone identified as having relevant information. The University will review any records, notes, memoranda, correspondence or statements related to the discrimination. The University may take other appropriate investigative steps, such as visiting the location where the discrimination is alleged to have taken place.

The University shall determine whether interim measures are necessary during, (*and pending,*) the results of the investigation, such as placing students in separate classes or transferring a student to a class taught by a different teacher. Any such actions, whether interim or permanent, shall avoid or minimize to the extent possible any burden on the student who complained. The University will investigate reports of sexual assault or violence promptly and will complete its process and notice of outcome within 60 days of receiving notice.

Depending on the specific nature of the problem, remedies for the complainant might include, but are not limited to:

- providing an escort to ensure that the complainant can move safely between classes and activities;
- ensuring that the complainant and alleged perpetrator do not attend the same classes;
- moving the complainant or alleged perpetrator to a different residence hall;
- providing counseling services;
- providing medical services;
- providing academic support services, such as tutoring

Procedure used by the University in addressing Stalking, Dating Violence, Domestic Violence

- assess immediate safety need of the complainant
- assist complainant with contacting local police if complainant request
- provide written instructions on how to apply for Protective Orders
- provide written information to complainant on how to preserve evidence
- assess need to implement inter or long-term protective measures to protect the complainant, if appropriate
- provide a “No Entry” directive to accused part if deemed appropriate
- In the case of student involvement adjudication will use the preponderance of the evidence standard.

Be an Active Bystander

If you think someone is at risk for sexual assault, consider it an emergency and get involved. Don't wait for someone else to act.

Tips for Intervening:

- Approach everyone as a friend.
- Be honest and direct.
- Don't be aggressive or use violence.
- Keep yourself safe.
- Get help from other bystanders, if necessary.
- Call the police if a situation becomes too serious.

Retaliation

The University will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by employees or students. The University prohibits any form of retaliation, intimidation or harassment against any individual who filed or otherwise participated in the filing or investigation of a complaint of discrimination. Any such individual who believes that he/she has been subjected to retaliation may file a separate complaint under this procedure.

Sanction Statement

At the conclusion of the investigation, the University will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is. The accused will also receive a verbal and written report of the investigation.

Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (*where no intercourse has occurred*) will likely receive a sanction ranging from suspension to expulsion, depending on the severity of the incident, and taking into account any previous student conduct code violations.

Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of expulsion.

Any student found responsible for violating the policy on Sexual Exploitation or Sexual Harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident and taking into account any previous campus conduct code violations.

Sex Offender Registry

The Federal Campus Sex Crimes Prevent Act requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information is provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required by state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, volunteer services or is a student.

In Nebraska, registered sex offenders are required to register with their state through their local sheriff's department. Information about registered sex offenders may be found at <https://sor.nebraska.gov/>.

Missing Persons

NCC takes student safety very seriously. To this end, the following policy and procedure is to assist in locating NCC student(s) living in campus housing, who, based on the facts and circumstances known to the University, are determined to be missing.

This policy complies with Section 488 of the Higher Education Act of 2008. (*For students reported missing who live off campus, see Item 6 below.*)

Most missing person reports in the university environment result from students changing their routines without informing their roommates and/or friends of the change. Anyone who believes a student to be missing should report his or her concern to Campus Safety, the Residence Life staff or the Student Affairs staff.

An immediate investigation will follow every report made to the University once a student has been missing. Parents of a missing student under the age of 19 or not emancipated will be notified. In the event that parental notification is necessary, the Dean of Students or designee will place the call.

At the beginning of each academic semester, residential students will be required to complete/update the "Emergency Contact" portion of our student portal. The information provided will be used in the event that a student is reported missing while enrolled and living on campus at Nebraska Christian College. Hard copies of this emergency information will be in each Residence Life Coordinators' Office and in the Dean of Student's office. The University will initiate the "Emergency Contact" procedure in accordance with the student's designation if the student has been missing for 24 hours and has not returned to campus.

General Procedure

1. The NCC official receiving the report will collect and document the following information at the time of the report:
 - a. The name and relationship of the person making the report.
 - b. The date, time and location the missing student was last seen.
 - c. The general routine or habits of the suspected missing student (*e.g., visiting friends who live off-campus, working a job away from campus*) including any recent changes in behavior or demeanor.
 - d. The missing student's cell phone number (*if known by the reporter*).
2. The NCC official receiving the report will contact the Residence Life Coordinator (*for a resident student*) and the Dean of Students/ or designee. The Dean of Students or designee with the assistance of Residence Life (*if a resident student*) will launch an investigation into finding the missing student.
3. Upon notification from any entity that a student may be missing, the Resident Life Coordinator or their designee may use any or all of the following resources to assist in locating the student:
 - a. Go to the student's campus residence.
 - b. Talk to the student's RA, roommate, and floor mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
 - c. Secure a current student photo ID or other photo of the student from a friend.
 - d. Call and text the student's cell phone and call any other numbers on record.
 - e. Send the student an email.
 - f. Check all possible locations mentioned by the parties above including, but not limited to: Library, Residence Hall lounges, Ministry Equipping Center, Fitness Center, etc.
 - g. Contact the student's current faculty.
 - h. Contact or call any other on-campus or off-campus family, friends or contacts that are made known within 24 hours. This could include checking a student's social networking sites such as Facebook, Twitter, Snap Chat and Instagram.
 - i. Ascertain the student's car make, model and license plate number. A member of Campus Safety will also check all university parking lots for the presence of the student's vehicle.
4. Hope International University Informational Technology Services may be asked to obtain email logs in order to determine the last log in and/or access of the university computer network.
5. Once all information is collected and documented and Campus Safety (*or designee*) is consulted, University Administration or Campus Safety may contact the local Law Enforcement agencies to disseminate the information no later than 24 hours of the missing student report. (*Note: If in the course of gathering information as described above foul play is evident or strongly indicated, the off campus legal jurisdiction should be contacted immediately.*) If it is necessary to contact the local or state authorities, police procedure and protocol will be followed by the university.
6. If the missing student resides off campus and the matter is first reported to the University, Campus Safety will assist in contacting the local jurisdiction legally responsible for investigating the report. Campus Safety will also assist the local jurisdiction with the investigation upon request by providing pertinent information on the student and by using any of the procedures and the resources listed above to assist in the investigation that are legally permissible.