

FAITH THEOLOGICAL SEMINARY

CAMPUS SAFETY HANDBOOK

2019 (2018, 2017, 2016)

JEANNE CLERY DISCLOSURE OF CAMPUS CRIME STATISTICS ACT REPORT

POLICY STATEMENTS AND CRIME STATISTICS

529 WALKER AVENUE

6300 BLOCK OF WEIDNER AVENUE

BALTIMORE, MD 21212

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Standards of Conduct

Faith Theological Seminary, (FTS), desires to place emphasis on those Scriptural principles that develop positive spiritual attitudes and actions. Students, faculty, and staff on or off campus are expected to demonstrate a Christian lifestyle and character that is true to the standards of Scripture. A Christ-controlled life maintains a testimony that is exemplary in all areas including attitudes, words, and actions.

Historically, FTS has sought to maintain liberty of conscience for the believer on matters not specifically proscribed in Scripture. The Seminary also recognizes that there are commands and prohibitions binding upon every Christian. Therefore, the biblical prohibitions against homosexual behavior, fornication, adultery, drunkenness, and illegal activities apply to all in FTS. In our community, we encourage the cultivation of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

Members of the FTS, in their speech, are to edify one another and avoid the use of derogatory words with racial, gender, ethnic, or sexual overtones. At FTS, all are expected to have impeccable academic integrity befitting a Christian institution. Plagiarism, cheating, and intentional misrepresentation of another's position will not be tolerated. All at FTS shall promptly meet all financial and academic obligations.

If violations of this policy statement occur, the principles of Matthew 18:15-20 will be followed. Continuing violations of any of these standards will result in disciplinary action up to and including dismissal.

Student Affidavit

I understand that preparation for Christian work requires my personal commitment to the Lord Jesus Christ and separation from sin. I further realize that as an FTS student, I represent the Lord Jesus Christ as well as the Institution. I am aware that the Scriptures prohibit certain behaviors and attitudes such as stealing, lying, gossiping, backbiting, profane language, drunkenness, drug abuse, sexual immorality, occult practices, cheating, lust, pride, bitterness, discrimination, jealousy, and an unforgiving spirit. In addition, I understand that certain types of activities are questionable and will avoid these activities for testimony's sake. Therefore, as a member of the FTS family, I pledge myself without reservation to the following lifestyle commitments:

1. Strive for excellence in academics and in all that I do;
2. Submit to the authority of the Scriptures and the Holy Spirit's control in matters of faith and conduct;
3. Cooperate respectfully with those in authority at the Institution, which includes refraining from derogatory/threatening/cursing statements in any form to faculty/staff/students or any behavior that be of a disruptive trend;
4. Participate actively in promoting the cause of Christ, including endeavoring to win others to faith in Him;
5. Refrain from behavior that will bring reproach upon the Lord's name and offend others.
6. The unlawful possession, use, or distribution of drugs and alcohol (on or off FTS property) is strictly prohibited. Further, such possession, use, or distribution will result in disciplinary action taken by the Institution and may result in local, state, and federal legal sanctions.

Failure to abide by the "Standards of Conduct" can lead to dismissal from this institution at the administration's discretion.

While the Institution recognizes that personal preferences differ and that every member of the FTS community might not agree with every detail of these standards, I must honorably adhere to them. Such an attitude on my part is one of the ways I can develop Christian discipline, exhibit Christian maturity, and demonstrate the love of Christ in concern, both for the integrity of the school and the welfare of other believers.

Student Discipline

The breaking of the "Standards of Conduct" code can result in disciplinary action being taken against the student.

Violations of the criminal and civil codes of the United States and of state laws can also result in disciplinary action.

Disciplinary action can range from temporary probation to permanent expulsion from Faith Theological Seminary.

The student may appeal in accordance to the "Student Grievance Policy and Non-Academic Appeals" if he is dissatisfied with the disciplinary actions taken.

Sexual Harassment

Purpose: The purpose of Faith Theological Seminary's sexual harassment policy is to reinforce the importance of trust and integrity in the seminary community. Our desire is not only to define the policy, but also to layout the procedures that are fair as well as redemptive. Our hope is that the policy and procedures reflect the Biblical principles of repentance, forgiveness, redemption, and change. FTS is committed to a policy that is both flexible and fair. The policy presented is a recommended procedure that does not interfere with the right of an individual to seek legal counselor representation.

Definition: Any unwelcome sexual advances, requests for sexual favors, inappropriate behavior of a sexual nature, and other written, verbal or physical conduct of a sexually intimidating or offensive nature constitute sexual harassment when:

- submission to, or rejection of, such conduct is used as the basis or condition of employment, advancement, academic decisions, matriculation, or evaluation; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating residential, work, or educational environment.

All associated with Faith Theological Seminary are reminded that this Seminary maintains the position that an atmosphere free of sexual harassment will be guaranteed for all. Unwelcome conduct in the workplace will not be tolerated. Faith Theological Seminary encourages employees to immediately tell the harasser when their conduct is unwelcome. Faith Theological Seminary's policy is in effect at all times and in all places, including seminary events away from the campus.

The Federal Government, through the Equal Employment Opportunity Commission, has published regulations that make sexual harassment unlawful under the sexual discrimination provisions of the Civil Rights Act of 1964. The EEOC defines sexual harassment as "unwelcome sexual advances", requests for sexual favors, and other verbal or physical conduct of a sexual nature that are connected to decisions about employment or advancement, and/or that create an intimidating, hostile, or offensive environment. The guidelines state, "employers have an affirmative duty to prevent and eliminate sexual harassment."

All cases of alleged sexual harassment that are reported to or witnessed are to be reported in writing to the Office of the President within twenty-four hours. All accusations of sexual harassment will be taken very seriously and investigated immediately. Retaliation for reporting sexual harassment will not be tolerated.

The report should include all the facts and information pertaining to the alleged harassment including the following: who, what, when, how, why, names of witnesses, witness' statements and any other available information.

The Seminary Administration will investigate the charges and determine the appropriate course of action. Violation of this Sexual Harassment Policy will lead to disciplinary action, if appropriate, up to and including termination of employment and/or seminary enrollment of the guilty party. The aggrieved party will be notified of the determination within thirty days.

Examples include but are not limited to the following:

- Verbal: sexual innuendo or taunting, requests sexual favors, proposals of physical intimacy, persistent following, letters, or phone calls discussing sexual matters and repeated unwelcome requests for contact or dates.
- Physical: displaying of offensive, sexually oriented visual materials; cornering, pinching, leaning over, touching, leering or patting.

Hazing Policy

Faith Theological Seminary strictly complies with Maryland State Law (Section 3-607) prohibiting hazing. To haze means to subject a student to an activity that is likely to endanger the physical health and/or mental health of a student, regardless of the student's willingness to participate in such activity. Hazing is prohibited specifically as a condition or precondition of gaining acceptance, membership, office or other status in a student organization.

Some examples of hazing are: (1) acts that cause undue discomfort or bodily harm; (2) acts involving psychological mistreatment including acts of personal servitude or humiliation; (3) acts that endanger the life or health of students; and (4) acts that interfere with class schedules or academic pursuits. More specifically, hazing shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Drug, Alcohol, and Tobacco Policy

In compliance with The Drug Free Schools and Communities Act, Faith Theological Seminary prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on the campus or at any of its sponsored activities. The seminary believes that these standards and sanctions support the concern regarding the use of illicit drugs and the abuse of alcohol, and are consistent with principles of Scripture given to us by God for our well-being. In accordance with property insurance restrictions, smoking is prohibited on seminary property.

Consequences of Violating the Standards of Conduct

First offense

Procedures for investigating suspicion of code violations will be followed. If the accused student is found to be guilty of the charges that have been brought against him/her, the following will result:

- The Academic Dean will give a personal reprimand.
- A written record of the violation will be placed in the student's permanent file until graduation.
- The student will be advised of the consequences of a second offense.
- FTS reserves the right to expel any student for an offense deemed severe enough to merit such action.

Second offense

Procedures for investigating suspicion of code violations will be followed. If the accused student is found to be guilty of the charges that have been brought against him/her, the following will result:

- The student will be dismissed from the school for the period of one year.
- Documentation concerning both violations (first and second offenses) will be placed in the student's permanent file on an indefinite basis.
- If after the one-year dismissal the student wishes to re-enter the school, he or she will be required to re-apply for admission to the school.
- To be re-admitted, the student will be required to submit in writing to the Academic Dean a statement of repentance of his or her actions which brought about the disciplinary actions.
- FTS reserves the right to expel any student for an offense deemed severe enough to merit such action.

Third offense

Procedures for investigating suspicion of code violations will be followed. If the accused student is found to be guilty of the charges that have been brought against him or her, the following will result:

- Permanent expulsion from the school.

Procedures for Investigating Suspicion of Code Violations

These procedures will be followed concerning a student who is suspected of violating any of the "Standards of Conduct" code:

1. The Academic Dean will request a meeting with the student and one other individual from the faculty or administration. This meeting will be to discuss the issue in question.
2. Student failure to attend the requested meeting will result in immediate suspension until the meeting is held.
3. The Academic Dean will consult with other faculty, staff members, or students involved with or aware of the incident.
4. The Academic Dean will then decide the discipline to be taken.
5. The student will be notified in writing of the decision.
6. The student has the right to appeal the decision in writing. See "Student Grievance Policy and Non-Academic Appeals Process" in the FTS Catalog.
7. A second violation of the "Standards of Conduct" code will result in immediate suspension. Procedures 1-6 will again be followed prior to a final decision.
8. A third violation will result in permanent expulsion. However, Procedures 1-6 will again be followed before a final decision is made.

Violations of any Criminal or Civil Code

A student who violates any criminal or civil codes of the United States or of State laws will be immediately suspended upon FTS learning of the student's arrest. If the student is found guilty, he or she will be expelled. After a period of three years, the student may re-apply.

Along with re-application, the student must also provide the following:

- A statement of repentance of the student's actions which led to the arrest and conviction.

- A letter of recommendation from the student's pastor.
- A letter of recommendation from the chaplain of the institution where the student was or is an inmate, if applicable.
- A letter of recommendation from an individual not related to the student.

Record Amendment

Each student has the right to request the Seminary amend a record that they believe is inaccurate or misleading. They should write the Seminary officials responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Seminary decides not to amend the record as requested by the student, FTS will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Student Grievance Policy and Non-Academic Appeals Process

Faith Theological Seminary students who have a complaint or grievance regarding a nonacademic issue of their experience at the Seminary should follow the steps below. All requests will be handled confidentially.

1. In accordance with the teaching of Jesus (Matthew 18), the student who has a grievance should first try to resolve the issue with the party or parties involved. This may be done through written correspondence, by phone, or in a face-to-face meeting. If the issue is satisfactorily resolved by such a process, no other action is required.
2. If the issue is not resolved to the student's satisfaction, the student shall submit the complaint in writing to the Academic Dean or mail it to Faith Theological Seminary, Attn: Academic Dean, 529 Walker Avenue, Baltimore, Maryland 21212. The complaint must include detailed information, including specific dates, times, and the people involved. The complaint must also include an account of how the student has sought to resolve the issue up to this point (including copies of all correspondence to and from the parties involved).
3. The complaint will be addressed by a panel of three FTS representatives. The panel is assigned by the Academic Dean and may include one student representative. The panel will review the complaint and send a determination to the student within seven business days. For matters of confidentiality, the student may request to bypass the panel and appeal directly to the Academic Dean.
4. If the issue is still not resolved to the student's satisfaction following the panel's decision, he or she shall address a written appeal via email or mail to the President. The President will review the complaint and send a determination to the student within seven business days. The decision of the President is final.

Files containing grievance issues are maintained in either the office of the Academic Dean or the office of the Registrar.

Students not satisfied with the decisions of the FTS administration have the freedom to contact the agencies granting accreditation to FTS. Contact information follows:

Transnational Association of Christian Colleges and Schools (TRACS)
 15935 Forest Road
 Forest, VA 24551 434-525-9539
info@tracs.org

Faith Theological Seminary is a member of the Transnational Association of Christian Colleges and Schools (TRACS), [15935 Forest Road, Forest, VA 24551; Telephone: (434)525-9539; e-mail: info@tracs.org] having been awarded Accredited Status as a Category IV institution by the TRACS Accreditation Commission on April 21, 2015. This status is effective for a period of up to five years.

Emergency Operations Policy and Safety Plan

Faith Theological Seminary takes reasonable steps to protect the lives and health of all individuals on the FTS campus. Staff, equipment and information resources are provided to encourage behaviors and environments which prevent dangerous situations and to assist if an emergency should occur. However, despite these reasonable and good faith efforts, it is impossible to predict individual actions or guarantee absolute control that will assure that no unwanted acts or situations will ever occur. It is the responsibility of each individual to report dangerous circumstances to any FTS Staff or Faculty member and to take appropriate and reasonable actions to protect life, limb, and then property.

To the extent each situation permits, emergency response decisions shall be made by the Business Manager. If this arrangement is not permissible and the situation requires an immediate response, a decision should be made by the individuals most readily available and equipped to respond to the situation. In all situations, each individual should take reasonable steps to protect themselves and their property.

Personal Safety

Faith Theological Seminary encourages all individuals to take an active role in campus safety. While the institution strives to provide a safe and secure environment, it is each individual's responsibility to be aware of his or her surroundings and exercise his or her own best judgment to maintain personal safety and well-being. Everyone should call attention to conditions or situations which threaten the safety and security of others by contacting a faculty or staff member. Some suggestions that an individual may take to protect himself and/or his property include:

- Be aware of your surroundings.
- Walk only in well-lit areas and on established walkways.
- Protect your valuables by holding your purse and belongings close to your body.
- Do not carry large amounts of cash or valuables with you while on campus.
- Keep doors and windows locked.
- Avoid staying in areas alone at night.
- Report any instances of crime to the most readily available faculty or staff member or dial 911.
- If you are attacked or approached by a demanding individual, turn over whatever property the attacker requests and contact 911 as soon as you can get to a secure location.
- Students are cautioned not to leave exposed valuables in automobiles or to exit night classes alone.

Bomb Threats

Bomb threats should be taken seriously at all times. The individuals most readily available and equipped to respond to the situation should follow the procedures below when a bomb threat is received via the telephone.

1. Remain calm, listen, and take notes of what the caller is saying.
2. Record the displayed number if caller ID is provided.
3. Try to inform someone else to notify another individual that you are handling a bomb threat call.
4. Get as much information as possible through asking some of the following questions:

- a. Where is the bomb? Location?
- b. When is it scheduled to go off?
- c. What does the bomb look like?
- d. Why is the bomb located at this institution?
5. Record a description of the caller's voice.
 - a. Is the caller male or female?
 - b. Does the caller sound like a juvenile or an adult?
 - c. Is the caller calm, angry, loud, soft, crying, or laughing?
6. Listen and record any background noises, such as railroads, streets, aircraft, voices, etc.
7. Follow policy "Emergency Notification Plan".

Once the institution has received a bomb threat, the building should be evacuated. All doors should be left open and individuals should not use switches, cellular phones, or any other electronic devices. Any suspicious objects should be reported to emergency personnel immediately. Evacuations will be ordered by Seminary officials and according to the "Evacuation Policy and Procedure".

Civil Disturbance

A civil disturbance is any incident that is disruptive to the educational experience or work environment. All individuals should remain focused on their personal safety and notifying emergency personnel. Individuals should follow the "Emergency Notification Plan". If necessary, evacuate according to the "Evacuation Policy and Procedure".

Fire Safety

Fire prevention and safety guidelines are for the protection of students of the Seminary. If a fire has been identified or suspected, the nearest faculty or staff member should be notified. Follow the instruction that they provide and/or relocate to a safe location.

All students should be familiar with the location and operation of fire extinguishers. Fire extinguishers are marked and maintained in accordance with local and state regulations.

In the event of a fire, some suggested steps to follow are listed below.

1. If the fire alarms have not sounded, verbally yell "fire".
2. Use water or a fire extinguisher to put out small fires. Do not try to put out a fire that is getting out of control. If you are not sure if you can control it, evacuate the building immediately using "Evacuation Policy and Procedure" and contact 911 from a safe location.
3. If your clothes catch on fire, stop, drop, and roll until the fire is extinguished. Running only makes the fire burn faster.
4. If you are escaping through a closed door, use the back of your hand to feel the top of the door, the doorknob, and the crack between the door and door frame before you open it.
 - a. If the door is cool, open slowly and ensure fire and/or smoke is not blocking your escape route. If your escape route is blocked, shut the door immediately and use an alternate escape route, such as a window. If clear, leave immediately through the door. Be prepared to crawl. Smoke and heat rise, so the air is clearer and cooler near the floor.

- b. If the door is warm or hot, do not open. Block the cracks around the doors with towels or clothing if possible. Escape through a window. Do not open the window if there is visible smoke or fire outside of the window. If you cannot escape, hang a noticeable object outside the window, alerting fire fighters of your presence.
- c. Unless necessary, do not attempt to jump from windows above the ground level. This can lead to serious injury or death.
5. Remain at an assembly point away from the building until emergency personnel extinguish the fire and provide further instruction.

Medical Emergencies

In the event of a medical emergency, the following guidelines shall be followed:

1. Any student, faculty, or staff member who first arrives upon the scene of an emergency shall make an individual assessment of the emergency situation and their personal ability to render and or call for assistance by following "Emergency Notification Plan".
2. All on campus first aid certified FTS personnel will immediately go to the identified location to render assistance.
3. The victim may be transported to formal medical sites by EMS or after authorization has been given by FTS Administration.

School Closings

In the event of a heavy snowfall or ice storm, the seminary may cancel classes. You may call the Seminary main number to hear any messages that have been posted in regard to school closings, or visit the Seminary website for announcements. Also, watch for announcements on WJZ-13 and WJZ.com.

Tornado Watch

1. During a tornado watch, the following steps should be followed.
2. Monitor radio and television stations.
 - Watch for tornado danger signs:
 - Dark, often green sky
 - Large hail
 - A large, dark, low-lying cloud (particularly if rotating)
 - Loud roar (similar to a freight train)
 - Funnel-shaped clouds
3. Report any of the danger signs to a faculty or staff member when possible and take shelter immediately.
 - Go to an interior room on the lowest level of the building. Put as many walls as possible between you and the outside of the building.
 - Step away from windows and doors.
 - Get under a sturdy table or desk and use your arms to protect your head and neck.
 - Remain in a secure location until the faculty or staff member has provided further instruction.

Tornado Warning

During a tornado warning, the following steps should be followed.

1. Go to an interior room on the lowest level of the building. Put as many walls as possible between you and the outside of the building.

2. Step away from windows and doors.
3. Get under a sturdy table or desk and use your arms to protect your head and neck.
4. Remain in a secure location until the warning has expired and a faculty or staff member has provided further instruction.

Flood Watch

Individuals should be prepared to move to higher ground if it becomes necessary. A flood can occur in a brief period without warning and in these circumstances a flash flood watch is issued.

Flood Warning

When flooding is possible or imminent, individuals should take the following steps and/or precautions.

1. If standing water occurs within the building, move to a higher level or relocate to a higher elevation when possible.
2. Do not walk through moving water. If you must walk in a flooded area, walk where the water is not moving.
3. Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground if you can do so safely.

If standing water occurs in the building, a faculty or staff member will advise individuals as to where they should relocate.

Evacuation Policy and Procedure

Situations may arise which will require an evacuation to ensure the safety of all individuals on the campus. Individuals should locate the nearest exits, which are identified by exit signs above the door.

The following steps should serve as a guide to all individuals for the evacuation process:

1. Once notified of the situation, proceed to the nearest exit and assembly point.
2. All doors should be closed after the room has been completely evacuated, unless the evacuation is due to a bomb threat. Doors should be left open when a bomb threat has occurred.
3. All individuals should remain at the assembly points until officials give a clear instruction that it is safe to return to the building.

Emergency Plan for Persons with Disabilities

If there is a faculty, staff member, student or guest with a disability, the instructor or supervisor should have a plan of response prepared. The plan should take into consideration the building, the classroom/work location, type of disability, assistance needed, and the availability of assistance.

Emergency Notification Plan

In the event of an emergency, it is important that the campus community, along with surrounding areas, be notified of the situation. FTS will, without delay, determine the content of a notification and initiate a notification system to the community apprising them of the emergency unless notification will endanger a person or compromise efforts to assist a victim or resolve the situation. Below is the emergency notification plan developed by FTS.

The closest FTS faculty or staff member to the situation will determine if the incident is a significant emergency. If he determines a significant emergency exists, he will notify the Academic Dean. If the Academic Dean is unavailable, the Business Manager will fulfill all duties of the Academic Dean as outlined in this Emergency Notification Plan.

The Academic Dean will determine the content of the notification and initiate the system to disseminate the message. On-campus notification consists of personal relay of information. The appropriate off-campus parties will be notified by telephone.

The persons filling the above-mentioned roles for 2019-2020 are as follows:

1. Facilities and Property Manager – Mrs. Roberta Britton
2. Business Manager – Ms. Seo Young No

The Emergency Notification Plan will be publicized to the on-campus community annually. An annual test, which may be either announced or unannounced, will be performed.

2019 Annual Crime Statistics Report for Faith Theological Seminary

OFFENSE	YEAR	ON CAMPUS	NON CAMPUS	PUBLIC PROPERTY
Murder/Non-negligent Manslaughter	2016	0	0	0
Murder/Non-negligent Manslaughter	2017	0	0	0
Murder/Non-negligent Manslaughter	2018	0	0	0
Negligent Manslaughter	2016	0	0	0
Negligent Manslaughter	2017	0	0	0
Negligent Manslaughter	2018	0	0	0
Sex Offenses, Forcible	2016	0	0	0
Sex Offenses, Forcible	2017	0	0	0
Sex Offenses, Forcible	2018	0	0	0
Sex Offenses, Non-forcible	2016	0	0	0
Sex Offenses, Non-forcible	2017	0	0	0
Sex Offenses, Non-forcible	2018	0	0	0
Robbery	2016	0	0	0
Robbery	2017	0	0	0
Robbery	2018	0	0	0
Aggravated Assault	2016	0	0	0
Aggravated Assault	2017	0	0	0
Aggravated Assault	2018	0	0	0
Burglary	2016	0	0	0
Burglary	2017	0	1	0
Burglary	2018	0	0	0
Motor Vehicle Theft	2016	0	0	0
Motor Vehicle Theft	2017	0	0	0
Motor Vehicle Theft	2018	0	0	0
Arson	2016	0	0	0
Arson	2017	0	0	0
Arson	2018	0	0	0
Arrests: weapons - carrying, possessing, etc.	2016	0	0	0
Arrests: weapons - carrying, possessing, etc.	2017	0	0	0
Arrests: weapons –carrying, possessing, etc.	2018	0	0	0
Disciplinary Referrals: weapons - carrying, possessing, etc.	2016	0	0	0
Disciplinary Referrals: weapons - carrying, possessing, etc.	2017	0	0	0
Disciplinary Referrals: weapons - carrying, possessing, etc.	2018	0	0	0
Arrests: drug abuse violations	2016	0	0	0
Arrests: drug abuse violations	2017	0	0	0
Arrests: drug abuse violations	2018	0	0	0
Disciplinary Referrals: drug abuse violations	2016	0	0	0

Disciplinary Referrals: drug abuse violations	2017	0	0	0
Disciplinary Referrals: drug abuse violations	2018	0	0	0
Arrests: liquor law violations	2016	0	0	0
Arrests: liquor law violations	2017	0	0	0
Arrests: liquor law violations	2018	0	0	0
Disciplinary Referrals: liquor law violations	2016	0	0	0
Disciplinary Referrals: liquor law violations	2017	0	0	0
Disciplinary Referrals: liquor law violations	2018	0	0	0
Hate Crimes	2016	0	0	0
Hate Crimes	2017	0	0	0
Hate Crimes	2018	0	0	0