



# Church Divinity School of the Pacific

## **COMMUNITY HANDBOOK** 2016-2017

All material herein is supplementary and subject to the official Catalogue of this school and the  
Constitution By-laws of the Board of Trustees

## TABLE OF CONTENTS

<b>COMMUNITY GOVERNANCE</b> _____	4
Community Leadership Team – A Charter for Community Governance	
<b>COMMUNITY GROUPS AND ORGANIZATIONS</b> _____	6
Society of the Celtic Cross	
Life In Parsons Residence Hall and CDSP apartments	
Koinonia: The Partners/Spouses’ Group	
Commuters	
Episcopal Relief and Development	
<b>COMMUNITY PUBLICATIONS &amp; OTHER SOURCES OF INFORMATION</b> _____	7
Academic Handbook	
Blue Sheet	
Chapel Customary	
Chapel Newsletter	
Community Handbook	
Directory of Spiritual Directors, Therapists, & Retreat Centers	
Student Mailboxes	
Student Email Accounts	
Website	
Social Media	
Worship Rota	
<b>PARTICULARS OF COMMUNITY LIFE</b> _____	9
Worship	
Community Night	
CDSP Meal Program	
Health Insurance	
Addiction Awareness	
Episcopal Church Policy on Alcohol Use, General Convention 2015	
Cal Rec Club (Gym Membership at UC Berkeley)	
Work-Study Opportunities & Appointments	
<b>STANDING FACULTY/STUDENT COMMITTEES</b> _____	12
Admissions Committee	
Housing Committee	
Scholarship Committee	
Worship Committee	

**COMMUNITY RELATIONS AND POLICIES** \_\_\_\_\_ 13

- Academic Disputes
- Alcohol, Drugs, and Smoking
- Electronic Payments Privacy Policy
- Equal Opportunity Employment/Non-Discrimination Policy
- Homelessness
- In-Class Policies
- Missing Students
- Plagiarism and Academic Dishonesty
- School Property and Pets
- Sexual Assault and Rape
- Sexual Harassment
- Student Records
- Students with Disabilities
- Whistleblower Policy and Reporting Tool
- Hospitality and Diversity
- Community Email Accounts and List-Serves
- Internet Connections
- Student Member of The Board Of Trustees
- Problems of Community Living
- On-campus Housing
- On-campus Parking

**AFFILIATION POLICY FOR GTU M.A. AND DOCTORAL STUDENTS** \_\_\_\_\_ 30

- Doctoral Students
- M.A. Students

**APPENDICES** \_\_\_\_\_ 31

- Safety Tips
  - Vehicle Safety
  - Bicycle Theft Prevention
  - Residential Theft Prevention Tips
- In Case Of Emergency
- Basic Emergency Preparedness

## **A Charter for Community Governance**

*Created and Ratified Fall, 2013*

### **CDSP COMMUNITY**

**All students, faculty, staff, partners and spouses are considered members of the CDSP Community.**

### **Community Leadership Team**

The primary purpose of the Community Leadership Team is to enable governance within the CDSP community, to provide a forum for all members of the community to express their concerns about the life of the community, to share in the common responsibility for the School's mission, and to explore the community's connection with the larger mission of the Church. The organization of the Team provides the opportunity for every member of the community to share an equal voice in the consideration of concerns and issues, and the Council's effectiveness depends on the participation of its members.

The Community Leadership Team shall review, study, and recommend policies to the administration and trustees, regarding, but not limited to, spiritual development, chapel and devotional activities, community life and activities, CDSP housing and dining, financial aid, and community morale.

### **Purpose**

The purposes of the Community Leadership Team are:

1. To bring together representatives of the CDSP community;
2. To provide structures and activities for the expression of the community's shared life;
3. To serve as a forum for consideration of matters affecting the community and take necessary action and/or make appropriate recommendations.

### **Membership of the Community Leadership Team**

Membership of the Community Team shall consist of the President and Dean (ex officio) elected representatives from each class, the Ombudsperson, Celtic Cross Missioner and other elected officers needed for carrying out the purposes of the Community Charter. The Dean of Students shall be the staff advisor. The Community Leadership Team will self-organize in a way that meets members' schedules and particular needs. This would include date, time and frequency of meetings, choosing both a President and a Treasurer. The Treasurer is responsible for the preparation of the CLT's annual budget, financial statements for meetings and maintenance of accurate, permanent financial records.

### **Establishing New Groups**

In the event a group or project desires recognition from CDSP, it shall petition the Community Leadership Team, which may forward a recommendation to the President and Dean through the Dean of Students.

### **Vacancies**

A vacancy in an elected office shall be filled by a special election, unless there are 90 days or fewer remaining before the next regular election, in which case the vacancy may be filled by appointment of the Executive Committee.

## Meetings

The Community Leadership Team shall determine frequency and times of meetings as well as rules of order.

## Annual Elections of the Community Team

**Date of Election:** The annual election of the Leadership Team with the exception of the Entering Class President shall be completed by the end of April. The Entering Class President and other Officers shall be elected during the Entering Class Retreat.

**Eligibility for Office:** Any member of the CDSP community may be eligible to hold any elected or appointed office except that of Ombudsperson, who must be a third-year student carrying at least nine semester hours, and class representatives who must be members of their respective class.

**Nominations:** The process and timing of elections shall be determined by the Community Leadership Team according to their sense of the needs and capacity of the community. Ballots will be distributed via an electronic form through CDSP email addresses with election results tabulated and announced by the end of April.

## Class Officers

**President** serves a one-year term, represents the Class at monthly Community Leadership Team meetings and in other capacities as needed by the Community Leadership Team and/or the School.

**Worship Committee Representative** serves a one-year term, attends the monthly Worship Committee meetings, and serves as liaison for her or his Class.

**Episcopal Relief & Development Representatives** serve a three-year term. The Representatives' focus is to raise awareness within the seminary community about ERD. ERD Representatives have the opportunity to attend national ERD conferences (depending on School funding) to represent the seminary.

**Celtic Cross Representative** serves a one-year term, attends Celtic Cross Society meetings, and serves as liaison for her or his Class.

## Finances

Following the spring elections the outgoing officers will have the books audited and a financial statement will be prepared.

- Funds for the Community Leadership Team shall consist of student activities fees. These fees are established by the Administration and the amount is available for budgeting by the end of April.
- The fee shall be assessed along with tuition for the fall and spring semesters.
- The budget shall be created by the Leadership Team and submitted to the community for comment by the end of September. All revisions of the budget that exceed \$100 need the approval of the Leadership Team.

## Amendments to the Charter

Amendments to this Charter may be made by the Community Leadership Team and shall be submitted to the Board of Trustees for approval.

## **COMMUNITY GROUPS AND ORGANIZATIONS**

### **Society of the Celtic Cross**

The Society of the Celtic Cross serves as the missionary “hands” of the Church Divinity School of the Pacific, and does so in two particular ways. One is through a grants program, awarding support of up to \$1,000 per project to charitable organizations around the world. Grants are funded in a variety of ways, including the Thursday night Holy Eucharist offering, and donations received through parking cars on Cal football game days – turning these into mosquito nets, clean water, teaching supplies, food for hungry bellies, disaster relief, and more – spreading Good News around the world. The grant process takes place in the spring semester, with details available on the CDSP website. Proposals may be made from members of the CDSP community.

Celtic Cross is about more than raising funds and writing checks, though. Community members are encouraged to follow on Facebook for opportunities to engage in hands-on mission at local food pantries and shelters, community meals, network events for persons who are homeless, Bayview Mission, the San Francisco Night Ministry, Open Cathedral, Sacred Sleep, and other efforts to help our neighbors in need. Each year, members of the CDSP community contribute hundreds of volunteer hours in mission and outreach, particularly in the San Francisco Bay area, and the Society of the Celtic Cross provides a point of connection for those who desire to learn and serve in this way.

### **Life In Parsons Residence Hall and CDSP apartments**

Those CDSP students living in CDSP housing shall meet within their housing group at least once each semester with the Dean of Students to discuss concerns of residents and plan social events. Building Stewards are hired in work-study positions by the Dean of Students and serve for one academic year, subject to the approval of the President and Dean. Building Stewards hold a master key and are available to assist with lockouts. They greatly assist at times of moving in and moving out, convene resident meetings and are members of the Housing Committee. They have specific duties with regard to the supervision of the building and assistance to the residents, monitoring maintenance needs and requests and security.

### **Koinonia: The Partners/Spouses' Group:**

The purpose of the Koinonia group is to provide emotional support for partners/spouses at CDSP. Koinonia may hold monthly informal meetings for partners/spouses to provide a forum to discuss the joys and challenges of being the partner/spouse of a seminarian. Conversations are candid, and confidential. Koinonia also hosts organized events to provide some fun ways of bonding and exploring the East Bay/Bay Area for partners/ spouses. The Dean of Students and the Koinonia Representative to the Community Leadership Team who represents the concerns of this group manage a list-serve for communication among the spouses and partners.

### **Commuters**

Commuters comprise an increasing percentage of our student body. There are as many reasons for this as there are commuter students. It can be a challenge for commuters to feel fully connected to the CDSP community and we continually search for ideas to improve community life in this way. Commuters are represented by their class officers to the Community Leadership Team.

In the interest of providing a designated space for commuter students, a locked lounge just off St. Margaret's Courtyard is equipped with 5 computers and a printer, lockers, a kitchen (which commuters are responsible for keeping clean) and a study area/gathering room. Keys are available from Reception to access the lounge. Computers are primarily for commuter student use, but may be made available to other students upon request to Reception. To reserve a locker for the year, locate an empty locker, equip it with your own lock, and notify the Director of Reception and Housing of the locker number. These lockers will be emptied each summer – any lockers that remain locked will be opened and emptied. This room is a shared space with the faculty and staff as a conference meeting room.

### **Episcopal Relief and Development**

Episcopal Relief and Development (ERD) at CDSP is part of the seminary network of ERD, which is the Episcopal church's compassionate response to human suffering in the world. Each class elects one or more representatives at their incoming class retreat. The national organization of Episcopal Relief and Development invites one or two representatives from each seminary to attend their annual Seminary Network Conference each fall. CDSP general sends one or two student representatives to the conference each year.

Some of the activities of CDSP's group have included:

- An annual experimental liturgy on the Thursday closest to Episcopal Relief and Development Sunday
- Fundraisers: Lenten Soup Suppers, Alternative Christmas Gifts, and Game Nights
- Encouraging disaster preparedness within the CDSP community
- Inviting speakers for Thursday Night Forums
- Raising awareness of ERD's work within the CDSP community

## **COMMUNITY PUBLICATIONS AND OTHER COMMUNICATION**

In this day of multiple, and instantaneous, modes of communication, it is hardly surprising that CDSP has an abundance of information sources. Here is an alphabetical listing of most of them.

### **Academic Handbook**

The Academic Handbook, along with the official catalog of the school contains a wealth of information to guide a student's course of study and vital to the successful completion of your studies. Edited by the Dean of Academic Affairs and the Registrar, approved by the Faculty and Trustees, this handbook is published annually by the Registrar's Office. The Academic Handbook is available online or from the Registrar's Office.

### **Blue Sheet**

So-called because when it was printed, it was done on blue paper. It is now distributed electronically. This is our weekly community newsletter published each Friday of the semester. It includes important information like the weekly rota for worship leadership, announcements, dates, events, etc. If you have something to be included, please send your info (print-ready) to the Dean of Students by 8:00 a.m. on Wednesday.

### **Chapel Customary**

The Chapel Customary explains the customs, and details of our common worship in the Chapel. It is a great help to new students and an aid in understanding the customs and practices of liturgical leadership at CDSP. Copies are available in the Sacristy or online. Please check with the Dean of the Chapel or sacristans if you have any questions.

### **Community Handbook**

Edited and published annually by the Dean of Students, the Community Handbook is intended to explain the non-curricular aspects of community life at CDSP. Community members can download the most recent version from CDSP's website.

### **Directory of Spiritual Directors, Therapists, & Retreat Centers**

This directory is also edited and published by the Dean of Students and updated every other year. The directors and therapists listed have written their own descriptions of themselves and their practices. While the Dean of Students does not personally know each person listed, those that are listed have been referred to the school. In the directory is a helpful introduction to spiritual direction and an articulation of the differences between spiritual direction, therapy, and pastoral counseling.

### **Student Mailboxes**

The Director of Reception and Housing assigns mailboxes when a student first comes to CDSP. The mailboxes are located on the north side of St. Margaret's Courtyard. Please check your mailbox regularly for printed communications distributed to the student body. If you would like to send something to another student through campus mail, there is a box located outside the Reception office of St. Margaret's Courtyard. Packages are delivered to Reception and kept in a secure location. Students receive an email alerting them that a package has arrived.

### **Student Email Accounts**

CDSP's IT services contractor creates an email account for each new student. The email address is the first initial (of your legal name) and your last name, followed by @ses.cdsp.edu. This account is your official school email address and as such will be used by your school to contact you directly, as well as for important general announcements. You are expected to check this account regularly, or, if you prefer, setup the account to forward all incoming email to another email address that is checked often. For issues with student email accounts, contact Alissa Fencsik ([afencsik@cdsp.edu](mailto:afencsik@cdsp.edu)).

### **Website**

The CDSP ([www.cdsp.edu](http://www.cdsp.edu)) website contains all manner of information and is a resource for up-to-date information of importance to the community. In particular, note the "current students" and "news and events" sections of the website.

### **Social Media**

CDSP can also be found around the Internet on Twitter (@cdsptweet), Facebook ([facebook.com/cdspfans](https://facebook.com/cdspfans)), Instagram (@cdspstudent), and YouTube (cdspcommunications).

### **Worship Rota**

The Rota is published at the beginning of each semester, and repeated weekly in the Blue Sheet. It is prepared by the Dean of Chapel and Sacristans, and includes all assignments for liturgical leadership

responsibilities. The published rota is the only notice you'll receive of your liturgical leadership obligations, so please read it carefully. If you cannot fulfill your assignment, please make your own swaps (a trade is important – rather than simply finding a substitute - since this work is required of M.Div. students). It is essential to notify the Sacristans when you make a swap since the final rota is maintained by them – [sacristy@cdsp.edu](mailto:sacristy@cdsp.edu).

## **PARTICULARS OF CDSP COMMUNITY LIFE**

### **Worship**

The CDSP community worships at All Saints Chapel during the academic year. Services include:

- Morning Prayer at 7:30 a.m., M-F
- Holy Eucharist at 11:30 a.m., M, T, F
- Holy Eucharist at 5:45 p.m. on Thursdays (this is followed by dinner and our weekly Community Night)
- Evening Prayer at 5:30 p.m., M, T, W, F

CDSP uses Rite I, Rite II, Enriching Our Worship and occasionally liturgies from elsewhere in the Anglican Communion. Additionally, we also have multilingual services, joint services with the Pacific Lutheran Theological Seminary, and other worship opportunities throughout the year.

### **Community Nights**

Community Night is a time when the entire CDSP community – commuting and residential students, families, faculty, staff, alumni, visitors – gathers weekly during the semester when school is in session, in Denniston Commons following an evening (5:45 p.m.) Eucharist in All Saints Chapel. Denniston Commons is the locus for lunches and dinners where the community gathers for meals, fellowship. Community Forums are regularly scheduled throughout the semester. Forums include programs or visiting speakers of interest to the whole community, meeting for about an hour following the meal

### **CDSP Meal Program**

CDSP's partial meal program fosters an even deeper sense of community and hospitality using Denniston Refectory through more shared meals and relaxed time together. Starting at the beginning of the fall semester and continuing when school is in session (so, not during Reading week or Spring Break) lunches are offered on Tuesdays and Thursdays. Food is served buffet style with vegetarian, vegan, and gluten-free options.

Lunches, including beverages, cost \$8.00. Lunches may include options such as sandwiches, wraps, salads, seasonal fruit, soups, or light entrees and dessert. Dinner is \$10.00. The Community Night Dinner Fee made to student accounts each semester covers the charge for student dinners. All others pay by credit card, including family members. Dinners may include salad, seasonal vegetables, protein entree (chicken, beef, pork, fish, turkey) and dessert. There will be no charge for children under 10 years of age. In keeping with community practice, wine and beer are served on alternate weeks, along with equally attractive and accessible non-alcoholic alternatives.

Our meals are prepared on site by the Episcopal Community Services CHEFS Program. This program works with formerly homeless and low-income individuals who are living in the Tenderloin. It helps them obtain cooking skills and job placement. On average 70% of CHEFS graduates find employment. It is both a ministry as well as an employment-training program.

Through this program we are helping individuals and their families secure a better future by escaping the sub-standard conditions that exist in the Tenderloin 6th Street corridor of San Francisco.

Lunches are paid for by credit card. Guests pay by credit card. A student worker is at each meal to swipe your credit card. This easily enables anyone in the CDSP community to bring a family member or guest. With the exception of spouses, no one can use another person's account if that person is not present. Visitors can pay by credit card on site. We do not accept cash.

We've upgraded the kitchens in Parsons dorm so that residents can prepare meals at other times. Students who would like to participate in the PSR dining program are asked to contact D'Autremont and negotiate directly with PSR.

### **Health Insurance**

If you are in residential program and enrolled for nine (9) or more credits or units in any one semester, you must enroll in the GTU/CDSP HIPS program, or provide proof of health insurance that has comparable benefits and costs. Students must submit either 1) the enrollment form or 2) waiver form by the end of the late registration period. Necessary paperwork can be found on the registrar's website: <http://cdsp.edu/forms-and-resources>. Students who fail to submit the necessary paperwork by the end of late registration period (end of the second week of classes) will have their registration voided. The HIPS program is available for students in residential track who are enrolled for six (6) or more units. Enrollment in the HIPS plan is for the twelve months of the academic year beginning on September 1, 2016 and ending on August 31, 2017. Unless your eligibility to participate in the program changes, you will be enrolled for the entire year. If you enroll in spring semester, the plan becomes effective February 1, 2017. Premiums for the plan are paid in two equal installments at the beginning of each semester.

Church Divinity School of the Pacific and participating member schools and institutions in the Graduate Theological Union sponsor a medical insurance plan designed to provide students with complete medical coverage at a very reasonable cost. The plan is with Kaiser Permanente, one of the largest health plans in California, with over 8,000 physicians at more than 150 locations in northern and southern California to serve you. The HIPS plan has a \$500/person, \$1,000/family deductible, 20% coinsurance after the deductible due for in-patient hospital care and out-patient surgery, and related tests and labs, and a \$40 co-payment. However, there is no charge for preventative care.

### **Addiction Awareness**

The Student Leadership Committee (SLC) reviews and updates school policy about awareness of alcohol and other addictions, making recommendations to the President and Dean, faculty and Dean of Students as needed. School policies consider actions by General Convention and are in accord with the accepted policies of The Episcopal Church. The Dean of Students is the pastoral resource for persons with concerns for themselves and others regarding substance abuse and providing educational resources to the CDSP community on substance abuse. Many 12-Step programs are available throughout Berkeley. Check these websites:

<http://www.uhs.berkeley.edu/parents/12step.shtml>

<http://www.uhs.berkeley.edu/students/counseling/PDF/SupportGroupMeetings.pdf>

<http://eastbayaa.org/meetings>

The following norms developed by General Convention 2015 are the standard of practice at CDSP regarding alcohol:

## **EPISCOPAL CHURCH POLICY ON ALCOHOL USE, GENERAL CONVENTION 2015**

1. The Church must provide a safe and welcoming environment for all people, including people in recovery.
2. All applicable federal, state and local laws should be obeyed, including those governing the serving of alcoholic beverages to minors.
3. Some dioceses and congregations may decide not to serve alcohol at events or gatherings. Others may decide to permit a limited use of alcoholic beverages at church-sponsored events. Both can be appropriate if approached mindfully.
4. When alcohol is served, it must be monitored and those showing signs of intoxication must not be served. Whenever alcohol is served, the rector, vicar, or priest-in-charge must appoint an adult to oversee its serving. That adult must not drink alcoholic beverages during the time of his or her execution of his or her responsibilities. If hard liquor is served, a certified server is required.
5. Serving alcoholic beverages at congregational events where minors are present is strongly discouraged. If minors are present, alcohol must be served at a separate station that is monitored at all times to prevent underage drinking.
6. Alcoholic and non-alcoholic beverages must be clearly labeled as such. Food prepared with alcohol does not need to be labeled provided the alcohol is completely evaporated by the cooking process; however, it is recommended that even in this case the use of alcohol in cooking be noted on a label.
7. Whenever alcohol is served, appealing non-alcoholic alternatives must always be offered with equal prominence and accessibility.
8. The serving of alcoholic beverages at church events should not be publicized as an attraction of the event, e.g. “wine and cheese reception,” “cocktail party,” and “beer and wine tasting.”
9. Ministries inside or outside of congregations will make certain that alcohol consumption is not the focus of the ministry and that drinking alcohol is not an exclusively normative activity.
10. Food must be served when alcohol is present.
11. The groups or organizations sponsoring the activity or event at which alcoholic beverages are served must have permission from the clergy or the vestry. Such groups or organizations must also assume responsibility for those persons who might become intoxicated and must provide alternative transportation for anyone whose capacity to drive may be impaired. Consulting with liability insurance carriers is advised.
12. Recognizing the effects of alcohol as a mood-altering drug, alcoholic beverages shall not be served when the business of the Church is being conducted.
13. Clergy shall consecrate an appropriate amount of wine when celebrating the Eucharist and perform ablutions in a way that does not foster or model misuse.

14. We encourage clergy to acknowledge the efficacy of receiving the sacrament in one kind and consider providing non-alcoholic wine.

### **Cal Rec Club (Gym Membership at UC Berkeley)**

As a student of CDSP and the GTU you are welcome to join the Cal Rec Club (CRC), the Recreational Sports Facility's (RSF) membership program. The CRC Membership Office is located at 2301 Bancroft Way. For more information and office hours, visit the [UC Berkeley Recsports site \(http://recsports.berkeley.edu/\)](http://recsports.berkeley.edu/) or call (510) 642-7796. Fees for 2016-17 are \$150/semester for associated students. You will simply need to visit their office with a class schedule/student ID card.

### **Work-Study Opportunities**

CDSP offers on-campus employment opportunities for students. A number of positions are made available across various aspects of the school's work, from admissions to landscaping. While preference is given to those who qualify for Federal Work-Study, there is usually more than enough room for all interested students to find on-campus work. When class is in session, a student may not work more than 20 hours per week; during Intersession and summer, a student may work up to 40 hours per week. Normally, however, student employees work 6-10 hours a week during the semester. Compensation is \$12/hr., and schedules are negotiated with the department and supervisor. Faculty and staff who have a position to offer are responsible for managing and administering the hiring process with HR.

## **FACULTY/STUDENT COMMITTEES**

To assist in the normal operations of the life of this School, the Administration shall establish committees composed of students, faculty, and staff for planning purposes and certain administrative roles in selected areas. Normally, the joint committees are:

### **Admissions Committee**

The President and Dean appoint all members. A faculty member chairs the committee. The Director of Admissions, and the Dean of Students and another faculty member comprise the committee. This committee oversees and supports the admissions activities of the School. Students assist the admissions process by hosting prospective students and providing feedback for the committee via a report form.

### **Housing Committee**

The Housing Committee is chaired by the Dean of Students and composed of students and staff, including the Director of Housing, the Director of Administration and the Building Stewards from each CDSP housing unit. The Committee meets regularly to hear suggestions and concerns about housing and in the spring semester to assist with housing applications and distribution.

### **Scholarship Committee**

This committee establishes policies and procedures for application for student financial aid, processes applications, and makes awards from CDSP scholarship funds. It is chaired by the Director of Recruitment and Admissions. Members include a faculty appointee, the Dean of Students, the Admissions and Hospitality Coordinator and the Director of Financial Aid.

### **Worship Committee**

A faculty member serves as the chair of this committee. It receives suggestions from members of the community through Worship Representatives chosen by each class. The President and Dean, according to the By-laws and the Board of Trustees, bears final responsibility for all worship and policy in the CDSP chapel. A faculty person chairs it; members are the Dean of the Chapel, the Dean of Students, the Director of Chapel Music, elected student representatives from each class, and the Head Sacristan.

## **COMMUNITY RELATIONS AND POLICIES**

### **Academic Disputes**

Cross-registration of students in courses within the consortium is a valuable feature of the Graduate Theological Union. The GTU and all the member schools are committed to ensuring that students have appropriate recourse in the event that they have a complaint about some aspect of their experience while taking courses at a school other than their own.

The following protocol is to be followed in any such cases, including but not limited to complaints concerning unfair discrimination, cultural insensitivity, sexual harassment, and disputes over grades and other forms of academic evaluation.

Each school of the GTU is committed to giving students from all other schools access to its normal complaint process whenever they are taking courses or studying with faculty at the host school. Students are encouraged to attempt to resolve the complaint directly by raising the issue with the individual at the host school whose conduct is the focus of the complaint. If the matter cannot be resolved directly, the student should bring the complaint to the attention of the dean of the student's own school.

The dean of the student's school will then contact the dean of the host school in order to help the student determine which policies and procedures at the host school are relevant to the situation. The normal policies and procedures of the host school will be followed, with the added proviso that the dean of the student's school will be kept informed of the progress made in addressing the complaint. At the conclusion of the complaint resolution process, the dean of the host school will report the outcome in writing to both the student and the dean of the student's school.

### **Alcohol, Drugs, and Smoking**

The Drug-Free Schools And Communities Act Amendments Of 1989 (Public Law 101-226) requires all schools receiving federal funding of any kind (i.e. CWSP, Perkins Loans) to notify all students of the following on an annual basis:

1. The Graduate Theological Union and its member schools require that their campuses be drug free. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance while at CDSP is prohibited. Abuse of alcohol on the CDSP campus is also not allowed. Violation of this policy will be considered cause for dismissal from a student's program of study.
2. CDSP is required to impose sanctions, up to and including dismissal from all programs of study, on any students engaged in the abuse of alcohol or the unlawful possession, use, or distribution of illicit drugs while on CDSP school premises. In addition, any student involved in such illegal activity is subject to legal sanctions under local, State and Federal law.

3. The health risks associated with the use of illicit drugs and the abuse of alcohol are many. Detailed information concerning the known health hazards resulting from the abuse of drugs and alcohol may be obtained from your physician.

4. Several drug and alcohol counseling, treatment, and rehabilitation programs are available to you. Should you or someone you know need help in dealing with a drug or alcohol dependency, you may call 510-869-8850 for help. The initial consultation is free and includes an assessment of the problem and the recommendation of a treatment plan. In addition, you may call 510-839-8900 for referral to an Alcoholics Anonymous program near you or 510-444-4673 for referral to a local Narcotics Anonymous program.

Chemical Intervention Policy: Since one of the chief characteristics of chemical addiction is denial, individuals who are chemically dependent are not capable of seeing their alcohol/drug problem and the damage it is causing, nor can they work it out alone. Once the illness is recognized, it is essential that there be a strong and compassionate confrontation regarding the reality of the person's situation. Poor job or academic performance or inappropriate behavior is the point at which to intervene.

An informal approach may be a personal pastoral intervention, to express concern and urge self-referral. This is the responsibility of anyone who cares, such as peers, family, supervisors, faculty, etc. Strict confidentiality must be preserved.

A formal approach will be a pastoral intervention coordinated by the President and Dean and carried out under the supervision of a competent and trained professional. The fact of the intervention and whatever results from it will be kept confidential by the seminary. At present, medical insurance policies offered to students, faculty, and staff contain provisions for hospitalization and treatment for chemical dependency. Refusal of treatment (such as in-patient or out-patient care, Alcoholics Anonymous, counseling, etc.) is not a cause for severance from the seminary. In all cases severance discussions will be based on performance.

A student's seeking or accepting treatment for alcohol/drug dependency is viewed as a positive factor. Suspected alcohol/drug dependency may not be raised during a student's evaluation. Inappropriate behavior or poor performance may be a factor, but confrontation about suspected alcohol/drug dependency should take place outside the evaluation process. If, however, the student refuses treatment, it may be necessary to arrange an intervention involving persons from the student's canonical diocese if he or she is seeking Holy Orders.

The policy on alcohol/drug dependency in relation to students:

If treatment is accepted, the student will be permitted to withdraw from classes for a length of time reasonably indicated by competent medical authority. Guidelines for tuition refunds are spelled out in the CDSP catalogues. A student who has accepted treatment will be permitted to continue his or her academic program following necessary time off for treatment. A student who has accepted and is in treatment will be permitted to continue residence in seminary housing for a reasonable period of time, even if temporary withdrawal from classes is necessary.

Any student seeking Holy Orders who accepts treatment for alcohol/drug dependency is encouraged to discuss this with his or her bishop. It is, however, the student's responsibility and choice to inform his or her bishop. The faculty, staff and other students will respect the student's confidentiality in communicating with his or her bishop and diocese.

### **CDSP Campus Smoking Policy**

CDSP is a non-smoking campus.

### **Electronic Payments Privacy Policy**

Church Divinity School of the Pacific will safeguard the confidentiality and security of the information we obtain from you. This notice describes our privacy policy as it relates to the collection, protection and disclosure of such information resulting from credit card and eCheck (ACH) transactions only.

#### Collection of Information

Church Divinity School of the Pacific will collect and use information obtained from credit card transactions only for business purposes. These business purposes include the payment of student tuition and fees, room, board, and textbooks as well as auxiliary service fees from non-student community members.

#### Protecting Your Personal Financial Information

The credit card or banking information provided by you to Church Divinity School of the Pacific will be stored in a confidential manner. Our employees may access such information only when there is an appropriate business reason to do so, such as when a refund must be issued back to the credit card and only if you have chosen to leave a default electronic payment method on file. We maintain physical, electronic and procedural safeguards to protect your information, and our employees are required to follow these privacy standards. Your personal information is held in a PCI compliant secure site and is not visible to CDSP employees other than by a masked code.

#### Disclosure of Your Information

Church Divinity School of the Pacific does not disclose any nonpublic information (such as credit card numbers and their expiration dates) about our customers or former customers to anyone, except as required by law. We disclose information only when it is necessary for the conduct of School, State or Federal government business, or under circumstances where disclosure is required by law. Information may also be disclosed for audit purposes, to regulatory agencies or for other general administrative services. We do not disclose information about you to other entities who may want to sell their products to you.

#### Transaction Security

Church Divinity School of the Pacific's website uses Transport Layer Security (TLS) protocol to ensure transaction security.

### **Equal Opportunity Employment/Non-Discrimination Policy**

CDSP is committed to the principles upon which equal opportunity employment laws are based. We are a community where all persons are entitled to equal employment opportunity, and we do not discriminate against employees or applicants because of race, color, religious affiliation (except where relevant to one's job description), age, gender, gender identity, marital status, sexual orientation, medical condition, familial status, ancestry, veteran status, national origin, political affiliation (CA Gov. Code Sec. 12920), and military service (USERRA). CDSP offers reasonable accommodations for disabled employees.

## **Homelessness**

CDSP is committed to an atmosphere of welcoming and being welcomed by all people at CDSP, through the seminary's educational, administrative and community endeavors.

Fundamental to any community are standards of behavior which guide the community's response to routine as well as unforeseen circumstances. The guidelines below are an attempt at agreement on such norms, to express the mind of the CDSP community with regard to offering hospitality to those who seek refuge on or near our campus.

**Shelter:** No unauthorized persons are allowed to sleep on the grounds or in the buildings of CDSP. Buildings are to be open only to persons authorized to use such space (Parsons residents, Gibbs and Easton Hall guests, etc.). Individuals seeking shelter may be referred to nearby shelters, as well as daytime facilities, which offer meals, clothing, showers, drug and alcohol treatment, mental health and other services.

**Food:** CDSP meals are provided for guests of the school as well as CDSP students, faculty, and their guests. Guests are welcome when they have been invited by members of the CDSP community or when they purchase a meal. Those inviting guests are individually responsible for their guests' behavior in following community standards at all times while using the facility. Those wishing to minister to the needs of persons living on the streets are encouraged to utilize public spaces for this work, such as restaurants in the Euclid Avenue area, or public shelters devoted to this ministry.

**Worship:** All are welcome to join in CDSP worship services.

## **In-Class Policies**

- **Seminary Policy On the Use of Computers In Class**  
Computers may be used for note-taking during ordinary class sessions. Computers may not be used during in-class examinations.
- **Seminary Policy On Children In Class**  
Children are not normally permitted in class. In emergency situations permission of instructor must be obtained.
- **Seminary Policy On Pets In Class**  
Animals other than working Service/Assistance Animals are not allowed in classes.
- **Seminary Policy On Spouses and Partners Auditing Classes**  
Spouses and partners of current students, faculty, and staff may audit one CDSP course per semester free of charge.

## **Missing Students**

**Purpose**

The purpose of this policy is to provide the procedures for reporting, investigating and making emergency notifications regarding any resident student of Church Divinity School of the Pacific who is believed to be missing. This policy is required under the Higher Education Re-authorization Act of 2008.

## Policy

School officials should be notified that a member of the CDSP community is or is suspected of being missing. School officials, once notified, should notify the school's safety officer and the local law enforcement agency.

## General Provisions

Any member of the CDSP community, including employees and students, who is concerned that a member of the school community is missing should contact the Dean of Students office (510-204-0716) as soon as it is determined that the individual is missing as defined below. Definition A student is presumed to be missing when his/her absence is inconsistent with his/her established patterns of behavior and deviation cannot be readily explained. Before presuming that a person is missing, reasonable measures should be taken to determine whether or not the person is at their off-campus place of residence and whether or not anyone familiar with the person has seen or heard from the person recently or is aware of where they may be.

## Emergency Contacts

Students may identify an individual to be contacted if he or she is determined to be missing. If a student is determined to be missing, in accordance with this policy, the school will contact the individual not later than 24 hours after the time the student is determined to be missing. Students who wish to identify an emergency contact should submit this information to the Registrar or the Dean of Students. Only officials of the school shall have access to this information and shall use it for official purposes only.

## Notification to School Officials

A member of the CDSP community who suspects a school community member is missing should immediately notify the Dean of Students as soon as possible.

## School Investigation

Upon notification that a member of the school community may be missing, the Dean of Students shall conduct an investigation to determine facts regarding the report. If the investigator determines that the student may in fact be missing, the investigator will notify the City of Berkeley Police Department. The City of Berkeley Police Department will make the determination that the student is missing.

## Notification to Emergency Contacts

If a local law enforcement agency has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to the campus, the school will attempt to contact the emergency contact in accordance with the student's designation.

## **Plagiarism and Academic Dishonesty**

CDSP depends on the honesty and integrity of community members in order to function. Honesty in following examination protocols and for presenting one's work as one's own is fundamental to the ethos of the academic community. In addition, it is assumed that those intending leadership in the church will commit themselves to honesty in all their dealings. Evidence of failure to maintain this integrity in the academic environment of CDSP is therefore a serious matter.

Definition: (from the GTU Plagiarism Policy, GTU Doctoral Handbook)

Plagiarism is the presentation of another's ideas, methods, research or words without proper acknowledgment. It runs the gamut from failing to cite a reference (sloppy scholarship) to passing off another's work as one's own. It includes close paraphrasing as well as lifting of entire lines nearly verbatim without acknowledgment. As the effects of the plagiarism will be the same regardless of intent, intent will not be construed as essential to the act, although it may be considered in determining whether the charge of plagiarism should be pursued or what the penalty may be. For general requirements for proper acknowledgment in written work, see Kate Turabian, *Manual for the Writers of Term Papers, Theses, and Dissertations* and *The Chicago Manual of Style*.

**Reporting Plagiarism:** In cases where plagiarism of published or unpublished work of another scholar or of other students is detected in a CDSP student's work, report the complaint to the CDSP Dean of Academic Affairs. The Dean then informs the student's advisor.

In cases where plagiarism of published or unpublished work of another scholar or student is detected in a CDSP faculty member's work, report the complaint to the CDSP Dean of Academic Affairs. The Dean then informs the President and Dean. If the accused faculty member is the Academic Dean, the report is made directly to the President.

**Action in Case of Student Plagiarism:** In consultation with the student's advisor, the Academic Dean will review the evidence and determine the seriousness of the offense. In cases of apparent confusion about academic expectations, the student will be advised and corrected by the Academic Dean or the student's advisor. In cases of a minor infraction, the student will receive a written reprimand that will be filed with the student's other academic records. In extreme cases, the matter will be taken to the CDSP Faculty, who will determine an appropriate form of censure. A notation that the matter has been reported and discussed will be placed by the Academic Dean in the student's permanent file. Possible penalties for plagiarism include one or more of the following: a grade of "F" on the plagiarized paper or exam; failure of the affected course; academic probation; suspension for a specified time; expulsion from the seminary. In the case of a student in the M.Div. program, the penalty may include reporting to the relevant diocesan authorities. A student who believes he or she has been falsely accused may appeal to the President and Dean.

**Other Forms of Academic Dishonesty:** Exams and other assignments at times depend on a student's sense of honor regarding sharing of information with other students, time limits, or other limitations that cannot be proctored by the instructor. It is expected that in these situations, members of the CDSP community will also demonstrate serious commitment to honesty. Evidence of a student cheating on exams will be treated with the same seriousness as evidence of plagiarism, and the same range of consequences and penalties may apply.

**Action in Case of Faculty Plagiarism:** In the case of a member of the Core Doctoral Faculty, procedures specified in the GTU Doctoral Handbook will be followed. In the case of a non-CDF faculty member, the Dean of Academic Affairs and President and Dean will consult with legal advisers on the Board of Trustees to determine appropriate action.

**GTU Consortial Agreement Concerning Plagiarism:** When a student from one GTU school is suspected of plagiarism in a course that the student is taking at another GTU school, the following protocol will be followed:

The faculty member teaching the course will notify the dean of the faculty member's school that the

student has been suspected of plagiarism. The dean of the faculty member's school will notify the dean of the student's school that the student has been suspected of plagiarism. The faculty member will follow the policy of his or her own school in regard to possible consequences within the context of the course (e.g., failing grade on the assignment, failing grade for the course, etc.)

The student's school will be responsible for following its own policy in regard to possible consequences beyond the context of the course (e.g., warning, academic probation, expulsion, etc.)

### **School Property and Pets**

In addition to use by seminary groups and individuals, it is the policy of CDSP to extend the use of its facilities to those groups and organizations whose purposes are generally compatible with those of CDSP.

Because we extend the hospitality of our campus to other individuals, groups, and organizations, CDSP community members are encouraged to reserve space needed for in-house events and activities. To reserve rooms and/or meeting space in Easton Hall, as well as guest rooms in Gibbs Hall, contact [eastonhall@cdsp.edu](mailto:eastonhall@cdsp.edu).

To reserve all other spaces\*, please send an email to [CDSPReception@cdsp.edu](mailto:CDSPReception@cdsp.edu).

\*Tucson Room, classrooms in Parsons and Gibbs; Denniston Commons, Gibbs Upper Room, All Saints Chapel, St. Margaret's Courtyard, and all campus gardens and grounds.

Any member wishing to invite a group or organization of which he/she is a member to meet at CDSP shall apply in writing to the Director of Operations and Personnel Management. At his/her discretion, as appropriate, the matter may be referred to the Dean of Students or to the President and Dean, for advice or decision. Please note that a certificate of insurance must be provided for organizations other than CDSP and other GTU schools and related controlled organizations, and for any event not sponsored by the school.

### **Pets On Campus**

No pet of any kind may be kept in Parsons Residence Hall, nor may pets be brought to class. Working Service Assistance Animals are the exception to this.

### **Sexual Assault and Rape**

CDSP will not tolerate sexual misconduct in any form, including acquaintance or date rape. The school will take appropriate action to prevent, correct, and discipline behavior that is found to violate school policy or laws proscribing rape and sexual assault. CDSP prohibits rape and sexual assault.

Rape is defined to include all acts of sexual intercourse involving penetration imposed under the following circumstances:

- Where the complaining party is incapable, because of a mental, developmental, or physical disability, of giving legal consent and this fact is known or reasonably should be known to the person committing the act; or
- Where such an act is accomplished against a person's consent by means of force, coercion, duress, violence, or reasonable fear of harm to the complaining party or another; or
- Where the complaining party is prevented from resisting or giving consent as a result of

intoxication, or is unconscious at the time of the act, and this fact is known to the person committing the act.

Acquaintance rape is sexual intercourse undertaken by a friend or acquaintance without the consent of the student.

Sexual assault is defined as the imposition of non-consensual sexual conduct excluding rape, including but not limited to oral copulation, penetration by a foreign object, or caressing, fondling, or touching of a person's genitalia, buttocks, or breasts.

Consent is defined as positive cooperation in act or attitude pursuant to an exercise of free will. The individuals consenting must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. It is a defense to the allegation of non-consent that a defendant held a reasonable and good faith belief that the complainant was consenting. A current or previous dating relationship is not sufficient to constitute consent. The determination regarding the presence or absence of consent should be based on the totality of circumstances, including the context in which the alleged incident occurred. The fact that an individual was under the influence of drugs and/or alcohol at the time may be considered in determining whether that person had consented to the act in question. Students should understand that consent may not be inferred from silence or passivity alone.

#### Prevention of Sexual Assault and Rape

To reduce the risk of sexual assault and rape, students and other community members are encouraged to:

- Inform themselves about crime prevention techniques, such as those offered by the City of Berkeley Police Department ([www.ci.berkeley.ca.us/police/default.html](http://www.ci.berkeley.ca.us/police/default.html));
- Make use of the public safety resources, such as the night escort service, provided by the University of California at Berkeley (510-642-WALK from 6pm to 2am)
- Know that those enrolled in the Health Insurance Program for Students (HIPS) have access to services directly from their physician.

#### Responding to Sexual Assault and Rape

Since Church Divinity School of the Pacific does not maintain a police force, all violations of the law involving sexual assault or rape should be reported immediately to the City of Berkeley Police Department and may also be referred to the City of Berkeley District Attorney for prosecution.

Incidents of sexual assault and rape should also be reported to the Dean of Students, to the Academic Dean, or any other senior administrator of Church Divinity School of the Pacific. Students are not required to report incidents to the Police Department or District Attorney, although they are encouraged to do so. CDSP officials will honor requests for confidentiality by the student alleging sexual assault or rape, but shall report anonymous information so that the incident can be included in CDSP crime statistics.

If an incident is reported to a CDSP official, the official shall inform the student of her or his right to inform the Berkeley Police Department or District Attorney. The student shall also be informed of the importance of preserving evidence required for proof of possible criminal activity, and of the availability of school officials to assist the student in notifying authorities of the incident, upon the student's request. Finally, the student shall be informed of counseling, mental health and other

services:

- University of California at Berkeley Health Services, 2222 Bancroft Way, Berkeley 510/642-2000;
- California Counseling Institute, 1562 Oakview Avenue, Kensington CA 94707 415/379-4591;
- Bay Area Women Against Rape, 470 27th Street, Oakland 510/845-7273;
- Highland Hospital, Highland Sexual Assault Response Team, 1411 E. 31st Street, Oakland 510/437-4800 (main), 510/437-8500 (appointments);
- Men Overcoming Violence, 1385 Mission Street, Suite 300, San Francisco 415/626-6683.

Victims of sexual assault and rape may request that CDSP change academic and living situations. CDSP will change those situations if it is able to do so and if the changes requested by the victim are reasonably available.

If a student is determined to have committed sexual assault, rape, acquaintance rape, or other forcible or nonforcible sex offense, disciplinary action up to and including dismissal from academic programs and expulsion from the community may be imposed by CDSP.

If formal charges are not pressed, and the complainant wishes CDSP to investigate, the procedures detailed in the Seminary Policy on Sexual Harassment shall be followed.

### **Sexual Harassment**

Church Divinity School of the Pacific is committed to creating and maintaining a community in which students, faculty and administrative and academic staff can work together in an atmosphere free of all forms of harassment, exploitation or intimidation, including sexual. Specifically, every member of the CDSP community should be aware that Church Divinity School is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by CDSP policy.

Definition: Sexual harassment is an activity or behavior, which consists of the exploitation of power or a power imbalance in an inappropriate sexual manner. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment when:

Submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment or participation in CDSP activities;

Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or

Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive CDSP environment.

Examples of sexual harassment include, but are not limited to the following:

- Verbal Harassment - epithets or derogatory comments.
- Physical Harassment - assault, impeding or blocking movement, or any physical interference with normal work or movement.
- Visual Forms of Harassment - derogatory posters, notices, bulletins, cartoons, or drawings.
- Sexual Favors - unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, which is conditioned upon an employment benefit or student status, that unreasonably interferes with an individual's work performance or creates an offensive work environment.

In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the record of the incident as a whole and to the totality of the circumstances, including the context in which the alleged incidents occurred.

If the alleged perpetrator of the sexual harassment is a member of the faculty or staff, or a student of another GTU member school, the GTU itself, or one of its affiliates, then the CDSP representative who receives the complaint should notify the Dean, President, or Director of the alleged perpetrator's school or affiliate. The investigation and resolution of the complaint will be conducted by and according to the policies of the alleged perpetrator's institution. A copy of that institution's procedures should be made available to the complainant as soon as possible. The Dean of CDSP should maintain close communication with those conducting the investigation from the alleged perpetrator's institution and insure that the CDSP complainant is treated justly. If the complainant is a member of the CDSP community, the resources listed below will be made available to him/her.

#### Procedures:

**Resources for Counseling and Consultation.** The immediate priority in the case of alleged sexual harassment is to provide a safe, informal and confidential atmosphere for the alleged victim to talk with person(s) about the incident, to check out feelings, talk through the incident, and otherwise do a "reality check" on the incident. CDSP will have on file a list of resources, independent from the school that may be used in this manner. The Dean of Students' Office shall compile and update this list on a regular basis. All faculty advisors will be made aware of this list on an annual basis for referral purposes. The Dean of Students will publicize the availability of these resource people to the CDSP community. Recognizing that an individual may experience a time of delayed reaction between the alleged occurrence of sexual harassment and the reporting of the incident, the aforementioned resource list will also be available to persons seeking advice regarding past incidents. Additionally, should any such person decide to file a complaint of sexual harassment, an investigation would proceed in the manner described below.

**CDSP Investigation of Complaints.** A formal investigation into any allegation of harassment will begin upon notification of CDSP of the alleged incident(s). If the complainant is a student, notification should be made to the Dean of Students; if the complainant is a faculty member, notification should be made to the Dean of Academic Affairs; if the complainant is a staff member, notification should be made to the Director of Operations and Personnel Management; if the complaint arises in the context of Field Education, notification should be made to the Director of Field Education. If, in any situation, the allegations of harassment are against or involve the individual to be notified, the complainant may notify any other individual listed or the President and Dean to commence an investigation. Upon notification, the President and Dean will appoint appropriate persons from the community (faculty, staff and/or student) to investigate the incident.

When a CDSP student is involved in an incident of alleged harassment, a student (such as the Ombudsperson) shall be appointed to the investigative committee. The President and Dean will also take necessary actions to defuse the situation, separate the parties, or maintain the status quo, as deemed appropriate under the circumstances. The complainant and the respondent, who will be advised by the President and Dean of the pending investigation, shall agree upon all members of the investigative committee. Either complainant or respondent may petition the President and Dean that a member of the investigative committee not serve in this particular situation if there is a question about the member's ability to be impartial. Further, either or both complainant and respondent may be permitted to have an advocate come with them to the meeting(s) of the committee. Every effort

shall be made to maintain the confidentiality of the parties involved. However, disclosure of the specific allegations and individuals may be necessary to conduct a complete investigation. It is against CDSP policy for anyone to retaliate against a complainant who pursues a complaint or any witness or participant in an investigation.

The committee shall review the incident as a whole and consider the totality of the circumstances, including the context in which the alleged incident(s) occurred. Following a reasonable investigative period (1 or 2 weeks) the committee shall report its findings and recommendations to the President and Dean.

Corrective Action. The committee recommendations may include, but are not limited to the following:

- A verbal and/or written statement admonishing the alleged offender.
- A request that the alleged offender apologize personally to the complainant.
- A recommendation of therapy for either or both the alleged offender and/or complainant.
- Other action which may include request for resignation if employment is involved, suspension or dismissal where enrollment is involved, withdrawal of Field Education Certification where Field Education is involved, or other appropriate actions determined by the President and Dean.
- Other action may also include notification of appropriate ecclesiastical authorities, as deemed necessary.
- The complainant may also choose to pursue litigation in the civil courts.

Prior to making any decision or taking action, the President and Dean may seek additional counsel from persons of his/her choice, including, but not limited to, the Chair of the Board of Trustees. The President and Dean may also take other action, as he/she deems appropriate. The decision and action of the President and Dean is final.

In the event that the President and Dean is alleged to be involved in a case of sexual harassment, the following procedures will be followed: The Dean of Academic Affairs, the Dean of Students, or the Director of Operations and Personnel Management shall form the investigative committee. The Chair of the Board of Trustees shall be notified of the allegations. The Chair may appoint a member of the Board of Trustees to serve on the committee. The committee will conduct a timely investigation and report their findings to the Chair of the Board. The final review process shall be, in this instance, by the Chair of the Board of Trustees and other persons named by the Chair. The decision and action reached by the Chair of the Board of Trustees is final.

### **Student Records**

Student Records and FERPA Policy: The school does not release copies of transcripts from other institutions gathered for admission purposes.

A student has the right of access to those records that pertain to his or her work during seminary, as defined in the Family Educational Rights and Privacy Act (FERPA). This does not include those materials gathered as part of the admissions process. The CDSP FERPA policy follows.

The Family Educational Rights and Privacy Act, Church Divinity School of the Pacific  
For purposes of this statement, students will include only those individuals who are or have been

enrolled in the following programs: Master of Divinity, Master of Theological Studies, Doctor of Ministry, Certificate of Anglican Studies, Certificate of Theological Studies, the GTU Common M.A. program, and CDSP Special Students (Unclassified, Limited Status, Online).

The term "student" includes an individual who has been admitted to and has enrolled in or registered with Church Divinity School of the Pacific, as defined above. The term "student" does not include an individual who has not been in attendance at Church Divinity School of the Pacific. An individual who is or has been enrolled in one institution, who applies for admission to a second institution, has no right to inspect the records accumulated for the second institution until enrolled therein.

The Family Educational Rights and Privacy Act of 1974, as amended, is a Federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

Church Divinity School of the Pacific accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to nor will the institution disclose any information from students' education records without the written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within the Church Divinity School of the Pacific community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the Offices of the President, Dean of Academic Affairs, Dean of Students, Registrar, the Business Office, Financial Aid Office, Admissions Office, and academic personnel within the limitations of their need to know.

At its discretion the institution may provide Public Information in accordance with the provisions of the Act to include: student name, address, telephone number, email address, date of birth, place of birth, area of study, year in school, dates of attendance, degree program(s), registration information, thesis title, religious affiliation/order, scholarships and honors, most recent previous degree and school, country of citizenship. Students may withhold Public Information by notifying the Registrar in writing by the late registration deadline of Fall semester. A form for this notification is available from the Registrar.

Request for non-disclosure will be honored by the institution for only one academic year; therefore authorization to withhold Public Information must be filed annually in the Registrar's Office. This is particularly relevant to the publication of the annual CDSP School Directory.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if they are dissatisfied with the outcome of the challenge, and to submit explanatory statements for inclusion in their files if they are dissatisfied with the decisions of the hearing panels. The Consortial Registrar at the Graduate Theological Union has been designated by the institution to coordinate the inspection

and review procedures for student education records, which include admissions, personal, academic, and financial and placement records. Students wishing to review their education records must make written requests to the head of the appropriate office as listed in the GTU Directory, listing the item or items of interest. Only records covered by the Act will be made available within forty-five days of the request. Students may have copies made of their records with certain exceptions (e.g., a copy of the academic record for which a financial "hold" exists or a transcript of an original or source document which exists elsewhere). Transcripts are available for a charge of \$5.00 per copy. Student education records do not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute for the person who made the record; do not include employment records; and do not include alumni records.

Students may not inspect and review the following as outlined by the Act: confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Dean of Academic Affairs. If the staff decisions are in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended; and he/she will be informed by the Dean of Academic Affairs of his/her right to a formal hearing. Student requests for a formal hearing must be made in writing to the Dean of Academic Affairs who, within a reasonable period of time after receiving such a request, will inform the student of the date, place, and time of the hearing. The student may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of his/her choice, including attorneys, at the student's expense. The hearing panels that will adjudicate such challenges will be appointed by and chaired by the Dean of Academic Affairs. The hearing panel will consult with legal counsel as appropriate.

Decisions of the hearing panel will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panel, if the decisions are in favor of the student. If the decisions are unsatisfactory to the student, the student may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panel. The statements will be placed in the education records, maintained as part of the student's records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of the Act may request, in writing, assistance from the President of the institution to aid them in filing complaints with the Family Policy Compliance Office, U.S. Department of

Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605. Revisions and clarifications will be published as experience warrants.

## CDSP FERPA Policy Definition of Terms

**Student:** The term "student" includes an individual who has been admitted to and has enrolled in or registered in the following programs: Master of Divinity, Master of Theological Studies, Doctor of Ministry, Certificate of Anglican Studies, Certificate of Theological Studies, the GTU Common M.A. program, and CDSP Special Students (Unclassified, Limited Status, Online). The term "student" does not include an individual who has not been in attendance at Church Divinity School of the Pacific. An individual who is or has been enrolled in one institution, who applies for admission to a second institution, has no right to inspect the records accumulated for the second institution until enrolled therein.

**Student Education Records:** Student education records mean those records that are directly related to a student and maintained by the institution or by a party acting for the institution. Student education records include, but are not limited to, academic evaluations, transcripts, test scores and other academic records, general counseling and advising records, disciplinary records, and financial aid records.

The term "student education records" does not include:

Records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which:

- are in the sole possession of the maker thereof; and
- are not accessible or revealed to any other individual, except to an individual who performs on a temporary basis the duties of the individual who made the record.

Records relating to an individual who is employed by Church Divinity School of the Pacific which:

- are made and maintained in the normal course of business;
- relate exclusively to the individual in that individual's capacity as an employee;
- are not available for any other purpose.

The above paragraph does not apply to records relating to an individual who is employed in an educationally related position as a result of his or her status as a student (e.g. work-study).

Records that contain only information relating to a person after that person is no longer a student, such as information pertaining to alumni.

**Public/Directory Information:** The term "public information" as used in the CDSP FERPA policy is synonymous with the term "directory information" in the Federal Family Educational Rights and Privacy Act of 1974 and the State of California Education Code. The term "public information" shall be limited to student's name, address, email address, telephone number, date of birth, place of birth, area of study, dates of attendance, year in school, degree program(s), registration information, thesis title, religious affiliation/order, scholarships and honors, most recent previous degree and school, country of citizenship.

## **Students with Disabilities**

### **Accommodations for Students With Documented Disabilities**

Ramps and elevators provide handicapped access to most CDSP facilities, including the chapel, classrooms, faculty and administrative offices. An access key for the elevator in Parsons Residence Hall may be obtained from the Director of Housing & Reception.

Church Divinity School of the Pacific participates in a consortium-wide "Students with Disabilities" policy which benefits from a collaborative arrangement with the University of California at Berkeley. The policy strives for consistent and equitable student access to educational opportunities throughout the consortium. In particular, it addresses a differently abled student's ability to fulfill degree and certificate course and program requirements. The policy covers GTU library use, student advising, GTU classroom activities and requirements, program exams, and capstone experiences such as theses and dissertations. It does not address extracurricular events sponsored by GTU member institutions, student housing, and administrative activities (e.g. registration, access to facilities, etc.).

The GTU Dean of Students serves as the Disabilities Resource Officer (DRO) for the consortium. The DRO serves as a consortium-wide resource to develop expertise, provide information and consultation, and answer questions. The DRO works with Students with Disabilities Program staff at UCB who verifies accommodation eligibility and recommends accommodation options. While eligibility verification and recommendations for academic accommodations are centralized, implementation of accommodations reflects individual institutional resources and cultures. In order to initiate the process, the student should be in touch with CDSP's Dean of Academic Affairs. Forms and process guidelines are available on the GTU web-site at <http://www.gtu.edu/admissions/life-at-gtu/students-with-disabilities>.

For more information on Academic Accommodation, consult the Academic Handbook.

## **Whistleblower Policy and Reporting Tool**

Church Divinity School of the Pacific is an organization with strong values of responsibility and integrity. Our Code of Business Conduct and Ethics contains general guidelines for conducting business with the highest standards of ethics.

Church Divinity School of the Pacific is committed to an environment where open, honest communications are the expectation, not the exception. We want you to feel comfortable in approaching your supervisor or management in instances where you believe violations of policies or standards have occurred.

In situations where you prefer to place an anonymous report in confidence, you are encouraged to use this hotline, hosted by a third party hotline provider, EthicsPoint. You are encouraged to submit reports relating to violations stated in our Code of Business Conduct and Ethics, as well as asking for guidance related to policies and procedure and providing positive suggestions and stories.

<https://secure.ethicspoint.com/domain/media/en/gui/41158/index.html>

## **Hospitality and Diversity At CDSP**

The Board of Trustees of Church Divinity School of the Pacific declares the commitment and intention of this seminary to welcome diverse people throughout the seminary's educational,

administrative, and community endeavors. To fulfill this commitment, the Board urges this entire community to advocate and implement:

- Intentional recognition of and sensitivity to the diversity of people at CDSP
- Recruitment of an increasingly diverse student body, faculty, staff and board
- An increased atmosphere of welcoming and being welcomed by all people at CDSP
- Preparation for lay and ordained ministry in an evermore diverse and multicultural world
- Ongoing accountability of this seminary in addressing issues related to hospitality, diversity and multi-culturalism, including race, color, ethnic origin, gender and gender identity, national origin, marital status, sexual orientation, disability, or age.

### **Community Email Accounts and List-Serves**

E-mail is the principal means by which we maintain adequate seminary community communication. Each student will receive an e-mail address with first initial, last name@ses.cdsp.edu, upon matriculation. CDSP also maintains several list serves to aid internal communications. These include:

- Dynamic Student List or students@cdsp.edu: all students are required to subscribe to this list
- CDSP-faculty@cdsp.edu: email list for the Faculty.
- [emeriti@cdsp.edu](mailto:emeriti@cdsp.edu): CDSP Emeriti Faculty
- [CDSP-adjuncts@cdsp.edu](mailto:CDSP-adjuncts@cdsp.edu): email list for CDSP Adjunct Faculty
- [CDSP-staff@cdsp.edu](mailto:CDSP-staff@cdsp.edu): email list for CDSP staff members
- [CDSP-koinonia@cdsp.edu](mailto:CDSP-koinonia@cdsp.edu) email list for all interested CDSP spouses/partners

There are also email lists for residents of Parsons and Nichols/Virginia. Please contact the Operations Manager – mhayes-martin@cdsp.edu - to enroll and/or get more information.

### **Internet Connections**

The campus is equipped for both wired and wireless internet connections. Denniston Refectory, the GTU Library, Tucson Common Room, Easton Hall Conference Center, and many classrooms provide access. For information, contact afensik@cdsp.edu.

### **Student Member of The Board Of Trustees**

By action of the Board of Trustees, the student body has the right to nominate one full-time graduating student member to the Board of Trustees to serve a one-year term. This Ombudsperson is nominated and elected in the spring along with other elected offices of classes and The Community Leadership Team.

### **Problems of Community Living**

It is expected that the school be a self-governing community. Most difficulties are resolved with the assistance of the Ombudsperson and Dean of Students. The Ombudsperson is a resource in cases of dispute between students and faculty or staff. In cases of a severe nature, or which require institutional discretion, the President and Dean and Faculty will address the issue. The student shall have the right of appeal to the Board of Trustees through its Community Life Committee. This appeal procedure applies to matters of community life but not to academic or curricular situations, which are under faculty jurisdiction.

### **Use of School Property**

In addition to internal use, CDSP rents its facilities to those groups and organizations whose purposes are generally compatible with the mission of CDSP. Because we extend the hospitality of

our campus to other individuals, groups, and organizations, CDSP community members must reserve space needed for in-house events and activities beyond the regular schedule. To reserve meeting spaces in Easton Hall, as well as guest rooms in Gibbs Hall, please contact [eastonhall@cdsp.edu](mailto:eastonhall@cdsp.edu). To reserve all other spaces, please contact Reception.

Any member wishing to invite a group or organization of which he/she is a member to meet on the CDSP campus shall make a request to the Director of Operations and reserve the space with either Reception or the Easton Hall administrator. Please note that a certificate of insurance must be provided for organizations other than CDSP and other GTU schools and organizations, and for any event not sponsored by the school.

### **On-campus Housing**

Two types of housing are offered to students at CDSP: Single dormitory-style rooms and one- to four-bedroom apartments. Parsons Hall on the CDSP campus offers single rooms with basic furniture in a dormitory-style building, with shared bathrooms, coin laundry and kitchenette facilities. Rooms at Parsons for the academic year are available for CDSP students. Unfurnished apartments with one- to four-bedrooms are available in Nichols Hall, a CDSP-owned apartment building, one block from the CDSP campus at 1700 Le Roy Avenue. Check CDSP website for fees and other information. [www.cdsp.edu/housing-and-meal-plan](http://www.cdsp.edu/housing-and-meal-plan)

### **On-campus Parking**

Assigned parking spaces are available to CDSP students and those GTU students living in CDSP housing, in a gate-secured on-campus lot. Contact CDSP Reception (510-204-0702) to make inquiries about a parking pass.

## GTU AFFILIATION POLICY

### Doctoral Students and M.A. Affiliates

#### Purpose

Students admitted to the doctoral programs (Ph.D. and Th.D.) and M.A. offered by the GTU may be affiliated with CDSP. This affiliation is in keeping with CDSP's objective to encourage and nurture graduate studies in theology. It recognizes that this nurture includes the provision of graduate faculty members, a common library, and administrative services as well as a community whose environment and spirit will enable and enhance graduate studies. Thus our policy aims to provide a congenial setting for graduate faculty and students to work, pray, and talk together in the ongoing life of the CDSP community.

#### Participants

GTU students may indicate their wish to affiliate with CDSP by writing a letter to the Dean of Academic Affairs stating the reason for requesting the affiliation. This constitutes application for affiliation. The Academic Dean and faculty will decide and extend an invitation if appropriate. Reasons acceptable to the faculty may include being an Episcopalian a member of any religious community who desires to share in the worship here, or being a student whose principal advisor is a CDSP faculty member. The faculty may terminate affiliation when in its judgment continuation is not in the best interest of the community or the student, and may be terminated by the student by timely written notice addressed to the Dean of Academic Affairs.

#### Responsibilities and Privileges

Affiliated students are considered members of the CDSP community, as well as of the GTU. They are encouraged to meet together at least once each year to become acquainted with one another. Each student, upon entering affiliate status, should arrange to meet with the Dean of Students to be informed of the opportunities for community life and worship in the School. It will be the policy of the school to encourage the voluntary participation of these students, according to the ability and need of each, in the common worship and its leadership. Affiliated students will have access, in accordance with published priorities, to parking, housing, meals and commuter lounge. It will be the policy of the school to show pastoral concern for affiliated students and to offer equal access for all to the administrative staff and its services. Students are encouraged to seek out faculty members in their area of study and become acquainted with them. Affiliated students are eligible for membership on student/faculty committees, and may, like other CDSP students, use the facilities provided for extra-curricular activities. Affiliated students may seek whatever student employment is available, and doctoral students are especially encouraged to seek teaching assistantships and the office of Teaching Fellow according to its terms. They can be invited, upon recommendation of the faculty and vote of the trustees of the school, to receive their degrees from the GTU at the CDSP's annual commencement, and they will thereafter be treated as regular alumni, with all the pertaining rights and privileges.

## APPENDICES

### Safety Tips

#### Night Escort Services

An on-site staff person (with experience in emergency response and CPR) patrols the GTU library and nearby school buildings. The guard is on site most evenings. If you would like the guard to escort you to parking lots or other nearby locations call 510/649-2450 during those times. In addition, an evening staff maintenance person is on campus from 2:00 to 10:00 p.m., Mon-Fri. He has a CDSP cell phone: 510-859-6363. His office is in the lower level of Parsons down the hallway from the kitchen, directly opposite the elevator on the ground floor.

In addition, UC Berkeley operates a night escort service between 6:00 pm and 2:00 am; call 510/642-9255.

### Vehicle Safety

- Park in well-lit, populated areas.
- Trust your instincts. If something doesn't feel right, find another place to park.
- Be aware of your surroundings.
- Do not leave valuable items visible in your car.
- Close all windows and lock all doors before leaving your vehicle.
- Make a copy of your registration and keep it in your wallet or purse. Remove all forms of identification from your vehicle. Anyone with permission to drive your vehicle should also have a copy of the registration with them to furnish to the police if necessary.
- Before entering your vehicle
  - Walk with others to your vehicle whenever possible.
  - If someone looks suspicious, leave the area immediately; do not try to go to your vehicle.
  - Carry your vehicle key on a separate ring from your house keys.
  - Have your keys in hand when you approach your vehicle.
  - Look around and underneath your vehicle before approaching.
  - Check the back seat of your vehicle.
  - Upon entering your vehicle, immediately lock all doors.

### Bicycle Theft Risk

Bicycles and bicycle parts, including “quick release” seats and wheels, are in big demand, and thieves are well-equipped and organized. Bike locking tips include:

- Always lock your bike to a bicycle rack.
- Use a high quality “U” shaped lock. Avoid using lightweight cables or chains, or low quality U-locks.
- Always lock your bicycle through the frame and both wheels to a bicycle parking rack.
- Lock all free parts of bike or take them with you.
- Avoid leaving your bicycle locked outside overnight.

## **Residential Theft Prevention Tips**

Here are a few tips for discouraging would-be thieves in your residence or apartment:

- Keep outside doors locked.
- Ask strangers to wait in common areas while their friends are summoned.
- Lock your room doors and windows when you leave, even if only for a minute, and take your keys with you.
- Keep small valuable items out of sight.
- Politely offer assistance to persons in your building whom you do not recognize. If they have legitimate business, they will appreciate your help. If they do not, ask them to leave.
- Do not leave your car unlocked when loading or unloading.
- Do not leave coats, books, or other valuable items in common areas. Keep them in your room.

## **IN CASE OF EMERGENCY...**

Remain calm.

Reach out to others who may need assistance.

### **Earthquake**

- Take cover beneath a heavy item of furniture, away from windows and falling objects.
- Do not use the elevator or stairs; when motion stops, use stairs with caution if they are not badly damaged.
- Do not use electricity if a gas leak is suspected.
- Limit phone calls to emergencies such as fire and severe injury (see below).
- Tune battery-powered radio to 1610 AM for information.

### **Fire**

- Activate alarm manually if not automatically activated.
- Use extinguishers for small fires if you are trained.
- Contain the fire by closing doors and windows if possible.
- Stay low to the ground to limit smoke inhalation.
- Evacuate the building.
- Do not use elevators.
- Meet in the designated location.
- Always contact the fire department, no matter how small the fire.

### **Calling 911**

If the emergency threatens human life or property, do not hang up. Allow the operator to end the call.

### **Non-Emergency Numbers**

Berkeley Police, non-emergency: 510/644-6743

Berkeley Fire, non-emergency: 510/644-6723

Suicide Prevention/Crisis Intervention: 510/849-2212

Poison Control: 800/523-2222

Further details: <http://gtu.edu/sites/default/files/docs/gtu-old/Emergency%20Procedures.pdf>

## **BASIC EMERGENCY PREPAREDNESS**

CDSP have several action plans depending on the crisis. Know your plan for your home, car, work and class. In case of a major earthquake, CDSP has a disaster resource container in the back parking lot. There are 12 people in roles to activate the disaster. These roles are as follows:

### **Red Key Holders for Emergency Shed**

President and Dean: Mark Richardson

Dean of Students: Ann Hallisey

Registrar: Elly Rhee

Operation Manager: Melville Hayes-Martin

Superintendent of Grounds: Steve Sibbitt

Easton Hall: Wesley Capps

Director of Operations & Personnel : Bob Rybicki

Reception Asst for Emerg. Shed: Stephen Baronian

Parsons Steward: Joey Courtney

Nichols Steward: Christie Fleming

While these names may change, the roles will remain the same for the disaster plan. Please know that one of these people will initiate the action plan and their job is then to find other people, including you!

In preparation for times that are not at school, it is advisable to read and observe the following.

### **Make A Plan**

In case of an emergency, it is important to have a plan. Basic plan components include:

- A meeting place for your family/group. This is important if you or your partner work in different places, or if you have children in daycare, school, or at a caretaker's house. Pick a place, preferably in an open, well-lit area that is either near the place where one of you will be, or equidistant between your common locations. If you commute, you might consider picking a place with your co-workers or classmates as well as one for when you are home. If you are single, seek out another single person, or a friend's family, and ask to be included in their emergency plan. The most important thing is that you have a known place to be so that if you are not there, someone will know something is wrong.
- A way to communicate/find each other. If you are planning to meet in a public space, like a parking lot or a park, you need to have a way to find one another without passing each other, especially if the emergency occurs at night. For example, you might include in your emergency kit glow sticks of a certain color that identify your group. You can also be very, very explicit in your plan (i.e.: "we will meet in the third space of the first row of the CDSP parking lot"). Remember that in a disaster situation, there will lots and lots of people trying to find lots and lots of other people. You need to have a way to find each other in a chaotic situation. It is also important, if you have children, that your children know what you want them to do, whether it's to stay put, or to go with their teacher, or a family friend. Make sure that everyone in your family/group fully understands the plan. Because the communications infrastructure may be damaged, (and long-distance calls may be possible when local are not) it is good to have someone you can all call who lives out of the area
- A pre-arranged set of directions. In case something should happen to someone in your group, you need to have a set scenario of events. It could go something like this:
  - in case of emergency, persons A, B, and C meet in spot three of the CDSP parking lot.

- if all three do not successfully arrive at the spot within X amount of time (this should be based on distance from the spot), then one person will wait while the other goes to look for the missing person.
- if only one person arrives at the spot within X amount of time, they will then leave a note at Y place (be very specific-“the big rock in the NW corner of the parking lot”) and go look for the missing persons.
- Your plan needs to be specific enough for your group to successfully communicate and provide assistance in the face of likely confusion.
- **Be informed.** Every adult in your group should have basic safety knowledge. This includes basic first aid, as well as things like how to use a fire extinguisher, and how to turn off electricity, water, and gas. If you have a medical condition, make sure that everyone in your group knows how to provide the necessary care for you, should you require it. You should also know the locations of the closest hospital, police, and fire stations. Knowledge saves lives.

### **Build a Kit**

You should always have an emergency kit prepared and on hand. Make sure that it is easily accessible: an emergency kit in your basement is not helpful if an earthquake makes your basement cave in. Check and update your kit every six months: replace perishable goods, such as medications, as needed. Ideally, an emergency kit should be able to last you for at least 72 hours. It is important that it is portable, and in a durable container (knapsack, duffel bag, wheeled suitcase) in case you are asked to move, or need to remove yourself from your immediate vicinity.

### **Prepare Your Home**

It is important to be prepared for the types of disasters you are likely to encounter. If you live in California, the disaster you are most likely to encounter is an earthquake, and you should take steps to prepare your home. Most earthquakes are rather small, and do not cause a great deal of damage. Things like earthquake picture hooks (to keep framed objects on the wall), or earthquake putty (to keep small objects on the shelves), can be very helpful in dealing with smaller earthquakes. It is also a good idea to bolt bookshelves to the walls, and to put toddler locks on your cupboards (to keep dishes off the floor). Make sure that your bed is not near any large furniture, and if you have large windows near your bed, keep the blinds down to minimize glass scattering. If you have pets, you can order free emergency stickers from the ASPCA that go outside your door and alert emergency personnel to the fact that there are animals inside your home ([www.asPCA.org](http://www.asPCA.org)).

### **Get Trained**

It is a good idea for every adult and older child to have taken a basic first aid class. These are offered on a regular basis in various places throughout the community, and are a very good way to prepare for any potential emergency or disaster. If you have taken one previously, but not recently, consider a refresher course. Further emergency information and disaster preparedness resources can be found at the Red Cross website, at [www.redcross.org/services/disaster](http://www.redcross.org/services/disaster).

## **EMERGENCY PREPAREDNESS KIT (ADULT, 72 HR)**

The kit is intended to be sufficient to provide essential items an adult will need for at least three days after a disaster and is intended for storage at home, and to be used at home or in a place where someone may go if local authorities ask for an evacuation. For more information, check out the Red Cross website at [www.redcross.org](http://www.redcross.org)

### Important Items In An Emergency Preparedness Kit

- **Flashlight** to find your way if the power is out. Do not use candles or any other open flame for emergency lighting. Include the correct number and size of batteries for your flashlight in your Emergency Kit.
- **Battery-powered or Hand-crank Radio** News about the emergency may change rapidly as events unfold. Radio reports will give information about the areas most affected.
- **Plastic Sheeting/Tarp/Blankets** for sheltering-in-place. Blankets are important for warmth, comfort, and potential shelter, as well as for use in a medical emergency requiring warmth or transportation.
- **Food** for at least one day (three meals) if close to a workplace with stored food, or a three-day supply if at home or other location. Select foods that require no refrigeration, preparation or cooking, and little or no water. The following items are suggested:
  - ✓ Ready-to-eat canned meals, meats, fruits, and vegetables;
  - ✓ Canned juices;
  - ✓ High-energy foods (granola bars, energy bars, snack mix, etc.).
- **Water** at least one gallon/person/day -- more if medications require water or increase thirst. Store in plastic containers such as soft drink bottles. Avoid using containers that will decompose or break, such as milk cartons or glass bottles.
- **Medications** include non-prescription medications that you take (pain relievers etc.) If you use prescription medications, keep at least three-day's supply of these medications at your workplace and in your emergency kit. Consult with your physician or pharmacist how these medications should be stored, and your employer about storage concerns.
- **First Aid Supplies** The following essentials are easily obtained and stored:

✓ Absorbent Compress 5x9 Dressing	✓ Pair of Non-Latex Gloves (Size L)
✓ Adhesive Bandages (Assorted Sizes)	✓ Scissors
✓ Adhesive Cloth Tape 5 yds. /1"	✓ Roller Bandage 3"
✓ Antibiotic Ointment Packets (1g)	✓ Sterile Gauze Pads 3x3
✓ Antiseptic Wipe Packets	✓ First Aid Instruction Information
✓ Packets of Aspirin (162mg)	✓ Toilet Paper/Tissue

Complete and well-packaged first aid kits are readily available for purchase in groceries and drug stores for a reasonable price – think about one for each primary location (home, car, office...).

### Additional Tools and Supplies To Include In Your Emergency Preparedness Kit (1-Or 3-Day)

- Non-breakable plates, cups, utensils
- Non-electric can opener
- Personal hygiene items (toothbrush/paste, comb, brush, soap, contact lens supplies, and feminine supplies)
- Plastic garbage bags, ties (for personal sanitation uses)
- At least one complete change of clothing and footwear, including a long sleeved shirt and long pants, as well as closed-toed shoes or boots
- If you wear glasses, keep an extra pair with your workplace disaster supplies.
- A knife, wrench, screwdriver, and pliers, and duct tape.
- Entertainment, such as a book or small toy, especially for children.

### **General Information**

- Pack your kit according to your own personal needs and preferences.
- If you have children, make sure to include any appropriate supplies for them (diapers, food, clothes, etc.)
- If you have pets, include pet food, a carrier, vaccination information, and any necessary medical supplies.
- Keep a copy of any important papers with your emergency kit, such as passports, birth certificates, and emergency phone numbers, insurance policies, and a map of your area, as well as a small amount of cash.

### **GTU-ALERT**

The Higher Education Opportunity Act (HEOA) of 2008 requires that all institutions of higher education provide an emergency notification and warning system to alert their campus community in case of an emergency.

Since the member schools of the GTU-Consortium share most of our facilities and other resources with each other, it was decided that the most efficient way to provide this service is through contracting with E2Campus, a leading provider of emergency alert systems, to provide a single shared system for all of our member schools.

This system, called GTU-ALERT is available to all faculty, staff and students as an opt-in system. It will be used to provide alerts in the event an immediate and life threatening event or other critical situation that affects all of our campuses. Alerts can be sent out utilizing SMS Text Messaging, email and voice messages, as deemed necessary.

**YOU ARE STRONGLY ENCOURAGED TO PARTICIPATE IN THIS SYSTEM.** Go to <http://www.e2campus.com/my/gtu/index.htm> to sign up. Family members of commuter students may also wish to subscribe.

Accounts on GTU-ALERT will remain active as long as your current contact information is in the system, unless you choose to log in and delete your account. Twice yearly tests will be sent to all subscribers. In the event that your account information is incorrect we will remove you from the system. If you need assistance in signing up or configuring your GTU-Alert account, please contact Consortial IT Services (CITS) at [techsupport@psr.edu](mailto:techsupport@psr.edu).