

MSCM CAMPUS SAFETY MANUAL 2009/2010

July 2009

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EMERGENCY PROCEDURES

1. Medical emergency

- a. Life Threatening/Urgent:
 - i. Dial 911
 - ii. Call (names of staff members trained in CPR/First Aid)
 - iii. Dial ext. 3320 Safety Dept.
- b. Non-Life Threatening/Non-Urgent:
 - i. Call Student Services ext. 3420 or 3421

2. Suspicious persons

- a. Urgent/High Level:
 - i. Dial 911
 - ii. Dial ext. 3320 Safety Dept.
 - iii. Clear students in immediate area to safe rooms.
- b. Low Level:
 - i. Dial ext. 3320 Safety Dept.

3. Fire

- a. Sound Fire Alarm
- b. Evacuate
- c. Dial 911
- d. Dial ext. 3320 Safety Dept.

TO REPORT A CRIME

Jeff Aalbers, Administrative Services Director
651-361-3320, cell 952-220-4087

Susan Brezny, Student & Alumni Services Director
651-361-3420

Adam Erickson, Executive Assistant to the President
651-361-3440

Ted Miller, Building Operations Chief Engineer
651-361-3370

Damon Schuler, Finance and Operations Director
651-361-3360

Jake Swanson, Campus Resource Manager
651-361-3341

Linda Chacholiades, Faculty Representative
651-361-3591

Christopher Blood, Faculty Representative
651-361-3743

EMERGENCY CONTACTS

ALL EMERGENCIES – Police, Fire, Ambulance **Dial 911**
Jeff Aalbers, Safety Director **Ext. 3320 or Cell: 952-220-4087**
Ted Miller, Building Maintenance **Ext. 3370 or Cell: 612-281-7698**
 (Building Maintenance Problem)
Sue Brezny, Student Services **Ext. 3420 or Cell: 651-295-9700**
 (Student or Parent Crisis)

St Paul Skyway Police Pager 651-229-1994
 St Paul Police Dept (Non-Emergency) 651-291-1111
 Gas Leak – CenterPoint Energy Emergency Line 612-372-5050
 Grubb & Ellis/Northco Real Estate’s Maintenance Line 952-820-1630
 (24 Hour Emergency Maintenance Line)
 Regions Hospital 651-254-0855
 640 Jackson St, St Paul
 St Joseph’s Hospital 651-232-3000
 69 W Exchange St, St Paul
 United Hospital 651-241-8000
 333 N Smith Ave, St Paul

McNALLY SMITH COMMON EXTENSIONS

Admissions 3460
 Bookstore 3400
 Café 3470
 Career Center 3411
 Faculty Reception Desk 3500
 Front Desk – Main Building 3302
 Human Resources 3375
 Library 3480
 Main Desk – 26 Exchange 3301
 President’s Suite 3441
 Print Center 3390
 Record Lab 3340
 Resource Center 3350
 Student Services 3420

OTHER NUMBERS

Central Parking System 651-224-2505
 Central Towers Housing 651-215-4540
 Commonwealth Properties Emergencies 651-224-5845
 After hours – Debbie Burgwald 651-261-7897
 Gallery Professional Building – Maureen Smith 651-221-2660
 History Theatre 651-292-4321
 St Paul Conservatory of Music 651-224-2205

SAFETY COMMITTEE & CRISIS MANAGEMENT TEAM

SAFETY COMMITTEE

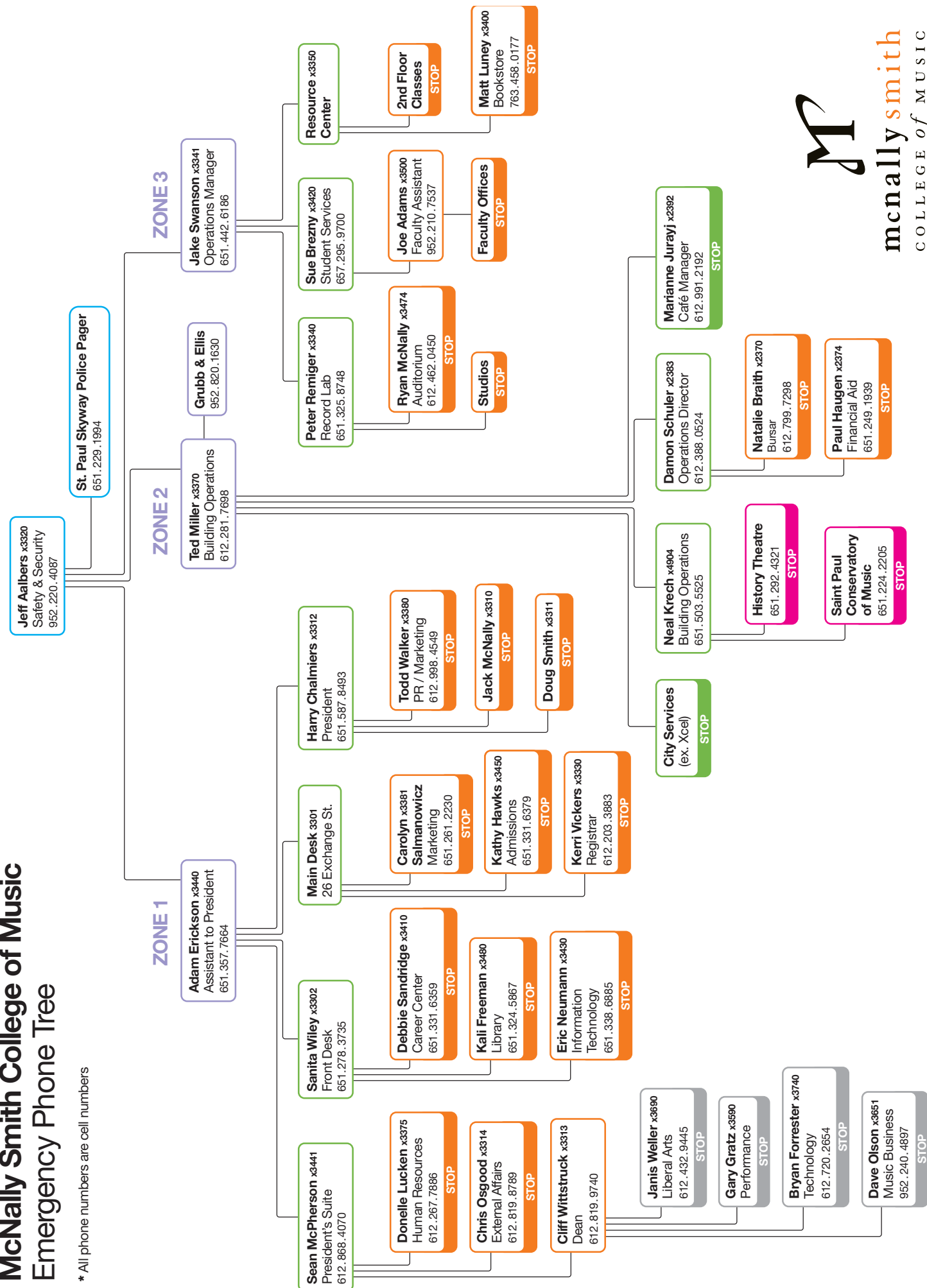
Jeff Aalbers	Administrative Services Director
Susan Brezny	Student & Alumni Services Director
Adam Erickson	Executive Assistant to the President
Donelle Lucken	Human Resources Director
Ted Miller	Building Operations Chief Engineer
Damon Schuler	Finance and Operations Director
Jake Swanson	Campus Resource Manager
Christopher Blood	Faculty Representative
Linda Chacholiades	Faculty Representative
Andrew Burgess	Student Representative
Molly-Jo Smith	Student Representative

CRISIS MANAGEMENT TEAM

Jeff Aalbers	Safety Director
Ted Miller	Building Operations
Adam Erickson	Communications Liaison
Todd Walker	Media Representative
Sean McPherson	26 Exchange Custodian
Susan Brezny	Lower Level Custodian
Peter Remiger	1st floor Custodian
Jake Swanson	2nd floor Custodian
Marianne Jurayj	3rd floor Custodian

McNally Smith College of Music Emergency Phone Tree

* All phone numbers are cell numbers



BUILDING HOURS & CAMPUS CRIME POLICIES AND PROCEDURES

BUILDING HOURS 2009-2010 SCHOOL YEAR

Normal Hours

Main Building, Resource Center, Record Lab

Mon - Fri	7:30am - 12:00am (midnight)
Sat	8:00am - 12:00am (midnight)
Sun	12:00pm (noon) - 12:00am (midnight)

Administration

Mon - Fri	8:30am - 5:00pm
Sat - Sun	closed

Library

Mon - Thu	7:30am - 12:00am (midnight)
Fri	7:30am - 8:00pm
Sat - Sun	12:00pm (noon) - 8:00pm

Café

Mon - Fri	8:00am - 8:00pm
Sat - Sun	closed

Bookstore

Mon - Fri	9:00am - 6:00pm
Sat - Sun	closed

School Break Days

(School Is Open, But No Classes)

Main Building, Resource Center, Library, Record Lab

Mon - Fri	8:30 am - 4:30 pm
Sat - Sun	closed

Administration

Mon - Fri	8:30 am - 4:30 pm
Sat - Sun	closed

Café, Bookstore

Mon - Fri	closed
Sat - Sun	closed

Holidays

All offices	closed
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CAMPUS CRIME POLICIES AND PROCEDURES

The Safety and Security Office prepares the McNally Smith College of Music Annual Security Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by McNally Smith College of music; and on public property within, or immediately adjacent to and accessible

from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. The full text of this report is located on our web site at www.mcnallysmith.edu. This report is prepared in cooperation with the local law enforcement agencies surrounding our campus. Campus crime, arrest, and referral statistics include those reported to the Saint Paul Police and designated campus officials. Each year, an e-mail notification is made to all enrolled students, faculty, and staff that provides the web site to access this report.

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Safety Director, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the college e-mail system to students, faculty, and staff. Depending on the particular circumstances of the incident, especially in all situations that could pose an immediate threat to the community and individuals, the Safety and Security Office may also send a bulk text to all students, faculty, and staff, providing the college community with more immediate notification. Anyone with information warranting a timely warning should report the circumstances to the Safety and Security Office, by phone 651-361-3320 or in person at the main building front security desk or the office of the Director of Administrative Services.

To Report a Crime

For emergencies, dial 9-1-1. For non-emergencies, contact the Safety and Security Office at 651-361-3320 or complete a crime/incident report available at the front administration desk in the main building. Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Safety and Security Office in a timely manner. If assistance is required from the Saint Paul Police or Fire Departments, McNally Smith College will contact the appropriate unit. Because police reports are public records under state law, the Saint Paul Police Department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to the Safety and Security Office, as identified below. Crimes should be reported to the Safety and Security Office to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. If a sexual assault or rape should occur, staff on the scene will refer the victim to the Student Services Department for information on a wide variety of services. In addition, any of the members of the Safety and Security team (excluding the student representatives) may be contacted to report a crime or for immediate help:

Jeff Aalbers, Administrative Services Director
651-361-3320, cell 952-220-4087

Susan Brezny, Student & Alumni Service Director
651-361-3420

Adam Erickson, Executive Assistant to the President
651-361-3440

(contacts continued on next page)

CAMPUS CRIME POLICIES AND PROCEDURES

Donelle Lucken, Human Resources Director
651-361-3375

Ted Miller, Building Operations Chief Engineer
651-361-3370

Damon Schuler, Finance and Operations Director
651-361-3360

Jake Swanson, Campus Resource Manager
651-361-3341

Linda Chacholiades, Faculty Representative
651-361-3591

Christopher Blood, Faculty Representative
651-361-3743

Access Policy

During business hours, McNally Smith College of Music will be open to students, parents, employees, alumni, contractors, guests, and invitees. All parents, guests, alumni, and other invitees must sign-in at the front administration desk. During non-business hours, access to all college facilities is by key and keycard, if issued. In the case of periods of extended closing, the college will admit only those with prior written approval to all facilities. Special circumstances may necessitate changes or alterations to any posted schedules.

Campus Law Enforcement Policy

McNally Smith College of Music employees have the authority to ask persons for identification and to determine whether individuals have lawful business at the college. Individuals without lawful business at the college may be asked to leave. Employees do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus. The Safety and Security Office at the college maintains a highly professional working relationship with the Saint Paul Police Department. All crime victims and witnesses are strongly encouraged to immediately report the crime to the campus Safety and Security Office and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Security Awareness Programs

During orientation, students are informed of services offered by McNally Smith College of Music. Students are told about information and referrals available in the Student Services Department, including the areas of maintaining personal safety, crime prevention, sexual assault prevention, and alcohol and substance abuse. Information is relayed at orientation about crime on-campus and in surrounding neighborhoods.

Policy on Alcohol and Illegal Drugs

The McNally Smith College of Music campus has been designated "Drug free" and only under certain circumstances is the consumption of alcohol permitted. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the McNally Smith College of Music Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus without prior approval by the college. Organizations or groups violating alcohol/substance policies

or laws may be subject to sanctions by the college. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Saint Paul Police Department. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment.

Sexual Assault Prevention and Response

The College educates the incoming student community about sexual assaults through mandatory orientations each semester. The Saint Paul Police Department offers sexual assault education and information programs to college students and employees upon request. Literature on date rape education and risk reduction is available through the Student Services Department. If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Safety and Security Office strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a member of the Safety and Security Office. Filing a report with the Safety and Security Office will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officials. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention

Sex Offender Registration

In accordance to the "Campus Sex Crimes Prevention Act" of 2000 (which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974), McNally Smith College of Music will provide a statement advising the campus community where law enforcement information provided by the State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in the State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor. The Minnesota Department of Corrections is responsible for maintaining this registry. Follow the link below to access the Minnesota Department of Corrections website:

<http://www.doc.state.mn.us/default.htm>

SAMPLE CRIME/INCIDENT REPORT

McNALLY SMITH CRIME / INCIDENT REPORT	
Date of Incident:	Time of Incident:
Person(s) Involved:	
Location of Incident: <input type="checkbox"/> On campus <input type="checkbox"/> Public Property	
Specific description of location:	
Brief description of the incident:	
Were the police called? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Was an arrest made? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Was this a hate crime? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Type of crime/incident:	
<input type="checkbox"/> Murder/Non-negligent manslaughter <input type="checkbox"/> Negligent manslaughter <input type="checkbox"/> Sex Offenses-Forcible <input type="checkbox"/> Sex Offenses-Non-forcible(include only incest and statutory rape) <input type="checkbox"/> Robbery <input type="checkbox"/> Aggravated Assault <input type="checkbox"/> Burglary <input type="checkbox"/> Motor Vehicle Theft <input type="checkbox"/> Arson <input type="checkbox"/> Any other crime involving bodily injury <input type="checkbox"/> Illegal weapons possession <input type="checkbox"/> Drug law violations <input type="checkbox"/> Liquor law violations(not including DUI or drunkenness) <input type="checkbox"/> Other (describe)_____	

SECURITY BADGE POLICY & ALCOHOL POLICY

Nature and extent of any injuries:	
Was a police report filed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach a copy.	
Any additional follow up needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Explain:	
Additional comments:	
Employee Signature:	Date:
Safety Director Signature:	Date:
Notice: Completed report must be turned in to the Main Building Front Administration Desk or the Safety and Security Office on the ground floor of the 26 Exchange Building	

SECURITY BADGE POLICY

All students and employees will have identification cards to carry with them which they must be able to produce upon request. The identification card is the photo issued at the start of the student's term or the faculty or staff members' employment date. If you do not have this badge, please see your Department Head, IT Department, or Front Administration Desk to have this badge re-issued to you.

All students and employees are encouraged to visibly display their identification cards on their person at all times while on campus grounds. Proper display of badge shall be the front side of the body anywhere from the shoulder region to the kneecap. The badge may be attached to an article of clothing via any apparatus supported by McNally Smith College of Music. These include but are not limited to: lanyards, plastic security badge clips, and retractable belt clips.

Persons on-campus who are unable to produce their identification card or guest pass when requested may be asked to leave. It is the responsibility of each student, faculty member, and staff member of the college to ensure each person, whether a visitor or not, be wearing a badge during their time on this campus. Visitors to the college will be issued a guest pass and shall follow all rules as defined in the paragraphs above.

Building Access Policy

All students and employees must use their security card (proximity badge) each time they enter the building. The security card that students are issued serves two purposes during enrollment at McNally Smith College of Music. The first purpose is for security reasons. There is limited access through the secured entrances into the college and the proximity badge allows students to enter without checking in with the front desk. The badge is also used to verify each student's presence at college. Every time a student enters the building the badge must be used to clock in. When a student forgets his/her badge, he/she must check in and check out with the front desk personnel. The front desk personnel will sign the student in or out (i.e., time arrived or time left). The student must check in with the front desk personnel each time he/she comes and goes during that day. Students may utilize the check in process at the front desk up to five (5) times per semester. After five (5) occurrences, the student will be asked to purchase a new security card at their own expense. There is a \$10.00 fee that must be paid by check or cash. It may not be charged to the student's account.

ALCOHOL POLICY

Alcohol and Drug Free Workplace

McNally Smith College of Music's policy is to maintain a work environment that is free from substance abuse, and to comply with all federal, state, and local laws. It is the college's policy to maintain a drug-free and smoke-free environment for employees and students. McNally Smith College of Music has developed this policy out of concern for employees' physical and mental health, workplace safety and productivity, and the College's status and reputation. This policy is intended

to provide clear and consistent procedures for handling incidents of employee use of alcohol, drugs, or other controlled substances while on duty. It is the policy of the college that employees shall not possess, consume or be under the influence of alcohol or drugs during the workday, including rest periods and meal periods. Students and employees are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere within the campus or while participating in on-campus school-related activities. As condition of enrollment or employment, students and employees must abide by the terms of the policy or one or more of the following actions will be taken within 30 days:

- Reporting the violation to law enforcement officials.
- Taking appropriate disciplinary action against such student or employee, up to and including expulsion or termination of employment.
- Requiring such student or employee to participate in a substance abuse rehabilitation program approved for such purposes by federal, state, local health, law enforcement, or other appropriate agency.

Exception to the Rule

Notwithstanding this, there may be certain private functions, removed from the usual work setting, at which it is permissible to consume alcohol in moderation, with management approval. These are limited to private functions held on-campus with no official McNally Smith College of Music sponsorship. There are no exceptions for faculty or student events. This policy does not extend to McNally Smith College of Music events held off-campus at alternate venues. The policy on alcohol for off-campus events is left to the discretion of the off-campus venue.

Under the Influence

Except for the situation outlined above, employees who use or are under the influence of illegal drugs and/or alcohol during work time will be subjected to disciplinary action up to and including discharge. On duty employees who are suspected of being under the influence of alcohol will be suspended immediately. The Human Resources Director will review the facts of the incident and decide on appropriate disciplinary action. While the college has no intention of intruding into the private lives of its employees, the college does expect employees to report for work in a condition to do their duties. For the purpose of this policy, being under the influence means that the employee is affected by drugs or alcohol or the combination of drugs and alcohol in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance.

Reasonable Suspicion

For all purposes under this policy, reasonable suspicion shall be defined as a belief based on observed, specific, objective facts where the rational inference to be drawn under the circumstances is that the person is under the influence of drugs or alcohol. All suspensions resulting from this policy will be without pay unless otherwise provided by state or federal law.

CODE OF STUDENT CONDUCT

Students under the influence of drugs or alcohol, in possession of drugs or alcohol, or engaged in the unauthorized use or distribution of drugs or alcoholic beverages may be withdrawn from the college. Any terminations of a student's enrollment will fall under the 'unbecoming of a McNally Smith College of Music student' clause.

Drug and Alcohol Abuse Education Programs

In compliance with the Drug Free School and Communities Act, McNally Smith College of Music makes a good faith effort to maintain a drug and alcohol free college and work place through implementation of the preceding policy and establishes and maintains a drug and alcohol free awareness program. This awareness program is already detailed in the student handbook and has been given to each faculty and staff member. Students or employees seeking help or guidance for breaking addictions may be referred to appropriate drug counseling programs.

Use of Alcoholic Beverages for Specific Events

The McNally Smith College of Music policy on the "Use of Alcoholic Beverages" establishes a general framework for specific present and future college rules and regulations on the use of alcohol. This policy references only specific non-student events where alcohol has been allowed by college management. This pertains to events on-campus where alcohol may be served, but not sold, and events off-campus where the off-campus establishment may be serving and/or selling alcohol. It must be recognized that here, as in society, the rational and responsible use of alcoholic beverages depends upon forms of teaching, conditioning, and social pressure which go beyond the purview of formal policies or regulations. Nevertheless, it may be said generally that the college expects its members to demonstrate respect and regard for the rights, property and persons of all individuals; to take responsibility for their own actions; and to act to reduce risks of damage and harm.

In an effort to guide the responsible use of alcohol, McNally Smith College of Music will observe the following practices when alcoholic beverages are served on-campus:

1. Provide an equal quantity of non-alcoholic beverages at the same place in an equally attractive variety.
2. Provide food in sufficient quantity for the number of persons present.
3. Discontinue the service of alcohol for a reasonable period of time prior to the anticipated end of the event.
4. In any advertisement, note the availability of non-alcoholic beverages and food.
5. Provide for supervision by persons who have a demonstrable awareness of the regulations and the techniques to reduce risk in an effort to insure successful compliance with applicable laws and regulations. In any group where alcoholic beverages are served it is expected that at least one person designated by the group will be responsible for insuring adherence to these guidelines.

CODE OF STUDENT CONDUCT

McNally Smith College of Music is committed to providing an educational environment that is grounded in respect, tolerance, integrity, and creativity. It is a privilege to study and work within

this rich environment of music and academia. Each student is responsible to adhere to the Code of Student Conduct. The effectiveness of this code depends on each student's acceptance of personal responsibility for his/her own conduct and a cooperation to uphold the values and mission of McNally Smith College of Music.

Students are expected to abide by these policies, as well as all local, state and federal laws, both on campus and at college-sponsored functions off campus. To uphold these principles, action must be taken if students do not accept this responsibility. The Code of Student Conduct is designed to be an educational process that holds students accountable to themselves and the community. It is accomplished through a process that stresses appropriate consequences designed to enhance self-learning, to gain insight into how their behavior affects the community, and to foster better choices in the future.

Jurisdiction of the Code of Student Conduct

The Code of Student Conduct applies to the conduct that occurs within any of the McNally Smith premises, at college-sponsored activities, and off-campus conduct that adversely affects the McNally Smith community. Each student shall be responsible for his/her conduct from the time of application through graduation or withdrawal. A Student Conduct Board will decide whether the Code of Student Conduct will be applied to conduct occurring off campus, particularly if the behavior has a potential to impact the college negatively. This determination shall be made on a case-by-case basis, at the discretion of the Director of Student Services.

As a rule, a student who willfully destroys school property, attends school under the influence of drugs or alcohol, or is insubordinate or disruptive - in the classroom or out- may be withdrawn from McNally Smith at any time during the school year. No guns or weapons are allowed on any of the school premises. For the health and safety of all, McNally Smith adheres to a *No Smoking Policy*. Students under the influence of drugs or alcohol or in possession of drugs or alcohol may be withdrawn from McNally Smith. Students seeking help or guidance for breaking addictions may be referred to appropriate drug counseling programs.

Prohibited conduct includes:

- Plagiarism by intentionally or unintentionally using someone else's words, music, or concepts, as one's own by failing to give proper credit.
- Cheating by attempting to present, as one's own, work that one has not performed, or using improper means to pass an examination or test.
- All forms of dishonesty, including, but not limited to, furnishing false information, forgery, and altering or misusing documents.
- Intentional disruptions or obstruction of teaching, performance, administration, disciplinary proceedings, or other college activities.
- Abuse, or harassment, physical or otherwise, of any person on the college premises or at college-sponsored or supervised functions.
- Behavior or activity that may endanger the safety of one's self

CODE OF STUDENT CONDUCT

or others, including, but not limited to, the possession and/or use of firearms, fireworks, weapons or hazardous chemicals.

- Vandalism or damage, destruction or defacement of property.
- Theft of college property or the property of any person.
- Possession, sale, abuse or use of controlled substances without medical authorization.
- Unauthorized presence in or forcible entry into a college facility or college-related premises, including classrooms, studios, and offices.
- Unauthorized use of college property, equipment, or keys.
- Unauthorized use or distribution of alcoholic beverages.
- Failure to follow directions given by a college official.
- Violations of local, state, or federal laws.
- Violation of stated college policies and regulation, written or unwritten.

Charges and Procedures

Any member of the college community may bring a complaint against a student or student group for violation of the Code of Student Conduct. Complaints should be made in writing and directed to the Director of Student Services. Verbal complaints should be followed up with a written statement. Any charge should be submitted as soon as possible after the event takes place, preferably within two weeks. Complaint forms may be found in the Student Services Office.

The Director of Student Services will do an initial assessment of the complaint to determine appropriate procedure to follow. The first step would include meeting with the student to discuss the complaint.

If the offense is a first time, **non-academic** infraction and can be resolved easily, the student will be given a written warning to change or cease a specific behavior. If an offense has been repeated or if the offense is of an **academic nature**, then the student's Department Head &/or Department Chair will be notified. All cases will be documented in writing. If the offense is of a serious **non-academic nature**, then the Safety and Security Director may be notified in addition to the Department Head &/or Department Chair. All cases will be documented in writing. **In extraordinary circumstances, a student may be immediately removed from campus before a charge is made.**

In serious breeches in the Code of Student Conduct, the Student Conduct Board will review and thoroughly investigate the complaint. Generally this investigation will include, but is not limited to, meeting with the accused and the complainant separately and consulting with faculty, staff, and administrators, if applicable. The Student Conduct Board consists of the Director of Student Services, the Director of Administrative Services (Safety and Security Director), the Department Head, the Department Chair, and the Dean of Academic Affairs. The Student Conduct Board will hold a hearing in which the complaint will be discussed with all parties involved. Evidence will be presented and a judgment may be made, either immediately or within three days.

Sanctions may include one or more of the following:

- **No Action:** A determination that a student not be disciplined or sanctioned.
- **Disciplinary Notice:** A written notice that a student's conduct has violated the Code and those subsequent violations, similar or different from the instant violation, may result in more serious action.
- **Restitution:** An option imposed that requires the student to pay for damage caused to property or to perform a specified public service.
- **Failure in a course:** With approval of the appropriate instructor and Dean of the student's academic program, a grade of F or a grade lower than originally awarded may be assigned if a student is found guilty of cheating or plagiarism.
- **Disciplinary Probation:** A period of review and observation of the student's conduct, which may be accompanied by restrictions upon the student's participation in college events and/or imposition of certain conditions with which the student must comply in order to avoid more severe discipline as a result of a Code violation.
- **Suspension:** A period of time when the student will not be permitted on college property or allowed to participate in college-sponsored or supervised activities including classes, ensembles, labs, or private lessons.
- **Expulsion:** A student is dismissed or required to withdraw from the college on a permanent basis.

Sanctions will be given to the student in writing and delivered to the student through U.S. mail or in person. Copies of the complaint and letter of sanction or agreement will be placed in the student's file.

Appeals

A student may appeal the Student Conduct Board's decision by contacting the President's Office within 10 days. The President's findings will then be final and cannot be appealed further within the college.

Final Appeal of a Complaint: If a student feels that the complaint is not being addressed within the college the student may contact:

Minnesota Office of Higher Education

1450 Energy Park Drive, Suite 350
Saint Paul, MN 55108-5227
651-642-0533
800-657-3866

Student Complaint Procedure

Students have the right to question, raise concern, and complain about college rules, policies and procedures, instructors, other students, student groups, administrators, and staff. Any charge should be submitted as soon as possible after the event takes place, preferably within two weeks. Complaint forms may be found in the Student Services Office.

Non-Academic Student Complaints: A student who has a complaint of a non-academic nature should contact the Director of Student Services. Verbal complaints should be followed up with a written statement.

SEVERE WEATHER

Complaint towards another student - follow the procedure under **Code of Student Conduct – Charges and Procedures**.

Complaint towards a faculty member (**non-academic in nature**), administrator, or staff member - The Director of Human Resources will oversee any complaints pertaining to employees of the college.

Complaint regarding a college policy or procedure - the Director of Student Services will investigate and respond in a timely manner to the student. If the student is unsatisfied with the response the student may address the concern with the Dean of Academics or other Administrative person aligned with the specific policy or procedure.

Academic and Curriculum Issues – Informal Student Complaint:

Individual classroom policies, including lesson plans and grading procedures, are the responsibility of the classroom instructor. If a student has a complaint or disagreement concerning the implementation of instructor policies it is recommended that the student request an informal meeting with the instructor. Normally, day-to-day classroom issues are resolved in this manner.

Academic and Curriculum Issues – Formal Student Complaint:

If an academic issue is not resolved during an informal instructor meeting, a student should make a written appeal to the relevant Department Head or Department Chair. Academic Formal Complaint forms can be found at the Faculty Reception Desk and in the Student Services Office. The Department Head/Chair will then meet with the student and investigate the claim. Effort will be attempted to resolve the issue. If resolution is reached, the Department Head/Chair will report the results to the instructor and maintain a personal record of the meeting. If an academic issue is not resolved by the Department Head then the complaint will be brought forth to the Dean of Academic Affairs.

The Dean of Academic Affairs will gather information from all parties involved in the complaint. A hearing may be called by the Dean and would include the student, the student's instructor - if appropriate, the student's Department Head and/or Department Chair, the student's Advisor, and Director of Student Services (as an advocate for the student). A decision or outcome will be determined either immediately or within three days of the hearing.

Appeals

A student may appeal the outcome of the Academic hearing by contacting the President's Office within 10 days. The President's findings will then be final and cannot be appealed further within the college.

Final Appeal of a Complaint: If a student feels that the complaint is not being addressed within the college the student may contact:

Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
Saint Paul, MN 55108-5227
651-642-0533
800-657-3866

SEVERE WEATHER

Snow Emergency – School Closings

In the event of severe winter weather, the school may close. The determination will be made by the President in consultation with the Safety Director and other members of the Safety Committee. This decision will be based on weather information available through the various media outlets. If the decision has been made to close the school and cancel all classes, the following steps will be taken:

1. **Damon Schuler, Director of Finance and Operations**, will notify KARE 11, local television, of our school's closing for the day.
2. **Eric Neumann, Director of Information Technology**, will change the incoming phone message to the school's main line. The new message will inform callers of the school's closing for the day due to severe weather.
3. **Jeff Aalbers, Safety Director and Director of Administrative Services**, will notify students, faculty, and staff of the school's closing for the day. This will be done via SONIS Web, using the bulk text messaging and bulk email function.

These three steps apply to closing decisions made after hours or before the school would open for the day. In the event the decision has been made to close the school during mid-day, steps two and three will be followed. For weather situations that warrant a discussion, but the school remains open, the Safety Director will follow step three to notify all students, faculty, and staff of the school remaining open. In general, school closings for severe weather are handled on a day-to-day basis. The procedure above will be repeated for each new day.

Weather Radio

There is a NOAA (National Oceanic and Atmospheric Administration) Public Alerts Radio stationed at the Front Desk of the 19 Exchange Building. Known as the NOAA Weather Radio All-Hazards, NOAA's Public Alert Radio is a life-saving early warning tool that notifies radio users of all hazards in their area, 24 hours a day/seven days a week, even when other means of communication are disabled. The radio will signal an audible alert with a visible indicator light as a "watch" or "warning" and a brief digital text message to advise on a wide range of emergency situations and post-event information for all types of hazards including: natural (e.g. earthquakes or avalanches), environmental (e.g. chemical releases or oil spills) and public safety (e.g. AMBER alerts or 911 telephone outages).

A light on the radio indicates the urgency of the event. A *warning* light means that an event is occurring and immediate, possibly life-saving action is required.

A *watch* light underscores the need to remain vigilant because of the possibility that the event will turn into a warning situation. Connecting the radio to other attention-getting devices, such as strobe lights, sirens, bed-shakers and peripheral alerting mechanisms, ensures that people with particular challenges can also benefit from the safeguards.

In the event that there is a *warning* or a *watch* signal on the Public Alerts Radio, front desk staff should call their immediate supervisor and the Safety Director. If neither of these people is reachable, the front desk staff should continue down the phone

FIRE EVACUATION PLAN & SHELTER-IN-PLACE POLICY

tree until they contact a person on the phone.

For any questions about an emergency notification issued by the NOAA Radio, contact:

MN Homeland Security & Emergency Mgmt Div
MN Dept of Public Safety
444 Cedar Street, Suite 223
St Paul MN 55101-6223

Office: 651-296-0466
Fax: 651-296-0459
www.hsem.state.mn.us

Weather specific alarms (the most frequent warnings) are created at the Chanhassen Weather service. Our contact is:

Todd Krause
952-361-6670
todd.krause@noaa.gov

Questions about the Radio and the Program itself can be directed to:

NWR.School.Radio@noaa.gov

The radio was registered on June 11, 2009. It is set and active.

FIRE EVACUATION PLAN

Basic Procedures

In the event of a fire, smoke from a fire, or detection of a gas odor:

1. Pull fire alarm.
2. Evacuate students and staff to the designated areas (located on fire evacuation maps in each classroom).
3. Follow primary routes unless blocked by smoke or fire. Know the alternate route. Maps are located in each classroom and in common areas and hallways.
4. If a door handle is hot, don't open it. Use an alternate route.
5. Follow evacuation route to an area a safe distance away from emergency personnel.
6. Be aware of the arrival of emergency responders.
7. In cases of thick smoke, crawl low to the floor during evacuation.
8. If trapped by fire, primary, secondary, and any alternate route being blocked, go to Shelter-in-Place Procedures.
9. Floor custodians manage traffic flow leaving their designated areas. Attempt a safe, quick sweep of floor to ensure evacuation of all persons.
10. Floor custodians should close doors behind them, but do not lock classroom or office doors when leaving.
11. Floor custodians notify Safety Director either in-person or via telephone upon completion of evacuation and arrival at safe area.

Responsibilities of the Safety Director

1. Meet with emergency officials as soon as possible.
2. After consulting with appropriate official, the Safety Director may move students to a primary relocation center in the Gallery Building foyer, if weather is inclement or building is damaged.

3. Notifies staff and students of termination of emergency.
4. Notifies Media Representative, if necessary.

Additional Information

1. Do not reenter buildings until fire or law enforcement personnel declare them safe.
2. Fire drills should be held at varied times during the school day. Practice both primary and alternate routes.
3. Extra staffing may be necessary for students with special medical or physical needs. Floor custodians may plan this ahead of time for any students in their area.

SHELTER-IN-PLACE POLICY (LOCKDOWN)

Purpose

This Plan describes the general procedures to be followed when Shelter-in-Place is required in response to a major campus emergency. Shelter-in-Place is the action of seeking immediate shelter indoors following a release of hazardous materials to the outside air or other major campus emergency. The hazardous materials may be chemical, biological, byproducts of a fire (smoke, ash, etc.), or other harmful contaminant.

Applicability/Scope

This plan will be implemented based on the decision of the Safety Director and/or Building Operations Director and will provide guidance to the remaining Safety Committee members and the school community at-large.

Basic Procedures

As part of the assessment following a hazardous material release or other major campus emergency, the Building Operations Chief Engineer will determine the need to implement Shelter-in-Place procedures. The suggestion to Shelter-in-Place will be given to the Safety Director. The Safety Director or Building Operations Chief Engineer will then give the directive to Shelter-in-Place.

Once a Shelter-in-Place situation is declared, the Safety Director will notify the Building Operations Chief Engineer and all floor custodians. The floor custodians will notify others as needed. The following steps will be completed by the floor custodians and/or Building Operations Chief Engineer and their staff:

1. Close all doors and windows.
2. If possible, close or seal air vents.
3. Close window shades, blinds or curtains.
4. If possible, seal gaps around doors and windows with wet towels and tape.
5. Turn off air handling (HVAC) equipment or set to 'Recirculation' to minimize introduction of outside air into building.
6. Shut down all operations.
7. Post sign at all entrances and exits, "Shelter in Place in effect. No Entry or Exit".
8. Move all occupants to an interior room away from as many windows as possible.
9. Remain indoors until 'all clear' message is received from Safety Director or Building Operations Chief Engineer.

STUDENT DEATH POLICY

- Following 'all clear' announcement, open doors and windows and turn on ventilation systems until indoor air has been exchanged with fresh air.

Providing Assistance to Persons with Disabilities:

- When possible, Floor Custodians should identify persons with disabilities in advance of an emergency situation.
- Designate a person in the same or adjacent area to provide assistance as requested or required by the individual.
- Assure the safe movement of all persons with disabilities and account for them as soon as possible.

ROLES AND RESPONSIBILITIES:

Safety Director

- Following site assessment has authority to order shelter in place for affected buildings.
- Will communicate order to Floor Custodians. Positive contact must be made.
- Will communicate with Building Operations Chief Engineer to shut off HVAC systems.
- Will communicate 'All Clear' when conditions are safe to do so.

Floor Custodians

- Implement Shelter-in-Place procedure following Safety Director order.
- Pre-designate interior safe areas (definition below).
- Provide notification and status updates to Safety Director.
- Assure all occupants are kept away from windows.
- Keep calm, keep occupants informed regarding reason for shelter-in-place and possible duration.
- Restore building to normal function following 'all clear'.

Building Operations Chief Engineer

- Implement Shelter-in-Place procedure following notification from Safety Director.
- Work with Floor Custodians to pre-designate interior safe areas.
- Post signage at all entrances and exits.
- Provide notification and status updates to Safety Director.
- Provide control of HVAC, either remotely or on-site, as required.
- Assist with area isolation and control of building entrances and exits.

Procedures for Deactivation/Activation of HVAC Systems

The Building Operations Chief Engineer, with the support of the Safety Director as appropriate, will determine if HVAC systems and other utilities will need to be deactivated. The Building Operations Chief Engineer is responsible for implementation of the shutdown procedures and is the point of contact for reactivation. Only the Building Operations Chief Engineer is authorized to restart the HVAC system after an emergency shutdown.

Additional Information

The typical duration for a Shelter-in-Place activity does not exceed several hours. The 'all clear' notice will be given as soon

as possible. Students, faculty and staff cannot be forced to shelter in place. If individuals are adamant about leaving the building and risking exposure to contaminants, record their name, time of leaving, and destination. All Building Emergency/Evacuation plans should be modified to include Shelter-in-Place procedures.

Definitions

Interior Safe Area – an area of assembly for building occupants. Features of an interior safe area may include:

- Above the ground floor.
- Minimal windows and vents.
- Adequate space for anticipated occupancy. Allow approximately 10 square feet per person.
- Consider hallways, conference/meeting rooms, break areas or restrooms.
- Consider having hard wired phone service available in case radios or cell phone systems are compromised during the emergency.

POLICY IN THE EVENT OF A STUDENT DEATH

This policy addresses two distinct needs: that of dealing with the death of a student on or off campus and that of recognizing the death with an appropriate expression of sympathy and memorial.

It is essential that all staff and faculty work together to provide order to what can be a chaotic situation. These guidelines have been established to provide a caring, responsible and effective response.

Death of a Student – Off Campus

- In the event that a student, faculty or staff member learns of a student death that has occurred **off campus**, he/she should contact the Director of Student Services.
- The Director of Student Services will contact the Safety Director, and the Office of the President.
- The Director of Student Services will gather information pertaining to the student (i.e. obituary if available, family contact information, class schedule).
- The Director of Student Services will communicate with the student's family on behalf of the college.
- The President will notify the College Community via email of the tragedy.
- Staff and faculty members will be on alert to offer comfort to students. Students may be referred to the Student Services Department for counseling.
- The President will write a letter of condolence to the family of the student.
- A representative of the College (the President, the Dean of Academics, &/or the Director of Student Services) will attend the memorial service &/or funeral service, if local.
- The President or an appropriate designate will see that the wishes of the family of the deceased student are adhered to with respect to the College's memorial contribution. If a specific preference related to a memorial contribution is not noted then the College's memorial contribution will be made to the McNally Smith College of Music Foundation.

AT-RISK STUDENTS

Death of a Student – On Campus

- In the event that a student, faculty or staff member becomes aware of a death of a student **on campus**, she/he will immediately call 911 and the Safety Director. The front desk should be notified that emergency services will be arriving on campus.
- Students should be removed immediately from the location of the deceased. A staff or faculty member should stay with the deceased until emergency services (911) arrive on the scene.
- Nothing should be touched or moved prior to emergency services arriving. A crime may have occurred.
- The Safety Director will notify the Director of Student Services.
- The Director of Student Services will notify the Office of the President and the Media spokesperson.
- College Media Representative will communicate with all media.
- The Director of Student Services will gather information pertaining to the student (i.e. obituary if available, family contact information, class schedule).
- The Director of Student Services will communicate with the student's family on behalf of the college.
- The President will notify the College Community via email of the tragedy.
- Staff and faculty members will be on alert to offer comfort to students. Students may be referred to the Student Services Department for counseling.
- The President will write a letter of condolence to the family of the student.
- A representative of the College (preferably the President, Dean of Academics, &/or Director of Student Services) will attend the memorial service &/or funeral service, if local.
- The President or an appropriate designate will see that the wishes of the family of the deceased student are adhered to with respect to the College's memorial contribution. If a specific preference related to a memorial contribution is not noted then the College's memorial contribution will be made to the McNally Smith College of Music Foundation.

AT-RISK STUDENTS

At-Risk Students: Academic

Part One - Identify

- Absent frequently.
- Not prepared for class.
- Repeated poor performance on exams.
- Lack of enthusiasm to participate in classroom activities.

Part Two - Procedures

- Teachers should check student records via SONISWeb:
 - Advisor, attendance records, course load, and academic probation.
 - Any pertinent information disclosed by student regarding learning disabilities or difficulties.
 - Student photos and contact info for their class.
- Refer students to faculty advisor.
- Licensed medical professional on staff for students to have the option to seek help and/or advice regarding academic struggles.

Part Three - Follow Up

- Important for students to be accountable once an issue is discovered.
- Standardized tutoring for among all programs.
 - Easy sign-up for teachers/advisors to assist students.
 - Tutoring no-show policy in place.
- Follow up with faculty advisor every other week.

At Risk Students: Psychological / Emotional

Part One - Identify

- Self-identified through the orientation process.
- Referred from instructor or faculty advisor.
- Identified by Student Services or other administrative personnel.

Part Two - Procedures

- Training from a licensed medical professional for faculty and staff in the area of identifying psychologically or emotionally at-risk students.
- Refer students to Student Services. Student Services can recommend various outlets for medical help. For example, area psychologists or hospitals, telephone hotlines, and free clinics.
- Licensed medical professional on staff for students to have the option to seek help and/or advice regarding emotional struggles.

Part Three - Follow Up

- Follow up with at-risk students each week until issue appears to be resolved. Then each semester after that.
- A licensed medical professional to the Student services staff will be added to:
 - provide on-site assistance to those in psychological or emotional need.
 - Identify severe cases and make referrals for professional help.
 - establish seminars/workshops designed to help students/faculty/staff deal with issues such as stress, anxiety or grief.
- Require all students to have medical insurance. This would help when the need for medical referrals arises. Insurance referrals will be provided for those students without their own.

At-Risk Students: Financially

Part One - Identify

- Financial Aid Office** – Often a Financial Aid Administrator can identify a student who will be having or is having problems financially. This is easier in regards to tuition, but often a student's problems with living costs are conveyed to their financial aid counselor.
- Department Head / Chair / Faculty Advisor** – Students may indicate their financial troubles to their academic advisor or mentors. This may happen throughout the semester, but most frequently during registration/advisement week.
- Peer Advisor** – A student's peer advisor may be the person whom the student shares their financial difficulties with. Possibly during advisement week, but often during other school related functions throughout the semester.

AT-RISK STUDENTS

4. **Student Services Office** – The nature of this office involves more personal conversation and not just school conversation. For many students, their financial status is a personal issue and not school related.
5. **Other Administrative Offices** – This may include the Registrar Office, Library, Bookstore, or other administrative office. Students may choose to share their financial troubles while dealing with another school related issue.

Part Two - Procedures

1. Any school official or peer advisor should direct students with financial concerns to the Financial Aid Office.
2. If the student contacts the Financial Aid Office, the level of financial distress can be evaluated and a course of action suggested.
3. School officials or peer advisors may relay student financial concerns to the Financial Aid Office. The Financial Aid Office will then contact the student via email or telephone to offer assistance with any financial issues the student may be having. It is important to get a dialogue started.
4. The Financial Aid Administrator can suggest a variety of scholarship search sites, alternative loan programs, and alternative funding sources to help student with college costs. Many of these suggestions are more helpful for future semesters.
5. Short-term solutions include small payment plans, part-time employment options, and less than full-time school attendance. It is often easier to find solutions to any unpaid tuition issues than other school related costs, such as room and board or transportation.
6. Other specific solutions may include carpooling/ridesharing, bus-buddies (for new people forced into the bus system), and roommate finders. These students will be directed to the Student Services Offices for help in these areas.

Part Three - Follow Up

1. The Financial Aid Administrator will contact the student the following semester to assess whether the student has a working solution to their previous financial difficulties. Students also re-apply for aid every academic year (2 semesters), so regular contact with the financial aid office is required.
2. The initial school official or peer advisor may reconnect with the student after they have visited with the Financial Aid Office to see if a plan has been developed. Any further concerns from the student should be relayed to the Financial Aid Office.

NOTES

