



# GRACE

SCHOOL OF THEOLOGY

2023-2024

Clery Report

# Welcome

Grace School of Theology (GSOT) is a seminary to the world with 1 main campus, 2 branch campuses, 11 additional teaching sites, and online students. The faculty, staff, and security at each site take the issue of campus security seriously. Although the seminary is composed of dedicated and committed employees, maintaining a safe environment cannot be accomplished without the assistance and cooperation of members of the community. Safety is a shared responsibility that involves members of the community and the seminary working cooperatively to solve problems and proactively address issues that will reduce the likelihood of crime occurring in our community.

This report provides information about safety and security programs and services at GSOT. Accompanying this information are crime statistics on incidents that have occurred within the area as defined by **The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** (“Clery Act”). This also includes those crime statistics received from municipal police for the public areas immediately adjacent to the campuses and teaching sites. In addition to these numbers, we include crime statistics for properties owned or controlled by GSOT, but not immediately adjacent to the main campus that are frequented by students.

We hope you will find this report valuable. Please review this information carefully and, in particular, the crime prevention tips included. Personal safety is a responsibility of everyone and we need your assistance in helping to make our campus a safe environment.

## The Campus Security Act, legal requirements

### **The Campus Security Act requires colleges and universities to:**

- publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements;
- disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other seminary officials who have “significant responsibility for student and campus activities;”
- provide “timely warning” notices of those crimes that have occurred and “pose an ongoing threat to students and employees;”
- disclose any agreements with state and/or local law enforcement.

### **Preparation of the Annual Security Report**

The Grace staff and faculty prepare and distribute this report. We gather crime statistics and policy information from all departments and Campus Security Authorities, such as the Department of Student Services, as well as the local police departments and other law enforcement agencies.

We encourage members of the GSOT community to use this report as a guide for safe practices on and off campus. It is available on the web at ([www.gsot.edu](http://www.gsot.edu)). Each member of the seminary community receives an email that describes the report and provides its web address. For a paper copy, contact the Facilities Coordinator at [cdixon@gsot.edu](mailto:cdixon@gsot.edu).

## Incident Reporting and Response

### How to Report a Crime or Emergency

Students, employees, and visitors are encouraged to accurately and immediately report any criminal offense, suspected criminal activity, or other emergency directly to the local police department. This can be done in several ways. The first way is to simply dial 9-1-1 on any telephone. For non-emergencies call to the local police department listed on Populi or in this report for the site you are located. We encourage students and employees to put this non-emergency number into their cell phones as a speed dial entry. Crimes should be reported to the police and GSOT for the purpose of making timely warning reports and the annual statistical report.

## Voluntary & Confidential Reporting

Occasionally, victims of crime wish to report a crime but do not want to give their name and/or do not want to pursue action through the criminal justice or other judicial systems.

As allowed by the Clery Act, pastoral and professional counselors who receive confidential reports are not required to report these crimes to police for inclusion into the annual disclosure of crime statistics or for the purpose of a timely warning. These positions are defined as follows:

**Pastoral Counselor** - a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor

**Professional Counselor** - a person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification

Pastoral counselors and professional counselors, if and when they deem it appropriate, are encouraged to inform the persons they are counseling of the procedures to report crime to GSOT for inclusion in the annual disclosure of crime statistics.

Certain other seminary departments may accept confidential reports from a victim. The Clery Act, however, requires these departments to report the crime to GSOT. This reporting allows the seminary to maintain accurate records on the number of incidents, determine if there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community of an ongoing threat if needed. Please contact the Campus Security Authority, Clinton Dixon at [cdixon@gsot.edu](mailto:cdixon@gsot.edu), 713-897-8301. The reports will be used to generate warning for the GSOT population and used in the annual statistic reports. All reports will be accepted on a voluntary and confidential basis for the disclosure of the annual statistic report. If a person chooses they can refer to the Texas Department of Safety's website to see a list and location of current registered sex offenders. You can access their search registry at <https://records.txdps.state.tx.us/SexOffender/>.

## Timely Warning Notification

Grace School of Theology issues **timely warning notices** whenever a Clery crime is considered to pose a serious or continuing threat to students and employees. Timely warnings may be issued for the following crime classifications: aggravated assault, arson, burglary, criminal homicide, motor vehicles theft, robbery, and sex offense, when the crime is deemed to pose an ongoing threat to the GSOT community. The VP of Student Services or designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a timely warning is warranted. These warnings may be made by e-mail and/or text messaging.

## Emergency Response Plan

### Emergency Notification Systems at GSOT

GSOT has a number of communication systems (tools) that it can initiate to notify students, faculty, staff and visitors in the event of a significant emergency or dangerous situation on campus that involves an immediate threat to the health or safety of the campus community. GSOT will notify the students through Populi with an email blast or text message.

### Tests and Drills

GSOT assesses its emergency response plans and systems each year through scheduled drills and exercises and appropriate follow through activities designed for assessment and evaluation of emergency plans and capabilities. These exercises are conducted both at the department /division level as well as the institution level. Drills are conducted annually.

### Incident Information

Incidents may occur on campus that do not appear to involve an immediate threat to the health and safety of students or employees, but due to their significance, may justify community notification.

Incidents may include, but are not limited to: follow up to an emergency notification; a significant incident on or off campus; severe weather warning; or a major facilities failure.

Communication options for incident information include: email or call facilities coordinator [facilities@gsot.edu](mailto:facilities@gsot.edu) or 713-897-8301.

## Evacuation Procedures

### BUILDING EVACUATION PROCEDURE

1. Evacuation routes and procedures are clearly posted at the door of each room or office.
2. All personnel have been familiarized with evacuation routes.
3. An **Area Monitor** (plus an alternate) is designated for each area of each building, and an additional person is designated as the **Campus Recorder**.
4. A. At the sound of an evacuation alarm, each person should exit the building at the nearest exit.  
B. Personnel from the campus buildings should congregate on the drive near the parking lot.  
C. Personnel from the office complex and classroom complex should congregate on the drive near parking lot.
5. The **Monitor** is to be the last person to exit the area after having checked all rooms (including restrooms and closets) to make sure the area has been completely evacuated.
6. All **Monitors** report to the **Recorder** that their areas are clear. The **Monitor** for the office complex and classroom may indicate “all clear” by holding arms horizontally to the side forming a “T” with their body.
7. For an evacuation DRILL, the **Recorder** notes on the “Evacuation Data Form” the date, time of day, and the number of minutes required to evacuate each building.
8. **NO** personnel should re-enter any building until the **Recorder** signals “all clear.” In case of actual emergency, **Emergency Officials** will indicate when it is safe to re-enter any building.

### TAKE COVER PROCEDURES

The weather Emergency Plan may be activated by:

1. The local Weather Warning Sirens (a 3 minute steady sound)
2. NOAA radio and/or
3. The designated weather spotter

The IT & Facilities Coordinator of the school will inform all personnel of the location of designated safe areas. Drills will be conducted on a random and regular basis. The plan may be activated by

impending severe thunderstorm that may be accompanied by high winds and/or hail or by tornado warnings/watches.

An announcement will be made from the main office, and the designated official for each building will check all rooms for personnel. All occupants should proceed immediately to the safe areas located in the building

The following areas are the designated areas where building occupants should go in case of a potential weather emergency:

**MAIN BUILDING – INCLUDES ALL OFFICES (NORTH CAMPUS):**

- Preferred areas
- Restrooms (North)
- Book hallway (North)
- Hallways, eating areas of the kitchen

In the event that persons are caught OUTSIDE in a weather emergency and cannot make it to an interior safe area, they should seek the lowest area on the ground, lie down as flat as possible and cover their head.

**EMERGENCY LOCKDOWN (Shelter-in-Place)**

While these situations may seem to be distant from Grace, the possibility of these occurrences does exist. Hostile individuals do attempt to enter buildings for a variety of reasons.

**General Emergency Lockdown Procedures**

If it is recognized by a staff member that a hostile individual or group is attempting to enter, or has already entered, a building:

***Communication:***

- Call 911, with as much information as possible
- Quickly and clearly announce by voice or intercom that a lockdown situation exists.

***Procedures:***

1. Lock all exterior doors and windows.
  2. Lock all interior doors
  3. Close curtains, shades and blinds
  4. At night, turn off lights
  5. Remain quiet and do NOT enter hallways
  6. Crouch down in areas that are out of sight from doors and windows
  7. If the fire alarm sounds, do NOT evacuate the building unless:
    - a. You have firsthand knowledge that there is a fire.
    - b. You have been told to do so by emergency personnel
  8. If you go outside a building, leave the area as quickly and quietly as possible.
  9. Do NOT attempt to enter a building
  10. Instructors should account for all students/visitors in their charge.
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## **“QUICK CHECK” LIST FOR EMERGENCY PROCEDURES**

### **Building Evacuation (Escape Routes Posted by Doors)**

- Pull fire alarm nearest you and advise the central office.
- Instructors carry out class lists.
- Close the windows and doors are exiting the room.
- Instructors check restrooms and closets.
- Exit building in an orderly, calm manner.
- Assemble at designated areas, where instructors will take role to account for all in their charge.  
Instructors will keep their students together.
- Do NOT re-enter buildings until university officials or emergency response team approves.

### **Weather Emergency (Take-Over Procedures)**

- Move quickly, calmly to nearest take-cover area.
- Instructors take their class lists
- Close doors and windows; turn off lights.
- Instructors check restrooms and closets; take role at designated area.
- If possible, kneel against wall and cover head.
- Outside personnel should take cover in the nearest building. If that is not possible, lie flat in the lowest ground away from trees and other structures.
- Remain in take-cover area until university officials or emergency response team indicated “All clear..”

### **Lockdown**

- Lock all doors and windows, both exterior and interior.
- Close curtains, shades, blinds.
- Turn off lights.
- Remain quiet and do not enter hallways.
- Crouch down in areas that are out of sight from doors and windows.
- Do not respond to a fire alarm unless you are certain of a fire or are instructed by emergency personnel to do so.
- Instructors should account for all persons in their charge.

## **Fire Alarm Evacuation Policy**

Evacuation is mandatory for all individuals when the fire alarm is sounding. Anyone who fails to evacuate may face disciplinary action.

Once a fire alarm sounds, do not assume that a fire alarm is a drill or false alarm. Remain calm and evacuate the facility. Remember to follow the instructions of the emergency responders. Do not re-enter the facility until authorized. If you have any information regarding the alarm, present that information immediately to the responding emergency personnel.

While evacuating, remain attentive for dangerous or criminal activity that may be associated with the evacuation notice. Fire alarm activations may be associated with incidents other than fire. It is also possible that an individual has falsely activated the alarm system. If you observe criminal or suspicious activity, report it immediately to the police.

## **Active Shooter Policy**

### **HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY**

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

#### **1. Evacuate**

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Notice the escape route posted in every common area
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

#### **2. Hide out**

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

### 3. Take action against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

## HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

## **Security and Access to Facilities**

### **Academic and Administrative Buildings**

The academic and administrative buildings are open to the public, at a minimum, during normal business hours. Most facilities have individual hours, and the hours may vary at different times of the year. The administrators responsible for each facility determine access to each site. The Facilities Coordinator works closely with these administrators and the appointed building managers to maximize security coverage and to ensure appropriate access.

### **Maintenance of Campus Facilities**

GSOT actively engaged in all facilities issue that may cause a potential threat to an employee or students' health; to maintain a safe and secure environment. If you see any potential issues please contact the Facilities Coordinator at 713-897-8301.

## **GSOT Campus Crime Policies**

### **Grace School of Theology Sexual Misconduct Policy**

#### **Sexual Assault Policy**

Sexual assault is a non-consensual sexual act involving force, manipulation, or coercion; it is an act of aggression, violence and power. The perpetrator can be a stranger, relative, acquaintance, or date. Grace School of Theology is committed to providing a working and learning environment free from sexual assault. Sexual assault is a criminal act that can devastate victims physically, violate their sense of safety and trust, and interfere with personal and educational goals; as such, it can damage the educational atmosphere for the entire seminary community. Grace School of Theology has a zero tolerance for sexual assaults, as it is a serious and flagrant violation of seminary rules of conduct for faculty, staff, and students. The seminary will vigorously investigate all allegations of sexual assault; it will treat victims with respect, make their legal rights and options clear, and fully cooperate with them in their exercising of those rights. Procedures protecting the

rights of sexual assault victims and those accused of sexual assault have been established, are readily available, and will be enforced rigorously.

#### Article 1: Definition

A stranger or acquaintance commits sexual assault through forcible sodomy, forcible sexual penetration, however slight, of another person's mouth, anal or genital opening with any object. These acts must be committed without the victim's consent either by force, threat of force or violence, intimidation or through the use of the victim's mental or physical helplessness of which the accused was aware or should have been aware. Sexual assault also includes the touching of an unwilling person's intimate parts (defined as genitalia, groin, breast or breasts, or buttocks or clothing covering them) or forcing an unwilling person to touch another's intimate parts. These acts must be committed either by force, threat, and intimidation or through the use of the victim's mental or physical helplessness of which the accused was aware or should have been aware. Rape is a form of sexual assault involving sexual intercourse without the victim's consent. It includes being coerced through force or threats of force, or having sexual intercourse with someone who is unconscious or incapable of giving consent.

#### Article 2: Comments and Statutory References

Sexual assault is non-consensual acts involving psychological manipulation, physical force, or coercion. It is an act of aggression and violence, and a crime punishable under the laws of the State of Texas by fines and incarceration up to 20 years of confinement. Grace School of Theology definition of sexual assault captures the essence of the Texas criminal definition, found in Section 22.011 of the Texas Penal Code.<sup>[1]</sup> The perpetrator can be a stranger, relative, acquaintance, or a date. Sexual assault is not limited to non- consensual sexual intercourse, but involves touching of various body parts without consent. Under the definition sexual assault has occurred if there is not consent. Voluntary undressing could indicate consent, but even such consent does not deprive the person of the right to change his or her mind and halt the activity; failure to acquiesce to the expressed desire to stop would constitute a sexual assault. Sexual misconduct without physical contacts as defined above is not deemed sexual assault but may violate seminary regulations and state criminal laws. Similarly, sexual misconduct which is lewd, exhibitionistic, voyeuristic, or similar such conduct which does not involve physical contact may violate seminary student life policies or state and seminary prohibitions against sexual harassment.

##### *2.01 If you are Sexually Assaulted*

- GET TO A SAFE PLACE AS SOON AS POSSIBLE.
- TRY TO PRESERVE ALL PHYSICAL EVIDENCE
- SEEK MEDICAL ATTENTION as soon as possible. It is important to seek immediate and follow-up medical attention for several reasons: a. to assess and treat any physical injuries you may have sustained; b. to determine the risk of sexually transmitted diseases, HIV, Hepatitis B or pregnancy and to take appropriate medical measures; and c. to gather evidence which would aid criminal prosecution. Physical evidence should be collected immediately, ideally within the first 24 hours. It may be collected later than this, but the quality and quantity of evidence may be diminished.
- SEEK COUNSELING by calling the Rape Crisis Center at 713-528-RAPE, 528-7373 or the Houston Area Women's Center at 713-528-6798. Counselors will maintain confidentiality, help explain your options, give information, and provide emotional support.

- CONTACT THE OFFICE SENIOR DIRECTOR OF OPERATIONS. This office has staff specially trained in how to advise victims of sexual misconduct.
- CONTACT SOMEONE YOU TRUST to be with you for support. <sup>[SEP]</sup>*If you are Accused of Sexual Assault Consider the Following Options* <sup>[SEP]</sup>• CONTACT AN ATTORNEY. Accusations of sexual assault can invoke criminal and administrative processes that can lead to criminal confinement, fine and administrative sanctions including expulsion from the seminary. Thus, a person accused of sexual assault should contact his or her attorney. If the accused has no attorney, referrals can be received from the Houston Bar Association Lawyer Referral Service at 713-237-9429. <sup>[SEP]</sup>• DO NOT TALK TO SEMINARY STAFF ABOUT THE FACTS SURROUNDING THE ALLEGATIONS until you have fully considered the fact that those staff persons can all be forced to testify as to what you said should there be a criminal prosecution. <sup>[SEP]</sup>• DO LEARN ABOUT THE SEMINARY PROCEDURES for handling allegations of sexual assault on campus through campus disciplinary procedures.

## *2.02 Seminary Disciplinary Action and Victim's Academic Situation*

- The seminary will hold a disciplinary hearing for the accused where the accuser and the accused have the right to have legal counsel and next of kin present. The Provost will determine the severity of the offense and determine the punishment for the offense. The consequence of the offense could include expulsion from the seminary. The accused and the accuser will be notified of the result of the hearing. Testimonial evidence along with any other evidence that can be lawfully obtained will be used in the disciplinary proceedings.
- The victim of a sexual assault will have the opportunity to amend their academic situation for the current semester. They have the following options:
  - They can withdraw from classes with no grade,
  - They can request additional time to complete coursework, and/or
  - They can request additional tutoring.

### Article 3: Sexual Assault Complaint Procedure

Grace School of Theology provides procedures by which victims may file a complaint and seek administrative sanctions against an accused perpetrator. These procedures apply where the accused is a Grace School of Theology student, faculty or staff member. Sexual assault complaints directed to the Office of General Council will be addressed utilizing the sexual harassment procedures. The sexual harassment procedures are outlined below. Allegations of student-to-student sexual assault should be directed to the Provost. Student-to-student sexual assault complaints will be adjudicated via the Student Disciplinary Policies and Procedures. The Provost will inform and consult with the President regarding student-to-student sexual assault complaints. Sexual assault complaints may defer, if necessary, to any criminal investigations.

### Article 4: Sexual Assault Awareness Program

Grace School of Theology will provide sexual assault awareness at the new student

orientation at the main campus by a seminary representative, and it will be recorded so that each student has access to this information. The seminary will also have additional sexual assault information available to all students who ask for it.

## **Sexual Harassment Policy**

Grace School of Theology is committed to providing a professional working and learning environment free from sexual harassment. Sexual harassment is a form of sex discrimination and is illegal. Sexual harassment on campus most often exploits a relationship between individuals of unequal power and authority (as, for example, between an employee and supervisor or between a student and teacher), but may also occur between student peers or employees of equal rank. At a Seminary, sexual harassment also constitutes unprofessional conduct that compromises the Seminary's commitment to the integrity of the learning process. As such, Grace School of Theology will not tolerate any form of sexual harassment. The Seminary is prepared to take preventive and corrective action in the case of sexual harassment; any individual who engages in such misconduct and/or retaliation will be subject to appropriate disciplinary action, up to and including termination of employment or expulsion from the Seminary. Failure to investigate allegations of sexual harassment or failure to take timely corrective action is considered a violation of the Seminary's sexual harassment policy and may also violate federal and state laws.

### **Article 1: Definition**

Sexual harassment consists of the following:<sup>[[1]]</sup>1. unwelcome sexual advances,<sup>[[2]]</sup>2. requests for sexual favors,<sup>[[3]]</sup>3. verbal and written comments of a sexual nature,<sup>[[4]]</sup>4. and/or physical conduct of a sexual nature; when such conduct:

- Is made, either explicitly or implicitly, a term or condition of instruction, employment, or participation in a seminary activity; or
- Is used to be a basis for evaluation in making academic or personnel decisions affecting an individual; or
- Has the effect of creating an intimidating, hostile, or offensive seminary environment; or has the purpose or effect of substantially interfering with an individual's employment or learning. In relation to the foregoing statements, sexually harassing behavior may include, but is not limited to, the following:
  - Unwelcome sexual flirtations, advances, propositions, or leering; favoritism based on a sexual relationship (or adverse impact on other members of a group);
  - Verbal remarks of a sexual nature whether directed to an individual or a group, or in the guise<sup>[[5]]</sup>of humor, including sexually explicit derogatory remarks, suggestive comments, demands, or jokes found to be offensive or objectionable to the recipient;
  - Use of sexually-oriented photos, posters, cartoons, materials, or themes unrelated to instruction and/or the pursuit of knowledge;
  - Graphic or degrading verbal, written, or electronic comments of a sexual nature about an individual or the individual's appearance;
  - Any suggestive or unwelcome physical contact; any aggressiveness such as touching, pinching, or patting; or
  - Actual or threatened physical assault. Sexual harassment, it must be understood, is not limited by gender of either party or by superior-subordinate relationships. The fact that the parties may have had a previous consensual sexual relationship shall not be a defense against a complaint based on subsequent unwelcome sexually harassing behavior.

Grace School of Theology's Sexual Harassment Policy does not proscribe all conduct of a sexual

nature on the campus; thus, it is important to clearly define sexual harassment: only unwelcome sexual conduct constitutes a violation. Conduct is unwelcome if the recipient did not solicit or incite it and regarded the conduct as undesirable or offensive. In other words, it is not the intent behind the sexual behavior that controls rather; it is the impact on the recipient, i.e., the unwelcomeness of the behavior that matters.

#### Article 2: Seminary Action

The Seminary is prepared to take preventive and corrective action in cases of sexual harassment; individuals who engage in such misconduct and/or retaliation are subject to appropriate disciplinary action, up to and including termination of employment, and/ or the expulsion from the Seminary.

#### Article 3: Responsibility of Seminary Employees

Seminary policy commits the institution to preventing and eliminate sexual harassment in the seminary community. Seminary supervisors, administrators, and faculty have the responsibility of preventing and eliminating sexual harassment within the areas they oversee.

In addition, the Seminary may be legally liable if a person with supervisory responsibility knows or should have known about the sexual harassment and fails to take any action to stop it. Seminary procedures do not require a grievant to file a formal complaint in order to trigger the Seminary's responsibility to take some kind of action. Seminary supervisors, administrators, and faculty must report immediately any and all incidents or complaints of sexual harassment to an administrative officer or to the Office of Senior Director of Operations, even if such complaints or incidents have been resolved within the department. Seminary employees are encouraged to report immediately any and all incidents of sexual harassment to an administrative officer or to the Office of Senior Director of Operations.

#### Article 4: References

Harassment on the basis of sex may be discrimination in violation of title VII of the Civil Rights Act of 1964, 42 U.S.C. Sec. 2000e, and Title IX of the Educational Amendments of 1972, 20 U.S.C. Sec. 1681. In addition, sexual harassment by a public servant may be a criminal offense under Texas Penal Code Sec. 39.02, and sexual harassment by any individual may constitute assault, sexual assault, public lewdness, or indecent exposure under Chapters 21 and 22 of the Texas Penal Code or sexual assault under Grace School of Theology's Sexual Assault Policy.

Additional avenues for filing a complaint at any time before, during, or after use of the Seminary Sexual Harassment Procedures, but within time limits required by law, include but are not limited to, the Equal Employment Opportunity Commission; the Texas Workforce Commission Civil Rights Division, the Office of Federal Contract Compliance Programs and, for students, the Office of Civil Rights, and the U.S. Department of Education.

## **Alcoholic Beverages and Illegal Drugs**

### **Drug and Alcohol Abuse Prevention**

It is the policy of the Seminary that illicit drug use, including their manufacture, sale, distribution, dispensation, possession, or use is prohibited in the workplace, on the campus, or as part of any seminary activities. Sanctions imposed for violation of this policy are indicated below.

## Article 1: Definitions

The following terms are defined for the purposes of this policy and are important for purposes of expressing the Seminary's policy on a drug-free workplace:

- Controlled Substance means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812), as further defined by regulations at 21 CFR 1300.11 through 1300.15, and as defined in the Texas Controlled Substances Act [Texas Health & Safety Code, 481.001 et seq].
- Contract means a legal instrument reflecting a relationship between the federal government and a recipient whenever the principal purpose of the instrument is the acquisition by purchase, lease, or barter, of property or services for the direct benefit or use of the federal government; or whenever an executive agency determines in a specific instance that the use of a type of procurement contract is appropriate.
- Conviction means finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
- Criminal drug statute means a federal or non-federal criminal statute involving the manufacture, sale, distribution, dispensation, use, or possession of any controlled substance.
- Employee means an individual receiving a salary, wages, other compensation, and/or stipend support from the Seminary.
- Federal agency or agency means any United States executive department, military department, government corporation, government-controlled corporation, or any other establishment in the executive branch (including the Executive Office of the President), or any independent regulatory agency.
- Grant means an award of financial assistance, including a cooperative agreement, in the form of money, or property in lieu of money, by a federal agency directly to a grantee. The term grant includes block grant and entitlement grant programs, whether or not exempted from coverage under the grants management government-wide regulation ("Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments"). The term does not include technical assistance which provides services instead of money, or other assistance in the form of loans, loan guarantees, interest subsidies, insurance, or direct appropriations; or any veterans' benefits to individuals; i.e., any benefit to veterans, their families, or survivors by virtue of the service of a veteran in the Armed Forces of the United States.
- Grantee means a legal entity that applies for or receives a grant or contract directly from a federal agency.
- Illicit drug use means the use of illegal drugs and the abuse of other drugs and alcohol.
- Student means an individual registered or enrolled for credit or noncredit in a course or program offered by the Seminary or any of its units.
- Seminary activities mean an activity officially sponsored by Grace School of Theology.
- Workplace means the physical boundaries of the Seminary and facilities owned, controlled, or used by the Seminary.

Philosophy - the unlawful use of drugs or abuse of other drugs and alcohol is inconsistent with the behavior expected of members of the seminary community. The Seminary is committed to the development and maintenance of a drug-free environment on the campus as well as an environment that prohibits the abuse of other drugs and alcohol.

## Article 2: Alcohol Policy

As an institution interested in the intellectual, physical, spiritual, and psychological well-being of the campus community, Grace School of Theology deems it important to curtail the abusive or illegal use of alcoholic beverages. All members of the Grace School of Theology community and guests are required to comply with federal, state, and local laws regarding the distribution, possession, and consumption of alcoholic beverages. Students will be held responsible for their guests' compliance with seminary regulations.

## Article 3: Penalties for Violation of the Policy

The seminary policy prohibiting the unlawful possession, use, or distribution of illicit drugs and/or alcohol on the campus and at Seminary-sponsored events held off-campus protects and supports the employees and students of the Seminary.

Any employee admitting to or convicted of the unlawful possession, use, or distribution of illicit drugs and alcohol on the campus or at seminary-sponsored events held off-campus, will be subject to disciplinary action (up to and including termination), may be referred for prosecution, and may be required to satisfactorily participate in a drug and alcohol assistance or rehabilitation program, as agreed upon between the employee and the Department of Human Resources.

Any student admitting to or proven to have violated Grace School of Theology's Student Disciplinary Policies and Procedures regarding the unlawful possession, use, or distribution of illicit drugs and alcohol on campus or at seminary-sponsored events (see Student Disciplinary Policies and Procedures Section) will be subject to disciplinary action (up to and including expulsion), may be referred for prosecution, and may be requested to satisfactorily participate in a drug and alcohol assistance or rehabilitation program. Further information concerning student penalties is available from the Dean of Students Office.

In addition, there are penalties under Texas and federal law.

## Article 4: Employee and Student Assistance Programs

Grace School of Theology offers Information and Referral - All members of the seminary community are eligible to consult with the professional staff of Grace School of Theology regarding the availability of drug abuse assistance programs. Drug and alcohol abuse counseling and rehabilitation program referrals are made to help organizations, private hospitals, public treatment programs, and private drug treatment practitioners.

**Alcohol and Drug Education-** Student services have recorded a video for all to see about the adverse effects of substance abuse physically and spiritually.

**Counseling Services-** Any of our faculty and anyone experiencing these issues are strongly encouraged to see the Dean of Student Services.

**Referral Services-** Please speak to a Student Services representative for a referral to a local treatment program or facility.

# Explanation of Crime Statistics & Terms

## Definition of Terms

### **Sex Offenses Definitions: As per the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program**

**Sex Offenses-Forcible:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

#### *A. Forcible Rape*

The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

#### *B. Forcible Sodomy*

Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

#### *C. Sexual Assault with an Object*

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

#### *D. Forcible Fondling*

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Sex Offenses-Non-Forcible:** Unlawful, non-forcible sexual intercourse.

#### *A. Incest*

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

#### *B. Statutory Rape*

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

## **Definitions from the federal Uniform Crime Reporting ("UCR") Handbook**

**Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a

weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding).

Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another. Manslaughter by Negligence: The killing of another person through gross negligence.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force, violence, and/or causing the victim fear.

Weapons Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine).

Liquor Law Violations: The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned acts. (Driving under the influence is NOT included in the statistics.)

## **Statistics for Referred Violations:**

The Clery Act also includes statistics for weapons, drug, and liquor law violations as described above that are referred for disciplinary action. Clery defines “referred for disciplinary action” as *the referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.*

## **Location Definitions from the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**

**On-Campus:** (1) Any building or property which is owned or controlled by an institution within the same reasonably contiguous geographic area and is used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution, but controlled by another person, is frequently used by students and supports institutional purposes (examples include food or retail vendor).

**Non-Campus Building Or Property:** (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**Public Property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. *Reported crime statistics do not include crimes that occur in privately owned homes or businesses on or adjacent to campuses.*

“Security Policy and Campus Crime Statistics Act” that have been compiled by Campus Security Authority. These include all reports made to the Campus Security Authority as well as officials of the seminary who have significant responsibility for student and campus activities. Local law enforcement provides most of the Public Property offenses.

## Teaching Locations

### ***Houston North - The Woodlands (Main Campus and Business Office)***

3705 College Park Drive, The Woodlands, Texas 77384

#### Emergency Contact Info:

Property Manager: Clint Dixon  
 Hospital: St. Luke's The Woodlands Hospital  
 (17200 St. Luke's Way The Woodlands, TX 77384)

713-412-7522  
 936-266-2000

|                       | Crimes                                     | 2021 | 2022 | 2023 |
|-----------------------|--------------------------------------------|------|------|------|
| Offenses              | Murder and non-negligent manslaughter      | 0    | 0    | 0    |
|                       | Negligent manslaughter                     | 0    | 0    | 0    |
|                       | Forcible sex offenses                      | 0    | 0    | 0    |
|                       | Non- forcible sex offenses                 | 0    | 0    | 0    |
|                       | Robbery                                    | 0    | 0    | 0    |
|                       | Aggravated Assault                         | 0    | 0    | 0    |
|                       | Burglary                                   | 0    | 0    | 0    |
|                       | Motor vehicle theft                        | 0    | 0    | 0    |
| Hate Crimes           | Arson                                      | 0    | 0    | 0    |
|                       | Murder and non-negligent manslaughter      | 0    | 0    | 0    |
|                       | Forcible sex offenses                      | 0    | 0    | 0    |
|                       | Non- forcible sex offenses                 | 0    | 0    | 0    |
|                       | Robbery                                    | 0    | 0    | 0    |
|                       | Aggravated Assault                         | 0    | 0    | 0    |
|                       | Burglary                                   | 0    | 0    | 0    |
|                       | Motor Vehicle Theft                        | 0    | 0    | 0    |
|                       | Arson                                      | 0    | 0    | 0    |
|                       | Larceny- Theft                             | 0    | 0    | 0    |
|                       | Simple assault                             | 0    | 0    | 0    |
|                       | Intimidation                               | 0    | 0    | 0    |
| Arrests and referrals | Destruction/ Damage/ Vandalism of property | 0    | 0    | 0    |
|                       | Weapons: Carrying, Possessing, Etc.        | 0    | 0    | 0    |
|                       | Drug abuse violations                      | 1    | 0    | 0    |
|                       | Liquor law violations                      | 0    | 0    | 0    |

### ***Grace Asia, Inc. (Teaching Site and Business Office)***

Unit 2109, 21/F Jollibee Plaza Building

F. Ortigas Jr. Road, Ortigas Center, Pasig City, Philippines

Tell.# [\(+63\) 2 984 8794](tel:+6329848794)

Emergency Contact Info:

Police: Pasig Community Precinct 1 (+63) 2 523 0652  
Meralco Avenue, Barangay San Antonio, Pasig City  
Philippines

Hospital: The Medical City Hospital (+63) 2 635 6789  
Ortigas Avenue, Pasig City, Philippines

|                       | Crimes                                     | 2021 | 2022 | 2023 |
|-----------------------|--------------------------------------------|------|------|------|
| Offenses              | Murder and non-negligent manslaughter      | 0    | 0    | 0    |
|                       | Negligent manslaughter                     | 0    | 0    | 0    |
|                       | Forcible sex offenses                      | 0    | 0    | 0    |
|                       | Non- forcible sex offenses                 | 4    | 0    | 0    |
|                       | Robbery                                    | 2    | 2    | 1    |
|                       | Aggravated Assault                         | 0    | 3    | 3    |
|                       | Burglary                                   | 0    | 0    | 0    |
|                       | Motor vehicle theft                        | 3    | 3    | 0    |
|                       | Arson                                      | 0    | 0    | 0    |
| Hate Crimes           | Murder and non-negligent manslaughter      | 0    | 0    | 0    |
|                       | Forcible sex offenses                      | 0    | 0    | 0    |
|                       | Non- forcible sex offenses                 | 0    | 0    | 0    |
|                       | Robbery                                    | 0    | 0    | 0    |
|                       | Aggravated Assault                         | 0    | 0    | 0    |
|                       | Burglary                                   | 0    | 0    | 0    |
|                       | Motor Vehicle Theft                        | 0    | 0    | 0    |
|                       | Arson                                      | 0    | 0    | 0    |
|                       | Larceny- Theft                             | 19   | 15   | 7    |
|                       | Simple assault                             | 7    | 7    | 3    |
|                       | Intimidation                               | 3    | 12   | 2    |
|                       | Destruction/ Damage/ Vandalism of property | 1    | 0    | 2    |
| Arrests and referrals | Weapons: Carrying, Possessing, Etc.        | 0    | 0    | 0    |
|                       | Drug abuse violations                      | 0    | 0    | 0    |
|                       | Liquor law violations                      | 0    | 0    | 0    |

**Alabama Teaching Site (Alabama):**  
4735 Norrell Drive, Suite 133,  
Trussville, AL 35173

Hospital: St. Vincent East Hospital +1 205-838-3000

Police: +1 205- 254-2685

***(Crime Statics are currently not available)***

|                       | Crimes                                     | 2021 | 2022 | 2023 |
|-----------------------|--------------------------------------------|------|------|------|
| Offenses              | Murder and non-negligent manslaughter      | 0    | 0    | 0    |
|                       | Negligent manslaughter                     | 0    | 0    | 0    |
|                       | Forcible sex offenses                      | 0    | 0    | 0    |
|                       | Non- forcible sex offenses                 | 0    | 0    | 0    |
|                       | Robbery                                    | 0    | 0    | 0    |
|                       | Aggravated Assault                         | 0    | 0    | 0    |
|                       | Burglary                                   | 0    | 0    | 0    |
|                       | Motor vehicle theft                        | 0    | 0    | 0    |
|                       | Arson                                      | 0    | 0    | 0    |
| Hate Crimes           | Murder and non-negligent manslaughter      | 0    | 0    | 0    |
|                       | Forcible sex offenses                      | 0    | 0    | 0    |
|                       | Non- forcible sex offenses                 | 0    | 0    | 0    |
|                       | Robbery                                    | 0    | 0    | 0    |
|                       | Aggravated Assault                         | 0    | 0    | 0    |
|                       | Burglary                                   | 0    | 0    | 0    |
|                       | Motor Vehicle Theft                        | 0    | 0    | 0    |
|                       | Arson                                      | 0    | 0    | 0    |
|                       | Larceny- Theft                             | 0    | 0    | 0    |
|                       | Simple assault                             | 0    | 0    | 0    |
|                       | Intimidation                               | 0    | 0    | 0    |
|                       | Destruction/ Damage/ Vandalism of property | 0    | 0    | 0    |
| Arrests and referrals | Weapons: Carrying, Possessing, Etc.        | 0    | 0    | 0    |
|                       | Drug abuse violations                      | 0    | 0    | 0    |
|                       | Liquor law violations                      | 0    | 0    | 0    |

# Crime Reduction: Information & Services

The Grace School of Theology promotes reporting of all crimes to all appropriate police agencies, and those crimes located on one of our campuses or teaching sites to the seminary. During each fall and spring semester we have New Student Orientation, where a representative of the Lonestar Police Department of crime prevention programs informs students. Students are given information about crime prevention techniques, sexual assault awareness, and emergency evacuation procedures. The New Student Orientation is recorded on the video center and can be watched at any time by any student, faculty, or staff. Student Affairs holds sexual assault awareness clinics during New Student Orientation to educate the students and staff. If you are a victim of sexual assault please see any of our faculty or the Dean of Student Services for counseling.

The seminary does not have a police department or security personnel; so we encourage each person to be responsible for their own safety. If you see any crimes being committed we encourage you to get to a safe place and then report the crime to 9-1-1 or the local police department listed in this report according to the teaching site where you are. We suggest you reduce the risk of being the victim of a crime by following a few of the crime reduction tips listed below.

## Crime Reduction Tips

### **Workplace Safety**

- Keep personal items (purses, book bags) locked up.
- Secure the work area when no one is in it.
- Report suspicious people to the police.

### **Protecting Your Property**

- Record the serial numbers of your valuables.
- Engrave valuables with your license number.
- Register your bike with Parking Services.
- Keep your vehicle locked when it is parked and when you drive.
- Consider installing anti-theft or alarm devices on your vehicle.
- Do not leave textbooks, purses, or book bags unattended
- Do not leave laptop computers unattended.