

2026
Messenger College
Annual Security and Fire Safety Report

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INTRODUCTION

Messenger College (MC) provides this Annual Security (ASR) & Fire Safety Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and our commitment to assisting all members of the community in providing information for their own safety and security.

The ASR contains information about:

- Campus security and personal safety including topics such as: crime prevention, public safety authority, crime reporting policies, campus facility security and access, law enforcement authority, fire safety, disciplinary procedures, incidence of alcohol and drug use, and the prevention of/response to sexual assault, sexual harassment, domestic or dating violence, and stalking.
- Fire statistics in our residential facilities and crime statistics for the three previous calendar years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the College, and on public property that is immediately adjacent to the campus.

The Director of Student Development Compliance of Messenger College is directly involved in developing and reviewing the Annual Security and Fire Safety Report. It is the policy of Messenger College that the Director of Student Development Compliance or his/her designee shall distribute the report by electronic mail to all enrolled students, faculty and staff. Additionally, the Annual Security and Fire Safety Report is available to all persons under the consumer information tab of the Messenger College website at www.messengercollege.edu/consumerinformation

The ASR and Fire Safety Report is updated and made available by October 1 each year at www.messengercollege.edu/consumerinformation and a hard copy is available upon request by calling 817.554.5950. Requests may also be e-mailed to info@messengercollege.edu. Printed copies of the reports are stored in the Director of Student Development Compliance office. Additionally, all students, faculty, and staff are notified via email about the availability and location of the report. Pursuant to the Clery Act, Messenger College makes an annual report of its crime, fire, and hazing statistics to the U.S. Department of Education.

Messenger College is committed to operating with integrity and honor in full compliance with all applicable federal and state laws and regulations, as well as the College's policies. Messenger College works closely with the Euless and Bedford Police Departments. However, Messenger College does NOT currently have a its own police or security department and does not have memoranda of understanding with the Euless and Bedford Police Departments. Furthermore, Messenger College has no officially recognized student organizations with non-campus locations.

CAMPUS FACILITIES-SAFETY, ACCESS, & MAINTENANCE

Messenger College strives to maintain a safe and secure environment for its students, faculty, staff, and the general public who use its facilities. All faculty, staff, and students should report all crimes, hazards, emergencies, or dangerous situations to the Student Development Department. Students can obtain information regarding the facilities, safety procedures, and emergency personnel contact information from the Emergency Action Plan on the Consumer Information page, located at www.messengercollege.edu/consumerinformation

During normal business hours, the College's academic and administrative building will be open to students, parents, employees, contractors, guests, and invitees with controlled access at the front door. During non-business hours or periods of extended closing, access to all the College's academic and administrative facilities is restricted to authorized individuals. Security cameras are located at the entrance of Messenger College and in its library.

The Messenger College campus facilities are maintained in a manner to reduce hazardous and unsafe conditions. MC provides an on-call staff member that responds to and reports any safety and security concerns to the Student Development Department. Anyone recognizing unsafe physical conditions or issues should report them to the Student Development Department.

Building/Property	Address	Contact
MC Learning Center	2705 Brown Trail Ste 408 Bedford, TX 76021	Director of Student Development Compliance 817-554-5950
MC Commons* (Residential Housing)	150 S. Main St Euless, TX 76040	*Effective June 8, 2026, MC no longer owns or maintains the MC Commons as residential housing

Messenger College offers many awareness and prevention programs designed to inform the campus community about safety and security policies and procedures. All members of the campus community should take steps to ensure their safety and security and the safety and security of others.

Information is disseminated in multiple ways, which may include events/programs, flyers, displays, videos, as well as articles and advertisements in the College's Populi newsfeed.

Programming topics include, but are not limited to, alcohol and drug awareness and prevention, crime prevention and safety, internet awareness and safety, personal safety, travel safety, and sexual assault awareness and prevention. Examples include, but are not limited to:

Event	Audience	Frequency
Alcohol Awareness Month	Current students and employees	Each April
Title IX Training	Current students and employees	Each year
Drug and Alcohol Abuse Prevention Program	Current students and employees	Each fall & spring distributed as needed throughout the year

Emergency Notification System	Current students and employees	Each year
Emergency Action Plan	All students and staff	Each fall & spring
MC Student Handbook	Current students, employees, and prospective students	Each fall & spring
Personal Safety Tips Email	Current students and employees	Each fall & spring
National Substance Abuse Prevention Month Programming, Emails, and PSAs	Current students and employees	Each October
National Suicide Prevention Month	Current students and employees	Each September
New Student Orientation	New and Current students	Each fall & spring
Safety Drills	Current students and employees	Once a semester

Campus Resources

Bedford Police Department (Non-Emergency Number) - 817-252-2127; Emergency-911

Crime Log – The Student Development Department maintains a crime log, which is available for public inspection during regular business hours and is also available in the Consumer Information area of the College's website. Additionally, the 60-day crime log is available for review upon request. This log contains information about all crimes reported to the Student Development Office within the last 60 days.

Emergency Call Boxes – Emergency call boxes are located in the elevators of the Administration Building.

Emergency Weather Radio – Radios are located in the office of Business Affairs (Learning Center) to keep the MC Learning Center informed and connected with National Weather Service and other government authorities.

Euless Police Department (Non-Emergency Number) – 817-685-1526; Emergency-911

First Aid Kits –These emergency kits are located: MC Learning Center – Academic Offices.

Personal Safety Tips – The Student Development Department reminds all students, faculty, and staff to remember the following safety tips:

- Always follow emergency procedures located in the Emergency Action Plan.
- Follow all instructions given by Student Development and other authorized staff and faculty.
- Always keep vehicles locked.
- Do not leave valuables in the passenger compartment of your vehicle. Secure them in the trunk.
- Never sleep in an unlocked room or house.
- Do not keep your residence and vehicle keys on the same ring.
- Please immediately contact the Student Development staff if you observe an unfamiliar person on the IMC campus.
- Always park in well-lit areas.
- Please DO NOT disclose gate code to any unauthorized persons.
- Always carry your cell phone with you.

- Do not let strangers in gated communities for any reason. If they request assistance, use your cell phone to call local police to provide that assistance.
- If you see a suspicious person or vehicle on campus, please immediately contact a member of the Student Development staff, and if necessary, the Bedford Police Department. Try to get the license plate number. DO NOT APPROACH THE PERSON OR VEHICLE.
- If you are suspicious of a person or activity occurring on one of our campus, please contact the Student Development Department at 817-554-5950. If you are a victim of a crime, please immediately call 911. Additionally, you can contact the Bedford Police (IMC) departments to report any suspicious activities or crime tips.

Reporting Procedure

REPORTING A CRIME OR EMERGENCY

All members of the Messenger College community and visitors must accurately and promptly report all crimes, safety-related incidents, suspicious activities, discrimination, or other emergencies occurring on campus or in its Clery geography to a Campus Security Authority Personnel (CSA) or MC Official. MC

officials receiving such reports should immediately report the matter to the Director of Student Development Compliance or his/her designee. Such is required even when the victim does not elect to do so or is unable to make such a report. The College will make every effort to protect the confidentiality of victims of crimes and will only provide victim information to those who need to know the identity of a victim for purposes of investigating the crime, assisting the victim, or disciplining the perpetrator. Crime victims, who do not want to pursue action through the College's grievance system or the criminal justice system and/or who wishes to remain anonymous are encouraged to confidentially report the matter to a campus security authority to assist the college in maintaining the safety and security for the victim and the Messenger College community and to ensure such crimes are included in Messenger College's annual crime statistics.

A Campus Security Authority (CSA) is an individual, who by virtue of their responsibility to Messenger College and under the Clery Act, is designated to receive and report criminal incidents so that they may be included and published in Messenger College's Annual Security Report.

Alan Greagrey, Chief Financial Officer and Title IX Coordinator
Email: info@messengercollege.edu | 817-554-5950

Additionally, crimes may be reported by calling Messenger College's main campus 817-554-5950. Students can report a crime, suspicious activity, or an emergency to any MC Official. For all emergencies, please dial 911. Crimes can be reported confidentially to Messenger College by calling any of the numbers or using our Crime, Fire log and Confidential Reporting form via Populi:

https://messengercollege.populiweb.com/router/forms/respond/g4fdf29169656950feb92042dafa07872ebc38ecab910be01d6a08c64198a753df3a5a010d1281192777be9249c15cf680c9ab1bd7634669e8050f95f65c696bd8636e5706368fe84deedcf4b2e6dbfc39718000f5c4a756f95244a523a8e0afb229afdb8527cb8cec949c7cfe4b4

Messenger College has a duty to report its policy related to sexual discrimination, harassment, and misconduct. All students, staff, and faculty who have not been designated as confidential reporters by the College and who become aware of alleged sexual discrimination, harassment, or misconduct must report the matter to the Title IX Coordinator. Messenger College's Title IX Coordinator will oversee all complaints of sex discrimination, harassment, and misconduct and is responsible for identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

Messenger College will make every effort to timely complete the grievance process for complaints of sex discrimination, harassment, or misconduct. The complainant and respondent will receive periodic status updates on the progress of the complaint and any subsequent appeals.

Title IX Coordinator

Alan Greagrey, Chief Financial Officer and Title IX Coordinator | info@messengercollege.edu | 817.554.5950.

NOTIFICATIONS AND MC ALERT

TIMELY WARNINGS

To ensure that the MC community is informed of safety and security issues and to aid in crime prevention, MC will provide timely crime, safety, and security alerts to the MC community. MC will strive to issue such alerts in a manner that does not unnecessarily identify crime victims. The warning will provide pertinent information about the crime and appropriate suspect information.

Due to the serious nature and threat to the MC community, timely warnings will be issued for all Clery Act crimes that are reported to MC officials, Campus Security Authorities, and local police agencies. The College may issue timely warnings for other matters that the institution believes represent a serious or continuing threat to students, staff, or faculty.

MC will follow its internal policies, the Clery Act, and Title IX regulations regarding timely warnings of certain crimes. Timely warnings can be issued for threats to property or persons. Victims or perpetrators do not necessarily have to be a member of the campus community to trigger such a warning.

MC takes its responsibility in this matter seriously and will expeditiously and comprehensively issue timely warnings to the MC community.

The issuance of timely warnings is a case-by-case decision and is governed by the facts and circumstances surrounding the issue, the nature of the issue, any continuing danger the issue may cause to the MC community, and any adverse effects that issuing such a warning may have on any law enforcement activities or investigations.

FERPA does not preclude an institution's compliance with the timely warning provision of the campus security regulations.

Timely warnings will be issued to students, faculty, and staff through the MC's Populi email system and will be posted around campus. The circumstances of the crime or issue may require the activation of the electronic messaging system or other means of communication to provide the community with immediate notification and warning. In such instances, a copy of the notice will be posted at all campus buildings and updates regarding the situation will follow as more information becomes available.

Anyone with information warranting a timely warning should report the circumstances to a CSA and/or the Director of Student Development Compliance by phone at 817-554-5950 or in person at the Director of Student Development Compliance Office in the MC Learning Center located at 2705 Brown Trail, Suite 408, Bedford, TX 76021.

EMERGENCY RESPONSE & EVACUATION

EMERGENCY/IMMEDIATE NOTIFICATIONS

Messenger College utilizes an Emergency Notification System (ENS) for faculty, staff, students, and affiliated College constituents. After responsible personnel are made aware of an emergency that poses a significant threat to the health or safety of MC's community, campus, or buildings, the ENS may be immediately activated by a Messenger College official who has such authority.

The EAS message will contain pre-scripted brief messages or tailored content developed by the Director of Student Development Compliance or a designated staff member. The information is designed to help members of the MC Community take appropriate action to ensure their safety. An "all clear" message or follow up information will be sent when the situation is resolved.

Localized incidents within a building, such as a small fire, most likely will not require mass notification via the ENS.

In the event of an emergency that poses a significant threat to the health or safety of students, staff, or faculty on campus, the ENS may be used to alert the MC community. Activation of the ENS may include the following types of notifications:

- E-mail
- Emergency Alert System (Populi) * e-mail/text
- SMS text message
- Website
- Face-to-face communication

***NOTE: The EAS system is currently only available to MC employees and students who wish to receive notifications via Populi. Students should enable notifications via Populi to ensure that they receive proper emergency notifications.*

All faculty, staff, and students should ensure that their contact information in Populi is correct and up to date to ensure they receive appropriate EAS alerts.

The following Messenger College officials have authority to activate the Emergency Alert System:

- President
- Vice President of Business Affairs
- Vice President of Academic Affairs
- Director of Student Development Compliance
- Director of Student Development

After the appropriate type of notification is selected, it may be used to transmit urgent emergency notifications including but not limited to:

- Campus Closures

- Weather Warnings (Severe Thunderstorm Warnings & Tornado Watches & Warnings)
- Fire
- Natural gas leaks or hazardous material spills
- Natural disasters affecting the Campus
- Campus-wide power outages and/or utility failures
- Violent criminal behavior
- Bomb threats or other imminent violent threats
- Explosions on campus
- Terrorism incidents

Dependent upon the contact information supplied by faculty, staff, and students, the notification may be sent to the following:

- Cell phone
- Home phone
- Business phone
- Messenger College email
- Personal email
- SMS text to cell phone

The EAS will be tested each academic year.

Messenger College has an Emergency Action Plan, which outlines institutional responses to serious incidents impacting the campus.

Each year Messenger College conducts tests of its emergency response and notification systems as well as its evacuation, lockdown, and shelter in place plans. Appropriate drills are conducted each year at Messenger College's main campus These drills are designed to assess and evaluate the emergency plans and capabilities of the institution. Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced.

Security @ MC LEARNING CENTER:

- FOB access on 4th and 5th floors

Possession of firearms and the concealed carry of a handgun by faculty, students or staff is covered in the applicable section below.

EMERGENCY ACTION GUIDE

Run. Hide. Fight.

RUN and escape, if possible.

- Getting away from the shooter or shooters is the top priority.
- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- Warn and prevent individuals from entering an area where the active shooter may be.
- Call 911 when you are safe, and describe the shooter's location, and weapons.

HIDE, if escape is not possible.

- Get out of the shooter's view and stay very quiet.
- Silence all electronic devices and make sure they will not vibrate.
- Lock and block doors, close blinds, and turn off lights.
- Do not hide in groups - spread out along walls or hide separately to make it more difficult for the shooter.
- Try to communicate with the police silently. Use text messages or social media to tag your location or put a sign in a window.
- Stay in place until law enforcement gives you all clear.
- Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

FIGHT, if necessary.

- Commit to your actions and act as aggressively as possible against the shooter.
- Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
- Be prepared to cause severe or lethal injury to the shooter.
- Throw items and improvised weapons to distract and disarm the shooter.

BOMB THREAT

If you receive a bomb threat, remain calm and:

1) Obtain as much information as possible:
- Write down the number from where the call is coming.
- Write down the exact time of the call.
- Write down as accurately as possible the statements made.
- Listen to the voice to determine the sex, age, accents, lisps, tone, etc. (note any distinguishing feature).
- Listen for background noises.

- Try to signal a for someone else to also listen on the telephone line, if possible.
- Do not hang up and stay on the line as long as possible; wait for the caller to hang up.

2) Keep the bomb threat caller talking, and ask as many questions of the caller as you can:

- When will the bomb go off? How much time remains?
- Where is the bomb located?
- What does it look like?
- What kind of bomb is it?
- How do you know about this bomb?
- Why was it placed here?
- Who are you?
- What is your name?

3) Call 911 immediately and then call the Director of Student Development Compliance at 817-554-5950.

4) Complete a Bomb Threat Checklist form and have it and notes from the call ready for responding officers. Keep a Bomb Threat Checklist form on hand and follow it while receiving the threat.

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

**** Refer to your local bomb threat emergency response plan for evacuation criteria***

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- **911**
- **Follow your local guidelines**

For more information about this form contact the Office for Bombing Prevention at: OBP@cisa.dhs.gov

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BOMB THREAT CHECKLIST

DATE: **TIME:**

TIME CALLER HUNG UP: **PHONE NUMBER WHERE CALL RECEIVED:**

Ask Caller:

- Where is the bomb located? (building, floor, room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (background/level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice	Background Sounds	Threat Language
☐ **Female**	☐ Animal noises	☐ Incoherent
☐ **Male**	☐ House noises	☐ Message read
☐ Accent	☐ Kitchen noises	☐ Taped message
☐ Angry	☐ Street noises	☐ Irrational
☐ Calm	☐ Booth	☐ Profane
☐ Clearing throat	☐ PA system	☐ Well-spoken
☐ Coughing	☐ Conversation	
☐ Cracking Voice	☐ Music	
☐ Crying	☐ Motor	
☐ Deep	☐ Clear	
☐ Deep breathing	☐ Static	
☐ Disguised	☐ Office machinery	
☐ Distinct	☐ Factory machinery	
☐ Excited	☐ Local	
☐ Laughter	☐ Long distance	
☐ Lisp		
☐ Loud	**Other Information:**	
☐ Nasal		
☐ Normal		
☐ Ragged		
☐ Rapid		
☐ Raspy		
☐ Slow		
☐ Slurred		
☐ Soft		
☐ Stutter		

BUILDING EVACUATION

You should familiarize yourself with the evacuation routes posted in all campus buildings. If an evacuation order is issued for your building, or if it becomes necessary to evacuate due to an emergency, please fully cooperate with Safety and Security/emergency personnel and:

- Take only keys, wallets and essential belongings with you.
- If possible, wear weather appropriate clothing.
- If you are the last one to exit your room, close and lock doors.
- Leave the building immediately.
- Do not investigate the source of the emergency.
- Walk, do not run, to the nearest exit.
- Use stairs, not elevators.
- Assist people with special needs.
- Get input from the individual on how you can help before attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved and whether there are any special considerations, methods, or any items that need to be brought with the person during the evacuation.

Individuals who are Blind or have Visual Impairment

- Ask the person who is blind/VI if s/he would like assistance or guidance in leading her/him out of the building to the Emergency Evacuation Meeting Location.
- Give verbal instructions to the person who is blind/VI regarding the safest exit route by using compass directions, estimated distances, and directional terms. (i.e. "from where we're standing, the exit door leading to the main floor of the IMC, 10-20 feet down the hall on the right past the kitchen. There is a stairwell leading to the main floor or basement. The stairwell has 28 steps and there are handrails on both sides, etc.")
- Do not walk up and grasp the arm of a visually impaired person and attempt to lead her/him out of the building. First ask if s/he would like to hold onto your arm as you exit, especially if there is debris in the area or you need to exit through a crowd.
- Give other relevant verbal instructions or information (e.g., "elevators cannot be used", "door handle is on the left and the door opens outward", "this exit leads to the main floor of the IMC, etc.).

Individuals who are Deaf or Hard of Hearing

- Get the attention of a person with a hearing disability by either touch or by making eye contact.
- Clearly state the situation and reason for evacuation. Have a pen and paper handy to write a brief statement if the person does not seem to understand.
- Offer visual instructions by pointing toward exits for evacuation maps showing the safest exit routes.
- If there is no immediate danger, persons with disability/mobility limitations should shelter in place and call Safety and Security at 817-554-5950 to report location and number of people needing assistance.
- If there is imminent danger and evacuation cannot be delayed, the person with a disability should be carried or helped from the building in the best and fastest manner; the person with the disability is the best authority as to how to be moved out of the building.
- If you are unable to evacuate, call Safety and Security at 817-554-5950 and report your location.
- As you make your way out, encourage those you encounter to exit as well.
- Follow instructions of the Department of Safety and Security or other identified emergency personnel.

- Wait for instructions before returning to your building after an evacuation.

CYBERSECURITY

Cybersecurity involves preventing, detecting, and responding to cyberattacks that can have wide ranging effects on the individual, organizations, the community, and at the national level. Cyberattacks are malicious attempts to access or damage a computer system. Cyberattacks can lead to loss of money, theft of personal information, and damage to your reputation and safety. Cyberattacks are malicious attempts to access or damage a computer system.

CYBERATTACKS

- Can use computers, mobile phones, gaming systems, and other devices.
- Can include identity theft.
- Can block your access or delete your personal documents and pictures.
- Can target children.
- Can cause problems with business services, transportation, and power.

To help protect yourself:

- Use strong passwords.
- Backup all your files.
- Watch for suspicious activity.

CYBER CRIMINALS

WHAT ARE FAKE JOB OR HIRING SCAMS?
Fake Job or Hiring Scams occur when criminal actors deceive victims into believing they have a job or a potential job. Criminals leverage their position as "employers" to persuade victims to provide them with personally identifiable information (PII) or to send them money.

THREAT
Fake Job Scams have existed for a long time, but technology has made this scam easier and more lucrative. Cyber criminals now pose as legitimate employers by spoofing company websites and posting fake job openings on popular online job boards. They conduct false interviews with unsuspecting applicant victims, then request PII and/or money from these individuals. The PII can be used for any number of nefarious purposes, including taking over the victims' accounts, opening new financial accounts, or using the victims' identity for another deception scam (such as obtaining fake driver's licenses or passports).

WARNING SIGNS
Cyber criminals executing this scam request the same information as legitimate employers, making it difficult to identify a hiring scam until it is too late. Some indications of this scam may include:

- Interviews are not conducted in-person or through a secure video call.
- Interviews are conducted via teleconference applications that use email addresses instead of phone numbers.
- Potential employers contact victims through non-company email domains and teleconference applications.
- Potential employers require employees to purchase start-up equipment from the company.

- Potential employers request credit card information.
- Job postings appear on job boards, but not on the companies' websites.
- Recruiters or managers do not have profiles on the job board, or the profiles do not seem to fit their roles.

WHAT TO DO IF YOU ARE A VICTIM

If you are a victim of a hiring scam, the FBI recommends taking the following actions:

- Report the activity to the Internet Crime Complaint Center at www.ic3.gov or your local FBI field office.
- Report the activity to the website in which the job posting was listed.
- Report the activity to the company the cyber criminals impersonated.
- Contact your financial institution immediately upon discovering any fraudulent or suspicious activity and direct them to stop or reverse the transactions.
- Ask your financial institution to contact the corresponding financial institution where the fraudulent or suspicious transfer was sent.

FIRE AND EVACUATION

In the Event of a Fire: Pull the Fire Alarm and Call 911

IF YOU SEE SMOKE OR FLAMES...

- Use "C.A.R.E.":
    - **Contain** the fire by closing all doors as you leave.
    - **Activate** the nearest Fire Alarm pull station. (Pull stations are located near all building exits.)
    - **Report** the fire by dialing 911.
    - **Evacuate** or extinguish. (In most cases, it is best to Evacuate.)
- Use a Fire Extinguisher only if:
    - You have been trained.
    - You have your back to an unobstructed exit.
    - The fire is contained, and you have reported the fire by pulling the fire alarm or 911 activation.
    - Everyone else has left the area.
    - There is little smoke or flames.
    - Never fight a fire if:
        - You lack a safe way to escape should your efforts fail.
        - It has left its source of origin.
        - You are unsure of the type of extinguisher you need or have.
        - If you can't control the fire within 30 seconds, abandon your efforts, close the door(s) and evacuate immediately.

IF TRAPPED IN SMOKE ...

- If you are able, drop to your knees and crawl toward an exit.
- Hold your breath as much as possible.
- Breathe slowly through your nose using a towel or shirt as a filter.

IF TRAPPED IN A ROOM...

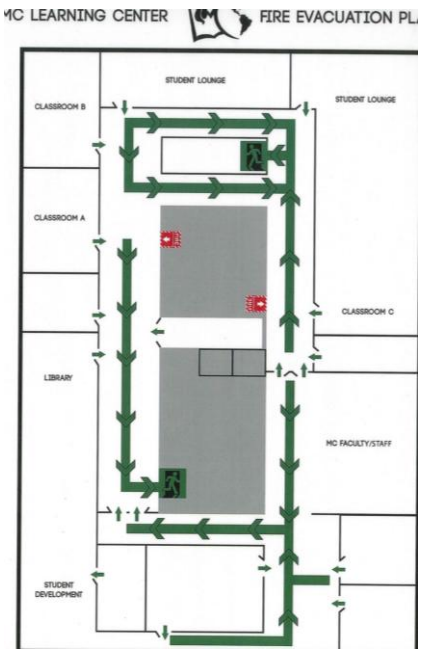
- Close as many doors as possible between you and the fire.

- Place cloth material (wet if possible) around or under the door to prevent smoke from entering the room.
- Be prepared to signal from a window to someone outside or by shouting at regular intervals.
- Place an article of clothing outside a window as a marker for rescue crews.

WHEN TO USE AN EXTINGUISHER

- An extinguisher can be used to suppress a fire that blocks your exit from the building.
- Only use an extinguisher to attempt to extinguish a small fire.
- Remember "P.A.S.S", the four basic steps to operation a fire extinguisher:
    - P: Pull the pin
    - A: Aim the extinguisher hose at the base of the fire
    - S: Squeeze the lever
    - S: Sweep from side to side
- If the fire is large, very smoky, or rapidly spreading, evacuate the building immediately.

MC LEARNING CENTER RETREAT LOCATION - Grassy Areas in front of building by road or Rear of Building – Large Field



HOSTAGE SITUATIONS

IF YOU BECOME A HOSTAGE:

- Do not try to escape. Be Patient. Time is on your side.
- Follow instructions and be alert. (Observe license plate number, street names, try to get a good description of the hostage taker, note approximate height, weight, age, sex, color, clothing, etc.)
- Avoid arguments and do not speak unless spoken to.
- Maintain eye contact with the captor and be as friendly as possible.
- Be observant and try to remember all distinguishing characteristics of your captor.
- Be prepared to talk to the police on the phone if a line is patched through to your location.

IF YOU BECOME AWARE OF A HOSTAGE SITUATION:

- DO NOT attempt to apprehend or interfere with the hostage taker except in the case of self-protection.
- Building occupants in the immediate vicinity should evacuate the building if possible.
- If evacuation of the building puts occupants in harm's way, occupants should close and lock the doors and remain in place.
- Immediately call 911 and provide as many details as possible. Try to get a good description of the hostage taker, noting approximate height, weight, age, sex, color, clothing, etc.
- If the person is using a vehicle, note the license number, make, model, and color of the vehicle, and direction of travel.
- Also tell the dispatcher the approximate number of people taken hostage and the vicinity.
- During normal business hours, call the Student Development Office at 817-554-5950. Immediately to inform them of the situation.

HOSTILE INTRUDER/ACTIVE SHOOTER

IF A HOSTILE INTRUDER/ACTIVE SHOOTER IS:

OUTSIDE YOUR BUILDING

1. Get to a room that can be locked; close and lock windows and doors.
2. Turn off the lights.
3. Try to get everyone down on the floor (so that no one is visible from outside the room).
4. Call 911. The dispatcher will ask for, at least, the following information:
    a. Your name
    b. Location of the incident (be as specific as possible)
    c. Number of shooters (if known)
    d. Identification or description of shooter
    e. Number of people who may be involved
    f. Your location
5. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you out).
6. Do not respond to any voice commands until you are sure that they come from a Police Officer, or a staff member.

INSIDE YOUR BUILDING

1. Exit (get out of) the building immediately.
2. Notify anyone you may encounter to exit the building immediately.
3. Call 911. The dispatcher will ask for at least the following information:
    - Your name
    - Location of the incident (be as specific as possible)
    - Number of shooters (if known)
    - Identification or description of shooter
    - Number of people who may be involved
    - Your location

If exiting the building is not possible, the following actions are recommended:

1. Go to the nearest room or office.
    a. If you are locked out of all rooms, seek refuge in the nearest restroom, lock yourself in a stall and keep quiet.

2. Close and lock the door and/or block it (try barricading the door with desks and chairs).
3. Cover the door windows.
4. Call 911 (the dispatcher will gather information from you).
5. Keep quiet and act as if no one is in the room (silence cell phones).
6. DO NOT answer the door.
7. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you).
8. Do not respond to any voice commands until you are sure that they come from a Police Officer, or a staff member.

ENTERS YOUR OFFICE OR CLASSROOM

1. Remain calm.
2. Dial 911 (if you can't speak, leave the line open so the dispatcher can listen to what's taking place).
3. Try to escape, but if unable, you must take action to survive! Make a quick survival decision, either:
    a. Try to negotiate with the hostile intruder/active shooter (perhaps not the most effective measure), or
    b. Try to hide; bear in mind that being hidden (i.e. behind a wooden door) is not the same as being covered (i.e. behind a steel door), or
    c. Play dead (pretend to be unconscious), or
    d. Try to overpower the hostile intruder/active shooter by force (use anything at your disposal and fight for your life).
    Only you can decide if this is something you should do and are capable of doing.
4. If someone other than yourself acts to overpower the hostile intruder/active shooter it is recommended that you assist, as this will increase the chances of success and survival. **Again, only you can decide if this is something you should do and are capable of doing.**

If the hostile intruder/active shooter leaves your area, and as soon as it is safe to do so:

1. Close and lock the door and/or block it (try barricading the door with desks and chairs).
2. Call 911 (if not on the line already).
3. **DO NOT** answer the door and stay in place behind cover.
4. **DO NOT** respond to any voice commands until you are sure that they come from a Police Officer or staff member.

If you decide to flee during a hostile intruder/active shooter situation:

1. No matter what the circumstances, make sure you have an escape route and plan in mind.
2. Do not attempt to carry anything while fleeing.
3. Do not attempt to remove injured people (leave wounded victims where they are and notify authorities of their location as soon as possible).
4. Move quickly, keep your hands up high and visible.
5. Follow the instructions of any Police Officers you may encounter.

WHAT TO EXPECT FROM RESPONDING POLICE OFFICERS

Police Officers responding to an active shooter are trained in a procedure known as "Rapid Deployment" and proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting as quickly as possible. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers after areas have been secured to treat and remove injured persons.

Please understand that the police will be treating all those they encounter (including you) as possible suspects. When you encounter the police:

1. Remain calm.
2. Do as the officers tell you.
3. Put down any bags or packages you may be carrying.
4. Always keep your hands up and visible.
5. If you know where the hostile intruder/active shooter is, tell the officers.
6. Once out of harm's way, remain at whatever assembly point authorities designate.
7. Keep in mind that the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned.
8. Do not leave until you have been interviewed and released.

MEDICAL EMERGENCY

If someone is injured or becomes ill:

- Stay calm.
- Dial 911 and explain the type of emergency, the location, condition, and number of victims.
- Let the dispatcher know of any safety hazards - chemical spill, fire, fumes, etc.
- Do not hang up unless told to do so by the dispatcher.
- Do not move the victim unless there is danger of further injury if s/he is not moved.
- Render first-aid or CPR only if you have been trained.
- Do not leave the injured person except to summon help.
- Comfort the victim until emergency medical services arrive.
- Have someone stand outside the building to flag down the ambulance and/or Safety and Security when they reach the vicinity.

LICE

What are lice? — Lice are tiny insects that can live on people's skin and in their hair, and cause itching. Lice do not fly or jump. They are spread by person-to-person contact or by sharing clothes and personal items. You can get head lice from head-to-head contact with someone who has it. You might also be able to get head lice from sharing items like hats or combs, but this probably doesn't happen as often.

Lice can lay eggs, also called "nits," which then hatch into new lice. People can find lice and nits on their body or in their hair.

How can I tell if I have lice? — Most people have itching on the part of the body where the lice are. But some people might not have any symptoms at all. They might find out they have lice only by seeing small white nits or live lice in their hair. Sometimes it is easier to see nits, because lice can move quickly and hide from view.

Is there anything I can do on my own to get rid of lice? — Yes. To get rid of lice, you can:

- Use a special fine-toothed comb to carefully comb out nits and lice from your hair.
- Use a non-prescription cream or lotion on your hair or body that kills lice. Be sure to follow all of the directions on the label.
- You might hear or read about other treatments for lice that involve products like olive oil or mayonnaise. Most doctors do not recommend these "natural" treatments.

- You will also need to get rid of and kill the lice on items in your home, so you don't get lice again.

To do this, you can:

- Wash clothes, bedding, and towels in hot water and dry them on the hottest setting.
- Vacuum your carpets and furniture.
- Put things you cannot wash into a sealed plastic bag for 2 weeks.

What can I do to prevent getting lice? — You can reduce your chances of getting lice by:

- Not sharing a bed, clothes or personal items with someone who has lice.

The following organizations also provide reliable health information.

- National Library of Medicine
- Center for Disease Control and Prevention

SUICIDE PREVENTION

As a Christian institution, we are aware of the societal problem of suicide rising in our nation. Messenger College strives to be a safe and inclusive environment for our members. MC provides many resources and systems of accountability to ensure our member's mental health is cared for during this pivotal time in a young adult's life.

Messenger College has laid out the following plan for suicide prevention and mental health awareness.

Procedures for identifying suicide concerns

Common warning signs exist that can indicate a person may be considering harming themselves or others. All members of the college should be aware of suicide warning signs, and be able to report concerns regarding students, faculty, or staff displaying these signs. Some, but not all suicide warning signs are:

- Depression.
- Mood swings.
- Erratic/unusual sleep (sleeping too much or too little).
- Reckless behavior or impulsivity.
- Increased anger or rage.
- Giving away personal possessions.
- Feeling trapped, isolated, withdrawn, helpless, hopeless, or burdensome.
- Previous suicide attempts.
- Searching for ways to die (such as trying to obtain a weapon or researching ways to die on the internet).
- Experiencing significant loss (such as relationship break up, status/prestige or physical impairment).
- Abuse or increased use of alcohol or other drug(s).
- Talking about suicide, wanting to die or kill oneself.
- Making a suicide plan.

Concerned individuals should report these concerns to any of the national, local, or campus resources indicated in this policy.

Procedures for identifying and addressing the needs of students exhibiting suicidal tendencies or behavior

The college community is encouraged to actively respond to students in distress, including those students exhibiting suicidal tendencies. The college advises students, faculty, and staff to:

See Something

Faculty, staff, and students may be the first people to see something distressing in a student. These individuals are encouraged to respond compassionately to a student that may be exhibiting symptoms of distress, including suicidal behaviors.

Say Something

Often, an initial discussion with a student in distress can identify or alleviate concerning behaviors or distress in suicidal students. When engaging an individual exhibiting suicidal behavior, faculty, staff, or a student should:

- **Be direct:** Do not be afraid to ask the student directly if they are having thoughts of harming themselves or others.
- **Listen sensitively and carefully:** Use a non-confrontational approach and a calm voice. Avoid threatening, humiliating and/or intimidating responses.
- **Follow through:** Direct the student to additional available resources such as the Student Development Department.
- **Report It:** Students should complete an incident report with details of their interactions to ensure the necessary staff is made aware to assist the students in gaining the necessary resources.

Do Something

Faculty, staff, and students are encouraged to contact 911 or local law enforcement if a student's conduct is clearly and imminently reckless, disorderly, dangerous or threatening to themselves or others, or is exhibiting suicidal behavior.

The suicide hotline is available by dialing 988. The Suicide Hotline is a national resource available at any time with trained staff to assist the individual in obtaining resources and other support.

Post-intervention plans to communicate effectively with students, parents, faculty, and staff after the loss of a student to suicide.

The college has developed a plan to communicate with individuals impacted by the death of a student. The plan involves the coordination of multiples members of the college to address a variety of issues, including but not limited to; the student's academic progress, mental health needs, and any other areas that might be alleviated by college intervention.

Availability of resources

Forums, informational emails, and orientation sessions will cover this topic and resources for members of the MC Community.

For any resources and questions pertaining to mental health or suicide prevention, please contact the Director of Student Development Compliance at 817-554-5950 or visit the office at the MC Learning Center.

NATURAL DISASTERS

Floods

Minor or area flooding on campus could occur as a result of a water main break, loss of power to sump pumps, or major multiple rainstorms. MC Staff monitors the National Weather Service, and other emergency advisory systems to stay abreast of weather and alert related conditions and will provide instructions should they be necessary. For imminent or actual flooding, and only if you can safely do so:

- Secure vital equipment, records, and other important paper.
- If present in your area, report all hazardous materials (chemical, biological, and/or radioactive) to the local authorities and the MC staff on call.
- Move to higher, safer ground.
- Shut off all electrical equipment.
- Do not attempt to drive or walk through flooded areas.
- Wait for further instructions on immediate action from Safety and Security.
- If the building must be evacuated, follow the instructions on the Building Evacuation sheet.
- Do not return to your building if you have been evacuated by flooding until you have been instructed to do so by college personnel.
- If you are assisting with flood cleanup, report immediately to Environmental Health and Safety any oil, chemical, or radioactive materials suspected of mixing with flood waters.

Tornadoes

A ***"Tornado Watch"*** means that tornadoes could potentially develop. A ***"Tornado Warning"*** means a tornado has been sighted. If you see a tornado, report it immediately by calling 911, and seek shelter or safety:

- Go to a basement, underground excavation, or lower floor of interior hallway or corridor (preferably a steel-framed or reinforced concrete building).
- MC Learning Center – Evacuate to the basement without using the elevator.
- Seek shelter under a sturdy workbench or heavy furniture if no basement is available.
- Listen for reports and siren/public address announcements.
- Avoid:
    - Top floors of buildings.
    - Areas with glass windows or doors.
    - Auditoriums, gymnasiums, cafeterias, or other areas with large, free-span roofs.
- If out in the open:
    - Cars - Do not wait out the storm in a car; cars are not safe in a tornado.
    - Move away from the path of the tornado at a right-angle direction.
    - Lie flat in the nearest depression, ditch, or ravine if there is no time to escape.

Winter Storm
Although Texas gets cold weather often, it is not typical to have wintery weather or wintery storms with freezing temperatures for multiple days. Winter storms can bring extreme cold, freezing rain, ice, snow, high winds, or a combination of all of these conditions.

If a winter storm is expected there are a few things to take into consideration:

For preparation of an incoming storm:
- Inform students, faculty, and staff of potential weather conditions and direct them to resources that will keep them updated during the storm.
- Sign up for local alerts and warnings.
- Create and test emergency communication plan(s).
- Stock up on emergency supplies.

During and After Winter Storm:
- Stay indoors and off the roads. If you must drive, keep emergency supplies in your car.
- Close off rooms to consolidate and retain heat.
- Dress in layers and use blankets to stay warm.
- Limit your time outdoors and stay dry.
- Only drive if necessary. Remember that roads in Texas are not prepared for ice or snow conditions.
- Monitor local news and alerts for emergency information and instructions.

Earthquakes

Earthquakes are more common in the western United States.
In the event of an earthquake:
- Stay away from large windows, shelving systems, or tall room partitions.
- Get under a desk, table, door arch, or stairwell.
- If none of these is available: move against an interior wall and cover your head with your arms.
- Remain under cover until the movement subsides.
- After the shaking stops, survey your immediate area for trapped or injured persons and ruptured utilities (water, gas, etc.).
- If damage has occurred in your area, inform the RD.
- If it is safe to do so, remain at your location and await further instructions from college personnel.
- Do not evacuate until instructed by emergency personnel.
- If out in the open:
    - Stay in an open area away from buildings, power lines, trees or roadways.
    - If in a car, pull over and stop. Do not park under an overpass or near a building. Be cautious about driving again, in the event roads are damaged.

After an earthquake:

- Put on enclosed shoes to protect against broken glass.
- If the power is out, use a flashlight. Do not light a match or candle.
- Be alert for safety hazards such as fire, electrical wires, gas leaks, etc.
- Check on others. If there are injuries or other urgent problems, report them to the RD.
- Give or seek first aid. Assist any disabled persons in finding a safe place for them.
- Evacuate if the building seems unsafe or if instructed to do so:

    - Use stairs, not elevators
    - Unplug small electrical appliances.
    - Bring keys, purses, wallets, & warm clothing.
- Be prepared for aftershocks.
- Cooperate with emergency personnel, keep informed, and remain calm.

Hurricanes

Hurricanes are a tropical cyclone that can hit along any U.S. coast or in any territory in the Atlantic or Pacific oceans. Hurricanes are dangerous and can cause major damage because of storm surges, wind damage, and flooding. Although Messenger College is not close to the gulf and at risk for a hurricane, it is possible that the residual effects of the storm could mildly affect the greater DFW area.

For Preparation of incoming storm:

- Inform students, faculty, and staff of potential weather conditions and direct them to resources that will keep them updated during the storm.
- Sign up for local alerts and warnings.
- Determine how best to protect yourself from high winds and flooding.
- Declutter drains and gutters, bring in outside furniture, consider any special outdoor equipment (sand, hurricane shutters, car protection).
- Stock up on emergency supplies.

PANDEMIC DISEASE

Before a Pandemic

- Store additional supplies of food and water.
- Periodically check your regular prescription drugs to ensure a continuous supply in your home.
- Have any nonprescription drugs and other health supplies on hand, including pain relievers, stomach remedies, cough and cold medicines, fluids with electrolytes, and vitamins.
- Get copies and maintain electronic versions of health records from doctors, hospitals, pharmacies and other sources and store them, for personal reference. Get help accessing electronic health records.
- Talk with family members and loved ones about how they would be cared for if they got sick, or what will be needed to care for them in your home.

During a Pandemic

- Americans can continue to use, and drink tap water as usual during the COVID-19 pandemic. Please be sure to follow public health guidance as the situation develops.
- Avoid close contact with people who are sick.
- When you are sick, keep your distance from others to protect them from getting sick too.
- Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick.
- Washing your hands often will help protect you from germs.
- Avoid touching your eyes, nose or mouth.
- Practice other good health habits. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.

POWER OUTAGE/ BLACKOUT

Power outages are when electrical power goes out unexpectedly. They can often occur after a natural disaster and can pose a serious threat to public safety by disrupting communication, water, transportation throughout the city.

Types of Power Outages:

- **Partial power outage:** A partial power outage means that only a portion of the home is compromised, rather than the entire property or building. The cause of this issue might be something as simple as a circuit breaker flipping, a blown fuse, or a much deeper problem involving a wiring failure.
- **Planned power outage:** A planned power outage is when the electric company schedules a power outage in a specific area. This is typical when maintenance needs to be done on the power lines, so it's safest for crews to work while the power is shut off. In other scenarios, there may be planned power outages to prevent the possibility of disasters, like wildfire prevention and electrocution after a flood or hurricane.
- **Power surge:** A power surge is when there is a spike (high and quick increase) in the electrical current traveling from a power line to the socket in your home. A surge may occur during a thunderstorm if there's lightning, as well as during the moment when the power is restored after a power outage. A power surge has the potential to fry any appliance plugged in to a socket, so it is recommended to unplug all devices during a storm or power outage. Once the threat has passed, you can plug everything back in, one device at a time.
- **Blackout:** The term blackout is the same thing as a power outage. These terms are used interchangeably.

Power Outage preparation kit suggestions:

1. Water: One gallon of water per person per day is essential. You should store enough water to last you a minimum of 3 days, but, if possible, much longer. If you cannot do more than 3 days, buy a LifeStraw, iodine tablets, or your choice of a water purification and filtration system to maintain a constant supply of potable water.
2. Food: meals that use no electricity, freeze dried emergency food, or food that last 20+ years.
3. Battery-powered flashlight.
4. Hand-cranked or battery-powered radio.
5. First Aid kit.
6. Bug out kit.
7. Toilet and sanitation kit: Since the plumbing system will not be working, you must have a back-up bathroom solution to maintain optimal hygiene. Properly disposing of waste should become one of your priorities.
8. Cooler/ice chest.
9. Generator.

In the event of a power outage:

- Keep freezers and refrigerators closed.
- Disconnect appliances and electronics to avoid damage from electrical surges.
- Have alternate plans for refrigerating medicines or using power-dependent medical devices.
- Check with local officials about heating and cooling locations open near you.

WATER OUTAGE

The loss of electric power can oftentimes have profound impacts on drinking water and wastewater utilities. In the instance that the MC Learning Center loses water, please notify a staff member immediately. MC Cabinet members will communicate with staff, faculty, and students of any instructions concerning facilities.

Class Cancellations
The decision whether to cancel classes will be made by the President's Cabinet.

Communications
All decisions and instructions such as canceling classes, closing of buildings, releasing of employees, special instructions, and the relocation of students rests with the President or the President Cabinet. Information related to re-opening the campus and resumption of classes will be communicated through the emergency notification system (via Populi email or text).

Depending on the nature of the water outage any/all of the following should be communicated:

- Expect low/no water pressure.
- Expect rusty water.
- Conserve water.
- Do not use tap for drinking, cooking, or brushing teeth until further notice.
- Boil water advisory recommendations.
- Locations where safe drinking water is available.
- Anticipated duration of water outage.
- Water leaks/overflows may occur when water is restored. Please remove belongings from the floor. Monitor toilets/plumbing and immediately contact them.

BOIL WATER ADVISORY

In the event of a Boil Water advisory, it is because the community water is, or could be, contaminated and not safe to drink. (CDC.gov) Water advisories are communicated by your health authorities and will give information about preparing food, beverages, or ice; dishwashing; and hygiene, such as brushing teeth and bathing. The Centers of Disease Center uses the following standard recommendations:

- Use bottled or boiled for drinking, preparing and cooking food, cleaning, and brushing teeth.
- If bottled water is not available, bring water to a full rolling boil for 1 minute (at elevations above 6,500 feet, boil for 3 minutes), then allow it to cool before use.
- Boil tap water even if it is filtered.
- Do not use water from any appliance connected to your water line, such as ice and water from a refrigerator.

SHELTER IN PLACE / SAFE SHELTER

- Shelter in place is useful when evacuation is not an option.
- Refuge is sought in an interior room with few or no windows.
- It may be necessary to shelter in place following the intentional or accidental release of chemical, biological, or radiological contaminants into the environment.
- Shelter in place may also be necessary in the event of a hostile intruder on campus.

- Shelter in place procedures will be initiated through the various notification systems used by approved personnel.
- If there are visitors in the building, provide for their safety by asking them to stay—not leave.
- When public safety officials provide directions to shelter in place, they want everyone to take those steps immediately.
- Close and lock all doors, windows, and other openings to the outside.
- If necessary/possible, turn off the heating or cooling system.
- Select interior room(s) above the ground floor with the fewest windows and vents. The room(s) should be large enough for everyone to sit comfortably and quietly. Use multiple rooms if necessary.
- Lock the door to any rooms being used and draw the curtains/shades or cover the windows. You should not be visible from the outside or from the corridor.
- Ideally, choose room(s) with hardwired telephones as cellular networks may be unavailable. Use these phones to report any emergencies.
- Stay away from windows and doors.
- In the event of a hostile intruder, remain absolutely quiet and follow steps outlined in the Hostile Intruder/Active Shooter section.
- Remain calm and await further instructions. DO NOT leave the room until directed to do so by a public safety official.

LOCK DOWN

- Lock Down involves staying inside a secure location and NOT evacuating.
- Do NOT sound the fire alarm.
- Stay out of open areas and be as quiet as possible.
- Immediately secure yourself and others in your area by locking the doors to the room and barricading them with available objects.
- Turn off lights and audio equipment.
- Lock and cover windows, then stay away from them.
- Call 911 to report any information that might be helpful to emergency responders.
- Keep your place of refuge secure until the police arrive and give you directions.

SUSPICIOUS MAIL OR PACKAGE

SUSPICIOUS MAIL OR PACKAGE ITEMS THAT MAY MAKE IT SUSPICIOUS

- Restricted marking such as “Personal” or “Special Delivery.”
- No return address or one that cannot be verified as legitimate.
- A city or state in the postmark that does not match the return address.
- Unusual weight based on size; Rigid, bulky, lopsided, odd shape.
- Strange odors, oily stains, crystallization, protruding wires, excessive tape or string.

IF YOU RECEIVE A SUSPICIOUS LETTER OR PACKAGE

- Do not try to open it.
- Isolate it by keeping others out of the area.

SUSPICIOUS PERSONS AND CRIMINAL BEHAVIOR

- Do not physically confront a suspicious-looking person. Do NOT put yourself at risk.
- If you witness criminal or suspicious behavior, call 911 and provide information to the dispatcher:
    - If a threat is imminent, vacate the area and notify others of the threat.
    - If evacuation of the building puts occupants in harm's way, occupants should close and lock the doors and remain in place.
- During normal business hours call the Student Development Office 817-554-5950. Immediately to inform them of the situation.

UTILITY FAILURE

- During regular business hours, immediately call the maintenance worker of a gas line break or smell of gas, water main break, electrical power failure, or heating system failure.
- After regular business hours or on weekends, call the RD on duty.
- Do not use candles for lighting. Emergency lighting for exit routes will activate in a power outage.
- Unplug electrical equipment including computers.
- If necessary, activate the building fire alarm to evacuate the building.
- Do not use elevators.
- Call 911 to report the location of any people trapped in an elevator.

HAZARDOUS MATERIALS

IF YOU DISCOVER A HAZARDOUS MATERIAL SPILL:

- Leave the immediate area and warn others to evacuate and stay away.
- Try to stay upstream, uphill, and upwind of the accident.
- Call 911.
- Report the following information:
    - Your name and phone number.
    - Location of the spill.
    - Name and amount of material spilled (if known).
    - Extent of any injuries.
- If the spilled material is flammable, turn off ignition and heat sources.

NOTIFICATION OF MISSING STUDENTS

MISSING PERSONS

All students, faculty, and staff have a duty to report suspected missing students to the Messenger College Director of Student Development Compliance Office at 817-554-5950. The Director of Student Development Compliance immediately investigates any report of missing students.

Messenger College provides each student with the option of identifying an individual to be contacted by the College if the student is determined to be missing for a period of more than 24 hours. Students will provide this information during the registration process or can do so at any time during the semester via Populi. The "missing student" contact information is confidential, is only accessible to authorized College officials, and may not be disclosed to other parties, except officials and law enforcement personnel engaged in a missing person investigation.

After conducting a preliminary missing person investigation, the Director of Student Development Compliance will determine if the reported student is missing and how long they have been missing. If he/she determines that the student has been missing for at least 24 hours, the Director will notify Bedford Police Department and the student's "missing student" contact within 24 hours of making such a determination. The custodial parent or legal guardian and the designated contact of students under the age of 18, who are not emancipated minors, will be notified within 24 hours after the Messenger College Director of Student Development Compliance or a law enforcement agency determines that the minor student has been missing for more than 24 hours.

ALCOHOL AND DRUGS

Each semester Messenger College distributes its alcohol and drug policy to all students, staff, and faculty. The policy outlines the College's policies and procedures related to alcohol use and the unlawful possession, use, and/or distribution of illicit drugs by Messenger College students, staff, and faculty. The policy contains rules, regulations, and prevention recommendations concerning alcohol and drug use. The document includes federal and state law sanctions, drug and alcohol abuse assistance information, a list of health risks associated with drug and alcohol use, and Messenger College's conduct standards concerning alcohol and drug use.

At the beginning of each semester the Director of Student Development Compliance sends a copy of drug and alcohol policy to all students, staff, and faculty via Populi email.

ALCOHOL AND OTHER DRUG (AOD)

Policy, Enforcement, Compliance Inventory for Students and Employees

In compliance with the provisions of the Drug Free Schools and Communities Act Amendments of 1989, Messenger College has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The program is reviewed biennially and those reviews are posted on Messenger College's website at: https://www.messengercollege.edu/drug-and-alcohol-abuse-prevention.

Messenger College presents the following information for your knowledge and in the promotion of healthy lifestyles:

- Student and Employee Policies and Codes of Conduct
- Health Risks Associated with Substance Abuse
- Legal Sanctions: Federal and State
- Drug/Alcohol Counseling and Treatment
- Institutional Disciplinary Sanctions

STUDENT STANDARDS AND CONDUCT:

Illegal Substance (Possession or Use) or Abuse of Legal Drugs: All Messenger College staff, students, and faculty while on or off College property, are expected to refrain from the manufacture, possession, use or distribution of illegal drugs. Purchasing, attempting to purchase, or facilitating the purchase of illegal substances is prohibited. Students are considered "in possession" and responsible for illegal substances found on their person, in their residence, or in their vehicle. Additionally, possession of drug paraphernalia is prohibited. [Probation 2 (minimum), with random drug tests (paid by the student) and other possible sanctions, as well as a substance abuse evaluation prior to readmission. Parents or legal guardians will be notified.]

Alcoholic Beverages (Use, Possession, Purchase or Attempt to Purchase): All Messenger College staff, students, and faculty while on or off College property, are expected to refrain from the possession or use of alcoholic beverages. Providing, purchasing, attempting to purchase, or facilitating the purchase of alcoholic beverages is prohibited. "Use" includes consumption by any means. Students are considered "in possession" and responsible for alcoholic beverages on their person, in their residence, or in their vehicle.

Consistent with Texas law, the College also prohibits the use or possession of alcohol vaporizers. The College reserves the right to check for compliance with its alcohol policy by various means, including active and passive alcohol sensors. [Probation 2 (minimum), plus possible sanctions. Since underage drinking is illegal, parents or legal guardians of underage drinkers will be notified by the director of student development compliance, and the minimum applicable disciplinary status for underage drinkers or for providers of alcohol to underage drinkers will be Provisional Continuance.]

Smoking: Messenger College is a 100% smoke-free environment. The use of smoking tobacco products including and not limited to e-cigarettes, vapes, and hookahs are prohibited on all campuses of Messenger College. See "Tobacco." [Probation 1 (minimum), plus additional sanctions, which may include successful completion of a smoking cessation program at the student's own expense, plus other possible sanctions.]

Tobacco (Use, Possession, Purchase or Attempt to Purchase): All Messenger College staff, students, and faculty while on or off College property are expected to refrain from the possession or use of tobacco products. Purchasing, attempting to purchase or facilitating the purchase of tobacco products is prohibited. Students are considered "in possession" and responsible for tobacco products found on their person, in their residence, or in their vehicle. [Probation 1 (minimum) and successful completion of a smoking cessation program at the student's own expense, plus other possible sanctions.]

Bar/Lounge/Club (Attendance or Participation): While a student at Messenger College, attendance at a location or business where alcohol is the primary source of income or alcohol is the focus of advertising is prohibited. Another indicator that a business may be a bar/lounge/club is the requirement of an ID for admission. [Probation 1 (minimum), plus a $50 fine and other sanctions.]

Consequences for violations of Messenger College Community Standards fall into two categories: status and sanctions. "Status" refers to the disciplinary classification assigned to the student, e.g., Probation or Suspension. (Note: status may be escalated in the case of repeat violations or multiple violations.) "Sanctions" refer to various corrective and restorative measures that may be required by the College.

Conduct Status:

- Official Warning is usually given for a first offense of a violation of community standards. An Official Warning is usually issued by the director of student development compliance. These warnings are written, and a record of the warning will be included in the student's file.
- Probation 1 is a written warning noting that further violations of Messenger College policies will result in a minimum of being placed on Probation 2 status. The duration of Probation 1 is four (4) weeks and will be followed by at least eight (8) weeks on a lower status. Students on Probation 1 status:
    - Will receive a $100 fine that will be added to his/her student account (campus/community restitution will not be an option).
    - Will receive additional sanctions and/or restrictions, which may extend from four to sixteen weeks.
- Probation 2 is a written warning noting that further violation of Messenger College policies and/or community standards will result in being placed on Probation 3 status and may result in suspension or dismissal from the college. Additional sanctions may also be applied. The duration of Probation 2 is eight (8) weeks and will be followed by at least eight (8) weeks of a lower status at the discretion of the College. Students on Probation 2 status:
    - May not represent the college in any official capacity, including ministry teams and performance groups.
    - Will receive a $250 fine that will be added to his/her student account (campus / community restitution will not be an option).
    - The parents of dependent students will be notified by the Director of Student Development.
- Probation 3 is a written warning noting that further violation of any campus policies and/or community standards will result in suspension or dismissal from the college. This status is usually reserved for more serious disciplinary actions or applied as a result of a cluster of inappropriate behaviors. The duration Probation 3 is sixteen (16) weeks, followed by at least sixteen (16) weeks on a lesser status. Students on Probation 3 status:
    - Are not allowed to represent the College in any official capacity, including ministry teams and performance groups, nor hold any campus leadership position.
    - Will receive a $500 fine that will be added to his/her student account (campus/community restitution will not be an option).
    - Will be required to notify their parents about being placed on Probation 3 status if they are classified as dependent students.

- Withdrawal: A student may be permitted to withdraw from the College in lieu of discipline. Should a student choose this option, they may not return without the express permission of the President's Cabinet, and the cabinet can insist that they return under the same status and with the same sanctions they would have received had they not withdrawn. The Director of Student Development will notify parents of dependent students if a dependent student withdraws in this manner. If withdrawal occurs before the end of the term, academic work is forfeited. The standard institutional policies, published in the Messenger College Catalog, will be applied for any applicable refund of tuition, fees and room and board.
    - In a conduct situation in which a student chooses to withdraw from the College prior to his/her student conduct hearing, that student must immediately submit to a conduct committee hearing upon being readmitted. Failure to do so will result in a conduct committee hold being placed upon the student's readmission file.
    - When a student displays signs of mental disorder indicating the student may be a threat to harm himself/herself or others, the student's withdrawal from the college may be initiated by college administration.
- Suspension: Suspension refers to involuntary, complete separation of the student from the College for a specified length of time, which may include the current semester and/or the following semester(s) (Immediate/Delayed). Suspension is typically for the duration of one semester, which is sixteen weeks, followed by one semester of sixteen weeks of Probation 2 status upon approved re-admission. Parents of dependent students will be notified by the Director Student Development when they are suspended. If Suspension occurs before the end of the term, academic work is forfeited. The student will receive a "W" in their enrolled but not completed courses. The standard institutional policies will be applied for the refund of tuition and fees. Suspended students are not allowed to be on College property or in attendance at College-sponsored events until they are either officially readmitted as students or have received written permission from the President's Cabinet. Those violating this provision may be charged with trespassing.
- Dismissal: Dismissal means that the student is permanently separated from the college. Appropriate documentation outlining the dismissal will be placed in the student's file. If dismissal occurs before the end of the term, all academic work is forfeited according to the MC withdraw policy. The standard institutional policies will be applied for the refund of tuition, fees and room and board. Dismissed students are not allowed to be on College property or to attend College-sponsored events. Those violating this provision may be charged with trespassing.

Conduct Sanctions:

- Alcohol/Drug Assessment and Treatment Programs: At the discretion of the College, consequences for the use of illegal drugs and/or alcohol may include mandatory participation (at the student's own expense) in assessment, treatment, and rehabilitation programs. Parents or legal guardians of underage students will be notified by the College when students are involved in alcohol or drug violations.
- Community Service/Campus Restitution: Although this can be the sole consequence for some first offenses, it is generally combined with other consequences. Service and restitution hours of

service can be completed on campus or may be served off-campus if the College approves the off-campus assignment.

- Counseling: Students may be required to secure a counseling assessment from a Christian licensed professional counselor required as part of disciplinary sanctions. Such counseling will be at the student's expense. Students can contact the college for a list of Christian professional counselors if they do not have or cannot find an acceptable counselor.
- Drug Screen: Students violating this policy or other College policies related to alcohol, drugs, and tobacco use may be subject to appropriate, supervised, random testing. Such testing will be at the student's expense and must be conducted at a qualified medical/lab facility.
- Fines: Appropriate fines will be set by the College for violations of this policy. Fines must be paid by the due date. If the fine amount is not fully paid by the due date, a "Failure to Comply with Sanctions" violation and additional sanctions will be added by the College.
- Research and Writing Assignments: Students who violate any policy may be required to read relevant books and/or conduct relevant research related to the student's violation. Such reading and/or research should cover, but is not limited to the potential legal, spiritual, and ethical consequences of the violation. Additionally, these assignments may require written and/or oral reports explaining or summarizing the reading and research.
- Limitation of Privileges: Students who violate any policy may be subject to curfew and checkout restrictions. Additionally, students may be restricted to campus for a specified period and are subject to visitation restrictions.
- Substance Abuse Assessment: Students who violate this policy may be required to secure a professional assessment concerning their use of alcohol, drugs, or tobacco. The assessment should outline the extent of, and the underlying issues related to the student's use of alcohol, tobacco, or illegal substances. The assessment will be conducted by a Christian licensed professional counselor and the assessment findings must be reported to the College. The student is responsible for the cost of such an assessment, and the student must comply with and complete the counselor's recommended course of treatment.
- Mentoring: A student who violates any policy may be subject to required mentoring with a MC faculty or staff member. External mentors must be approved by the President's Cabinet. Generally, students assigned this sanction must meet with their assigned mentor at least once per week for one hour throughout the semester. All mentors will document the student's progress in a Mentoring Report.

EMPLOYEES:

Messenger College desires to provide a drug-free, healthy, and safe workplace. To promote this goal, employees are required to report to work in mental and physical conditions that allows them to perform their jobs in a satisfactory manner.

While on the Messenger College property and while conducting all MC business-related activities, no employee may use, possess, distribute, sell, or be under the influence of alcohol or engage in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs.

Employee use of legally prescribed drugs is permitted in the Messenger College workplace and while conducting all MC business-related activities only if it does not impair an employee's ability to

effectively perform the essential functions of his/her job and only if such use can be done in a safe manner that does not endanger other individuals in the workplace.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify Messenger College of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions regarding this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Personnel Manager without fear of reprisal.

Employee violations of this policy are subject to disciplinary action as outlined in the employee and faculty handbooks. Such action includes but is not limited to written reprimand, performance improvement plans, leave, suspension and immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Any employee with a chemical dependency problem who admits the problem to their supervisor or the Personnel Manager will be afforded the opportunity to secure treatment and may be considered for reinstatement upon successful completion of a chemical dependency rehabilitation program.

CAMPUS PARTNERS IN ALCOHOL AND DRUG POLICY ENFORCEMENT AND COMPLIANCE EFFORTS

The Student Development Department plays a key role in enforcing the alcohol and illegal drugs policy, as well as providing alcohol and drug awareness education and support efforts to the entire campus community. Each semester all students, faculty, and staff are provided with an emailed copy of Messenger College's drug and alcohol abuse policy. For more information: https://www.messengercollege.edu/drug-and-alcohol-abuse-prevention

For more information regarding Federal and State Penalties, please see our Drug and Alcohol Abuse Prevention Program: https://www.messengercollege.edu/drug-and-alcohol-abuse-prevention

WEAPONS AND FIREARMS POLICY

To provide a safe and secure learning environment for students, faculty, staff, and visitors, Messenger College provides rules and policies concerning the possession of weapons on college-owned, leased, or property controlled by Messenger College. This policy applies to all Messenger College facilities.

Licensed and Authorized Student Possession or Use of Handguns: Generally, students may not possess handguns or other firearms on the Messenger College campus or in any Messenger College buildings. This includes student automobiles while on MC property. This rule also applies to students who possess a state license to carry a concealed handgun. Upon verification that a student possesses or is storing a handgun in violation of this policy, he/she will be removed from campus and subject to interim suspension by administrative action pending further review. In addition, students may be prosecuted for violations of law. [Minimum Immediate Suspension]

Unlicensed/Unauthorized Possession or Use of Firearms /Explosive Devices: Messenger College has a zero-tolerance policy regarding the use or possession of unlicensed or unauthorized possession of firearms or explosive devices on campus. This policy includes such items stored in automobiles. (This

prohibition includes, but is not limited to, black powder, ammunition, and chemical bombs). Upon verification that a student is storing or possessing an unlicensed or unauthorized firearm or other explosive device on campus, the student will be immediately removed from the campus and subject to interim suspension by administrative action pending review. In addition, a student in possession of unlicensed/unauthorized firearms or explosive devices may be prosecuted for any violation of the law. [Immediate Suspension (minimum)]

Other Weapons: Students may not possess or store weapons on college owned or leased property or any property controlled by Messenger College. This prohibition includes vehicles parked on any property owned, leased or controlled by MC. Anyone who becomes aware of weapons on campus must immediately report it to Student Development and the Director of Student Development Compliance. Weapons include, but are not limited to BB guns, pellet guns, stun guns, blow guns, paint ball guns, air soft guns, tattoo guns, knives with a blade of more than three inches, Taser guns, brass knuckles, crossbows, slingshots and/or any object that is brandished or used as a weapon. Students violating this policy through possession, use or storage are subject to disciplinary actions. [Probation 1 (minimum), plus possible sanctions] For the policy regarding firearms and explosive devices, see "Firearms/Explosive Devices (Possession or Use)" above.

Faculty, staff, or affiliate exception: Handguns: All guns are prohibited on the Messenger College campus and buildings with the minor exception as outlined in the policy below:

Faculty, staff, or affiliates who wish to carry, possess, maintain, or conceal a handgun on any property owned, leased, or controlled by Messenger College must have an active state conceal carry license issued by Texas or a reciprocal state, must file an application with Messenger College, and appear before the President's Cabinet for a hearing. The President's Cabinet has, in its sole discretion and authority, the right to grant or deny licensed concealed handgun applicants' permission to carry a concealed weapon on campus and in MC buildings. However, such permission is not automatic, is not absolute, and is not a right. The only exception to this policy is if the President's Cabinet temporarily permits individuals attending specific events to possess or carry a concealed handgun for the duration of the event.

The President's Cabinet retains its authority to, at any time, change this policy or revoke an applicant's authorization to carry a concealed weapon on campus or in any campus buildings. The President's Cabinet also retains the absolute right to require additional post licensing training, restrictions, and requirements for the applicant to be granted and maintain permission to carry on campus. All faculty, staff, or affiliates who are granted permission to carry on campus and in campus buildings must provide a copy of their unexpired state concealed handgun license, proof of completion/compliance with all institutional policies, procedures and requirements to carry, and be added to the active list of authorized campus carriers. Furthermore, all conceal/carry on campus must comply with all state law licensing requirements. Upon verification that a faculty member, staff member, or affiliate possesses or is storing a handgun in violation of this policy, he/she will be removed from campus and subject to interim suspension by administrative action pending further review. Violators are subject to additional penalties up to but not limited to termination of employment or relationship, and prosecution for violations of the law.

Violence Against Women Act (VAWA):

Messenger College prohibits all VAWA offenses. VAWA offenses include domestic violence, dating violence, sexual assault, and stalking and are defined in the following manner:

Domestic Violence: A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Sexual Assault: Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent including:

- Rape: penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
- Fondling: intentionally touching of the private body part, such as genitalia of another person without consent. Fondling may be over or under clothing, and may include the Respondent touching the Complainant, the Respondent making the Complainant touch the Respondent or another person, or the Respondent making the Complainant touch the Complainant's own body.
- Incest: occurs between persons who are related to each other within the degrees wherein marriage is prohibited by law. It includes penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person.
- Statutory Rape: sexual intercourse with a person who is under the statutory age of consent.

Stalking: unwanted or obsessive attention by an individual or group toward a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress. Stalking may include the monitoring of an individual online or involve the use of social media, email or other technology. It may also include unwanted observation or surveillance.

Such offenses also have a consent component. Consent is defined as:

Consent requires words or actions that show voluntary willingness or agreement to engage in a mutually agreed upon sexual activity. Consent is voluntary and sober. Consent is not present when one is incapable of consent due to reasons of intoxication due to drugs or alcohol, sleep, mental or physical helplessness, unconsciousness, incapacitation, or lack of awareness that sexual activity is taking place. Submission to conduct does not mean the conduct was welcome or consensual; in other words, the absence of "no" does not mean, "yes." An individual who has consented to certain sexual activities in the past does not mean that that person is consenting to sexual activity at the present.

Victims of a VAWA crime are encouraged to report the crime to law enforcement and the Messenger College Title IX Coordinator or CSA and to take all necessary steps to preserve all evidence surrounding such crimes. Such actions will assist law enforcement in the prosecution of perpetrators and will also assist the College in any disciplinary case. For example, sexual assault victims should not shower or destroy any physical evidence left on their body by the perpetrator, should preserve all bed linens and sheets, as well as all clothing worn by the victim when the crime occurred. Messenger College will provide support and assistance to any victim that requests assistance in reporting such offenses to law enforcement. Victims are encouraged to report such crimes to the law enforcement agency in the jurisdiction where the offense occurred. Messenger College's campus is located in Bedford, Texas, and all VAWA crimes that occur at the Bedford campus should be reported to the Bedford Police Department. Pursuant to its policies and legal obligations, Messenger College cooperates with law enforcement when VAWA crimes are reported, but the College does not have an MOU with any law enforcement departments. VAWA crime victims are encouraged to seek appropriate medical treatment for their injuries and to disclose the cause of such injuries to their medical care team.

Victims should also report all VAWA crimes directly to the Title IX Coordinator or a CSA with a request to invoke the College's grievance process. CSAs will immediately share any report of a VAWA crime with the Title IX Coordinator. Once the Title IX Coordinator or his/her designee receives the report, Messenger College follows the procedures outlined in its Title IX policies and procedures to investigate and dispose of VAWA crimes. Messenger College provides the same supportive measures outlined in its Title IX policy to victims. The Title IX Coordinator provides the reporting party with a statement of his/her rights and options under this policy.

Victims who do not wish to report the matter to law enforcement or to invoke the college grievance process have that right under this policy, but they are encouraged to report the crime to the Title IX Coordinator, a CSA, or via the crime and fire report located in the College's Populi system at: https://messengercollege.populiweb.com/router/forms/respond/g4fdf29169656950feb92042dafa07872ebc38ecab910be01d6a08c64198a753df3a5a010d1281192777be9249c15cf680c9ab1bd7634669e8050f95f65c696bd8636e5706368fe84deedcf4b2e6dbfc39718000f5c4a756f95244a523a8e0afb229afdb8527cb8cec949c7cfe4b4 so that the College can ensure the victim's continued safety and access to the education program, as well as to ensure the safety and education access of other students, faculty, and staff in the Messenger College community. Victims who wish to report a VAWA crime but remain anonymous and do not wish to report the matter to law enforcement or invoke the college grievance process can do so by reporting the matter to the Title IX Coordinator with a request to remain anonymous or may report the crime by using the above referenced crime and fire report link.

VAWA crimes are inconsistent with Christianity and Messenger College's mission as a Christian college. Consequently, such offenses have no place on Messenger College's campus. All students, staff, and faculty are required to report all such crimes to the Title IX Coordinator or CSA. Students, staff, and faculty who witness such offenses or any behavior that could reasonably lead to such crimes must intervene by calling 911 or local police department non-emergency number, enlisting the help of other bystanders to stop the behavior, removing the victim from the situation, getting involved in the situation including changing the subject or voicing the concern that such activity is not ok.

As a Christian College, Messenger College has instituted behavioral standards that are consistent with its religious beliefs and mission and that will also help to reduce the risk of VAWA crimes occurring on its campus:

- Follow the College's prohibition concerning the use of alcohol and illegal drugs.
- Adhere to the College's position that all humans are made in the image of God, and because of such, all persons have inherent value because of the kind of thing that they are. Therefore, no

person has the right to victimize, treat, or engage in behavior that diminishes or attacks that image.
- Adhere to the College's teaching concerning sex and sexual expression.
- Travel in groups and do not leave your group.
- Do not accept drinks from anyone.
- Do not leave your drink unattended or in the control of any other person.
- Do not accept drinks from strangers or leave your group to go with a stranger.
- Do not go into the residence of a person whom you do not know well.
- Do not be alone in private or secluded places with someone that you do not know well.
- Do not accept rides from people you do not know well.
- Watch out for others in your groups and never leave a member of your group behind.
- Never go with or be alone with a stranger, person you do not know well, or person of the opposite sex.
- Trust your instincts. Immediately leave uncomfortable, unsafe, or disturbing situations or environments.
- Intervene when something does not seem right or is inappropriate.

Personal safety tips are reviewed with the student body during each semester.

Victims have the right to secure appropriate lawful orders of protection and restraining orders from a competent court of jurisdiction. Messenger College makes every effort to honor and carry out the terms of these types of protection and restraining orders to the extent that doing so is reasonably possible and depending on the circumstances and after President's Cabinet review, the College can issue an additional institutional no contact or protective order to the perpetrator.

Victims have the right to request accommodation or protective measures. Any such request is reviewed by the President's Cabinet and provided if requested and reasonably available. Such accommodations and protective measures are dependent on the situation and may include:

- Additional education for the campus community.
- Referral to counseling.
- Altering work arrangements for students or employees (on campus).
- Increasing security measures.
- Providing campus escorts.
- Implementing contact limitations between the parties.
- Offering adjustments to academic deadlines and schedules, chapel attendances, etc., and
- Timely warnings, if required.
- Transportation.
- Banning perpetrator from campus (if not a student or employee).

VAWA crimes will be reported in Messenger College's crime statistics, however such report will not include any personally identifying information to maintain confidentiality. Furthermore, any accommodations provided pursuant to the College's responsibilities under VAWA will be confidential and only disclosed to other parties who have a need to know.

Messenger College will follow the procedures outlined in its Title IX policies and procedures to investigate and dispose of VAWA crimes (see Title IX Procedures below). Following a final determination in the institution's disciplinary proceeding that dating violence, domestic violence, sexual assault, or stalking has been committed, the institution may impose a sanction depending on the mitigating and aggravating circumstances involved. The possible sanctions include warning; reprimand; probation; restitution; fine; loss of privileges including being restricted to campus; completion of a

restoration program; mentorships; housing review/loss of housing privileges; withdrawal with/without restoration requirements; suspension with/without restoration requirements; permanent expulsion/termination, and/or a combination of the listed sanctions. Additional restrictions may include ineligibility to represent the College at any official function and loss of campus access. If a suspension is imposed on a student, it may be for part of a semester, a full semester, or an entire academic year. All non-VAWA Clery crimes will be reported to a CSA and/or the Director of Student Development Compliance and will be referred to the President's Cabinet for investigation and disposition.

An employee may be suspended for any length of time determined appropriate by the Vice President of Business Affairs. Following a suspension, the individual will be required to meet with the President's Cabinet (student) or Vice President of Business Affairs (employee) to discuss re-entry and expectations going forward. In addition, the College can make available to the victim a range of protective measures. They include forbidding the accused from entering any campus location and from communicating with the victim, other institutional no-contact orders, security escorts, modifications to academic requirements or class schedules, changes in working situations, and any other accommodation that the College deems reasonably necessary.

The College will provide any student, staff, or faculty member who reports that they have been a victim of dating violence, domestic violence, sexual assault, or stalking either on campus or off campus will be provided with a written explanation of their rights and options.

MESSENGER COLLEGE TITLE IX SEXUAL MISCONDUCT AND HARASSMENT POLICY

Purpose and Scope

Sexual misconduct, harassment, and discrimination are inconsistent with Christianity and the Gospel of Christ. Messenger College (referred to as "MC") is committed to maintaining an environment free from sexual misconduct, harassment, and discrimination in our community. Messenger strives to ensure the safety of the College and a positive learning environment for all students and staff members. As part of that effort, Messenger College has established procedures and processes to promote and ensure safe living and learning environments for our students, staff, and faculty.

As a religious institution, Messenger College is exempt from many provisions of Title IX. However, Messenger College's policies and procedures prohibit sexual misconduct, including sexual assault, sexual violence, sexual harassment, sexual discrimination, domestic or dating violence, stalking, sexual exploitation, retaliation, and sexual misconduct of any kind. Messenger College will investigate and take appropriate disciplinary actions consistent with our religious tenets, mission, and policies and procedures where such misconduct is determined to have occurred. Any evidence obtained in the Title IX investigation can be used for disciplinary actions under Messenger College's policies and procedures even if such evidence does not support a Title IX violation.

As a religious institution, Messenger will only comply with the provisions of Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the College's educational programs and activities that are not covered by the law's religious institution exemption provisions, and thus legally apply to Messenger College. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. It is the policy of Messenger College to only comply with this provision of Title IX to the extent that this portion of the law is not covered under the law's religious exemption provisions. Consequently, Messenger College will comply with all Title IX procedures and policies not covered by Title IX's religious exemptions provisions.

The Title IX Sexual Misconduct and Harassment Policy applies to the Messenger College campus community in a program or activity. Title IX also requires that Messenger College respond to such cases in the following manner: "A recipient with actual knowledge of sexual harassment in an education program or activity of the recipient against a person in the United States, must respond promptly in a manner that is not deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances."

All members of the Messenger College community are encouraged to report any sexual misconduct whether such conduct occurs on or off campus. An individual who experiences any form of sexual assault is *strongly encouraged* to seek immediate medical care at a hospital or other medical facility that provides services for victims of sexual assault. Individuals can undergo a medical exam to properly collect and preserve physical evidence of the sexual assault with or without the police's involvement. It is important to preserve forensic and other physical evidence that may assist in proving the alleged criminal offense occurred and such evidence may be helpful in obtaining a protection order against the respondent. Therefore, a medical exam should be performed immediately after the event, if possible. With the individual's consent, the physical evidence collected during this medical exam can be used as part of a criminal investigation.

Messenger College implements internal policies and procedures that provide fairness and equality in all aspects of our educational program to ensure compliance with federal and state laws as well as Messenger College's policies and procedures and code of conduct. The College implements and provides a fair and impartial process for those involved in an allegation of sexual misconduct or retaliation.

Messenger College does not discriminate on the basis of color, biological gender, ethnicity, nationality, race, disability, age, martial, or veteran status in any of its policies, procedures, or practices. The College prohibits any form of sexual harassment on the part of its students and employees. However, as a religious institution and in certain instances or situations, Messenger College may make certain distinctions and decisions concerning students, faculty, and staff that are consistent with its religious tenets and mission.

Title IX Coordinator

The Student Development Director of Compliance serves as the Title IX Coordinator and ensures Messenger College is compliant with Title IX. The Title IX Coordinator will be informed of all complaints, reports, and alleged violations of the College's Title IX Sexual Misconduct and Harassment Policy, and pursuant to and taking into account Messenger College's religious exemptions under Title IX, will follow all applicable Title IX policies as well as all applicable local, state, and federal laws. The Title IX Coordinator activities include, but are not limited to, the following:

- Communicating with Messenger College's community regarding the revised Title IX Sexual Misconduct and Harassment Policy, Title IX policies and updates, and providing additional information regarding personal rights under Title IX.
- Overseeing the training and revision of Title IX policies, including record keeping, and other procedural requirements related to this policy.
- Responding in accordance with the procedures set forth in this policy to any complaint or report received regarding conduct that may be in violation of this policy.

The Title IX Coordinator is supervised directly by the President of the College and advised by the President's Cabinet concerning policies and procedures. The Title IX Coordinator's contact information is:

Alan Greagrey, Chief Financial Officer
Title IX Coordinator
Email: info@messengercollege.edu
Phone: 817-554-5950

Title IX Sexual Misconduct Offenses

According to the Title IX statute, Sex Discrimination is discrimination that involves "sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity." This includes any provisions or actions, "that prevent a student from participating in a recipient's education program or activity consistent with their gender identity…"

This policy addresses Title IX Sexual Misconduct and Harassment, which encompasses all of the prohibited conduct described below that, occurs on the basis of sex and meets all of the following requirements:

• Occurs within Messenger College's education program or activity within the United States. Education program or activity is defined in the following manner: "education program or activity includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution."

• At the time of filing a formal complaint, a complainant is participating in or attempting to participate in the education program or activity of Messenger College.

The following forms of harassment are considered "sex discrimination:"

Quid Pro Quo Sexual Harassment: Unwelcome conduct of an employee of the College, who conditions the provision of an aid, benefit, or service of the College (implicitly or explicitly), on an individual's participation in unwelcome sexual activity.

Sexual Harassment: Sexual harassment is any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to, or rejection of, such conduct is made implicitly or explicitly a term or condition of instruction, employment, or participation in any college activity or benefit.
- Submission to, or rejection of, these behaviors by an individual is used as a basis for evaluation in making academic or personnel decisions.
- Harassment includes sexual conduct that is "unwelcomed," and when examined as a whole "is subjectively and objectively offensive," "severe and pervasive," and "limits or denies" an individual's educational experience, working conditions or experience, or living conditions.

Sexual Assault: Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Title IX regulations have adopted the following types of sexual assault (consistent with Clery Act reporting):

- Rape: penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
- Fondling: intentionally touching of the private body part, such as genitalia of another person without consent. Fondling may be over or under clothing, and may include the Respondent touching the Complainant, the Respondent making the Complainant touch the Respondent or another person, or the Respondent making the Complainant touch the Complainant's own body.
- Incest: occurs between persons who are related to each other within the degrees wherein marriage is prohibited by law. It includes penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person.
- Statutory Rape: sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence: This may include violent acts by a current or former spouse; by a person with whom the victim shares a child in common; by a person who is or has cohabitated with the victim as a spouse; by a person who is a common law spouse or who is represented to be a spouse ; between a parent and child; between members of the same household in an intimate relationship; or by any other person similarly situated. Domestic violence can be physical, sexual, emotional, or economic in nature.

Dating Violence: Violence or abusive behavior used by one partner to gain or maintain control over another partner. It can be violence committed by a person who is or has been in a social, romantic, or intimate relationship with the victim. The existence of such a relationship will be determined by factors such as the length of the relationship, the type of relationship, and the frequency of interaction between the involved persons.

Stalking: Unwanted or obsessive attention by an individual or group toward a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or for either party to suffer substantial emotional distress. Stalking may include the monitoring of an individual online or involve the use of social media, email or other technology. It may also include unwanted observation or surveillance.

Hostile Environment Harassment: "Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity."

Sexual Violence: Non-consensual sexual penetration or forceful non-consensual sexual contact involving extreme coercion, force, or incapacitation.

Retaliation

Retaliation is an adverse action taken against another person because they have filed a Title IX complaint or participated in a Title IX investigation. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. All appropriate and available steps will be taken to protect complainants, respondents, witnesses, and other involved parties from retaliation. Retaliation of this nature also includes "peer retaliation."

Online Sexual Harassment and/or Retaliation: Messenger College's policies are written and interpreted to include online behaviors prohibited in this policy when those behaviors occur in or have an effect on the College's education program and activities or use College networks, technology, or equipment. Although MC may not control websites, social media, and other venues in which harassing communications are made, when such communications are reported, MC will engage in a variety of means to address and mitigate the effects as feasible. Members of the MC Community are to be good digital citizens and to refrain from online misconduct, such as feeding anonymous gossip sites, sharing inappropriate content via social media, unwelcome sexual or sex-based messaging, distributing or threatening to distribute revenge pornography, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of the Messenger College Community.

Any "conduct that may reasonably constitute retaliation" will follow the same investigation, grievance, and disciplinary policies and procedures that other sex discrimination cases follow as outlined in this policy.

Reporting a Sexual Misconduct Offense

Messenger College encourages individuals to report sexual harassment offenses to the Title IX Coordinator and, when appropriate, law enforcement officials. Messenger College will respond appropriately including providing supportive measures when "actual knowledge of sexual harassment in an education program or activity of the recipient against a person in the United States" is received by the Title IX Coordinator. At that time, he/she will apply the procedures outlined in the section. However, Messenger College must have a signed written formal complaint that "alleges sexual harassment and requests the initiation of the grievance process." Additionally, "at the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the recipient with which the formal complaint is filed."

If the alleged sexual harassment falls outside of Messenger College program, property, or a College function, other disciplinary procedures can be implemented. Any harassment of this nature should be reported to the Title IX Coordinator.

To file a formal complaint please fill out this form:

https://messengercollege.populiweb.com/router/forms/respond/g02843a95402f74060f476ab50047e05441890a58d284ae34760d2090bbbe3f3959b29c909cb00c6cd1f83329aea8a5ea77cd43b73891e004d8502b288ae5802864fbf8ccec3a2ff1ed7554205700ee494cf0be32f0fdb3582ae067fc698a9f841fc3bfff8f4e1234b7043c034ac4

There are three ways that reports of sexual misconduct and sexual harassment can be made: 1) reporting to a Confidential Source(s); 2) reporting to Mandatory Reporters; and 3) reporting directly to the Title IX Coordinator or another official listed below as having authority to institute corrective measures.

Messenger College has designated certain individuals as "confidential employees" related to Title IX. If a reporting party desires to confidentially report an incident, he/she may report it to the following individual:

- Carolyn Dowd-Registrar and Financial Aid Director-cdowd@messengercollege.edu

The confidential employee must report the type of sexual harassment or sexual misconduct to the Title IX Coordinator but may not reveal any kind of confidential information that would lead to discovery of the complainant's identity or expectation of confidentiality.

Complainants may also be able to report confidentially to non-Messenger College professionals such as:

- Licensed professional counselors;
- Local rape crisis counselors;
- Local or state assistance agencies; and/or
- Clergy/Chaplains.

Messenger College confidential employees will maintain confidentiality except in extreme cases of immediate threat or danger, or abuse of a minor. Complainants should verify confidentiality rules with non-Messenger College professionals.

Employee Reporting

Title IX also designates certain requirements that all employees must follow to ensure that Messenger College is aware of and properly handles Title IX issues.

Any school official or employee with the authority to institute corrective measures must immediately report any sexual misconduct or harassment to the Title IX Coordinator. These "mandatory reporters" include all faculty, adjunct faculty, full-time staff members, non-student worker, part-time staff members, student workers employed by Messenger College, resident assistants, and resident directors.

However, Messenger College has adopted a more comprehensive and straightforward policy related to sexual misconduct and harassment reporting. Consequently, all non-confidential Messenger College employees, regardless of status and including student employees, who become aware of possible sex discrimination in MC's educational program or activities are required, without exception, to immediately report this information to the Title IX Coordinator so that the institution can respond appropriately.

Failure to follow this procedure is a violation of Messenger College's reporting policy and will subject the employee to disciplinary action including termination. Additionally, failing to follow this procedure and properly report possible sex discrimination could subject the employee to civil and criminal sanctions.

To file a formal complaint please fill out this form:

https://messengercollege.populiweb.com/router/forms/respond/g02843a95402f74060f476ab50047e05441890a58d284ae34760d2090bbbe3f3959b29c909cb00c6cd1f83329aea8a5ea77cd43b73891e004d8502b288ae5802864fbf8ccec3a2ff1ed7554205700ee494cf0be32f0fdb3582ae067fc698a9f841fc3bfff8f4e1234b7043c034ac4

Emergency Reporting: In emergency situations or situations where a crime is in progress or there is a threat involving imminent or serious harm to safety or security of students, faculty, staff, or the Messenger College Community, employees must immediately contact the police department by dialing 911.

Supportive Measures: The Title IX Coordinator will offer and implement reasonable supportive measures to the parties once he/she has "actual knowledge of sexual harassment against a person" in Messenger College's "education program or activity in the United States." Supportive measures are non-disciplinary, non-punitive services that are appropriately offered to the parties to ensure a proper response, preserve access to Messenger College's education program and activity, and/or deter sexual harassment. These measures may include, but are not limited to:

- Additional education for the campus community,
- Referral to counseling,
- Altering work arrangements for students or employees (on campus),
- Increasing security measures,
- Providing campus escorts,
- Implementing contact limitations between the parties,
- Offering adjustments to academic deadlines and schedules, chapel attendances, etc., and
- Timely warnings, if required.

When a Complainant Does not Wish to Proceed: If a Complainant wishes to remain anonymous, does not want an investigation to be conducted, or does not want a complaint pursued by Messenger College, he/she may make such a request to the Title IX Coordinator. The Title IX Coordinator will evaluate the request while considering the nature of the facts and circumstances surrounding the incident. The Title IX Coordinator has a duty to ensure the safety of the campus and to comply with state or federal law. If a complainant does not wish to proceed or if he/she withdraws a complaint, Messenger College and the Title IX Coordinator will do their best to honor the complainant's request. However, the Title IX Coordinator must ensure the safety and security of the educational environment and campus. If the Title IX Coordinator and the President's Cabinet determine that failing to move forward with an investigation and the initiation of the grievance process poses an imminent threat to the safety, health, or security of educational environment, the Messenger College campus, members of the Messenger College community, or prevents Messenger College from ensuring equal access based on sex to its education program or activity, or would constitute a failure to comply with state or federal law, the Title IX Coordinator may initiate a complaint and the grievance process (see related section below).

In such situations, and in accordance with its Title IX religious exemptions, Messenger College will follow the policy and standards outlined in this policy. However, this standard applies to Title IX complaints and does not prevent Messenger College from pursuing other appropriate code of conduct and institutional policy and procedural remedies against involved parties.

Supplemental/Alternative Avenues for Complaints: In addition to, or in lieu of, the Messenger College procedures, individuals may pursue remedies, as appropriate, through the Office for Civil Rights of the U.S. Department of Education. We encourage victims of sexual violence, including rape, sexual assault, sexual battery, stalking, and dating and domestic violence, to exercise their right to file a complaint with the Title IX Coordinator office if the crime occurs on Messenger College property, regardless of the status of the complainant. For crimes occurring away from Messenger College's property, victims may contact the local law enforcement in the appropriate jurisdiction.

Procedures of Title IX Cases

As a religious institution, Messenger College is exempt from many provisions of Title IX. However, sexual misconduct and harassment is inconsistent with Christianity and the policies, procedures, and mission of Messenger College. Consequently, While Messenger College prohibits all forms of sexual misconduct, MC prohibits most Title IX Sexual Misconduct and Harassment as defined by the federal regulations of the United States Department of Education. Accordingly, Messenger College has implemented a grievance procedure for the resolution of formal complaints that includes notice to all parties, prompt and impartial investigations, and live hearings that include an opportunity for cross-examination by advisors. The College also requires that all non-confidential, Messenger College employees, regardless of status and including student employees, who become aware of possible sexual harassment or misconduct to immediately report this information or any other violation or alleged violation of this policy to the Title IX Coordinator so that the institution can respond appropriately.

This policy applies to all levels and areas of Messenger College operations and programs, to undergraduate students, administrators, faculty, staff, authorized volunteers, and contractors. Complainants who are participating in, or attempting to participate in, Messenger College's programs and activities may file a formal complaint alleging conduct prohibited under this policy by undergraduate students, administrators, faculty, staff, authorized volunteers, and contractors. The procedures for investigating and resolving formal complaints depend on the Claimant/Respondent's relationship to the College, and specifically whether the Claimant/Respondent is a student or an employee. Both sets of procedures follow the same general guiding principles.

Once MC has "actual knowledge" of alleged sexual harassment, discrimination, or misconduct, the Title IX Coordinator will contact the alleged victim to explain the Title IX process, the formal complaint process, offer support services to the victim, and discuss the victim's wishes related to the complaint.

Title IX Procedures in Cases Where the Complainant Does Not File a Formal Complaint or Wishes to Remain Anonymous:

Messenger College will generally attempt to honor the wishes and requests of the complainant.

Subject to Messenger College's religious exemptions under Title IX, if a Complainant wishes to remain anonymous, does not want an investigation to be conducted, does not file a formal complaint, or does not want a complaint pursued by Messenger College, he/she may make such a request to the Title IX Coordinator. The Title IX Coordinator will evaluate the request while considering the nature of the facts and circumstances surrounding the incident. The Title IX Coordinator has a duty to ensure the safety of the campus and to comply with state or federal law. If a complainant does not wish to proceed, does not provide a formal complaint, or if he/she withdraws a complaint, Messenger College and the Title IX Coordinator will do their best to honor the complainant's request. However, if the Title IX Coordinator makes a determination that failing to move forward with an investigation and initiating the grievance process poses an imminent threat to the safety, health, or security of educational environment, the Messenger College campus, members of the Messenger College community, prevents Messenger College from ensuring equal access based on sex to its education program or activity, or would constitute a failure or comply with state or federal law, the Title IX Coordinator will follow the policy outlined below.

In situations where the complainant does not wish to proceed, wishes to remain anonymous, does not file a formal complaint, or does not want a complaint pursued by Messenger College, the Title IX Coordinator

will review the request and the alleged incident. After reviewing the alleged incident(s), the Title IX Coordinator and the President's Cabinet will meet to determine if the allegations present an active and serious threat to the health, safety, and security of the Messenger College community. If the Title IX Coordinator and the President's Cabinet make a determination that the alleged incident(s) and the allegations present an active and serious threat to the health, safety, and security of the Messenger College community, the complainant, other person(s), or interfere(s) with Messenger College's responsibility to ensure equal access based on sex to its education program or activity, the Title IX Coordinator will be authorized to initiate a formal complaint.

The Title IX Coordinator and President's Cabinet may consider the seriousness of alleged incident(s), the likelihood of harm to others, cases involving a pattern of behavior, cases involving predation, threats or involving the use of or threat of the use of weapons, and that includes violence will be deemed to present an active and serious threat to the health, safety, and security of the Messenger College Community.

Title IX Coordinator initiated complaints under this provision of the policy will follow the formal complaint procedures outlined below. If it is determined that the allegation/incident does not present an active and serious threat to the health, safety, and security of the Messenger College community, the complainant, other person(s), or interfere(s) with Messenger College's responsibility to ensure equal access based on sex to its education program or activity, the Title IX Coordinator will close the case, and will document the Title IX case file outlining the reasons for the decision and incorporating an analysis of how such complies with Title IX standards.

However, nothing in this policy precludes Messenger College from investigating issues and taking enforcement or corrective action under other institutional policies and procedures which include, but are not limited to, its code of conduct, employment handbooks, and faculty handbooks.

A complainant who formally withdraws a complaint may not refile the same complaint at a later date.

Informal Title IX Resolution Process:

Please note that the IRP procedure cannot be used when a complaint involves an employee and student.

Messenger College has adopted an Informal Resolution Process (IRP) option for certain Title IX cases. Informal Resolution allows certain Title IX cases to be resolved without proceeding under the formal Title IX processes outlined in this policy. Participation in the IRP cannot occur until the Title IX Coordinator receives a signed formal complaint from the complainant, the parties agree, and participation is approved by the Title IX Coordinator's signature on this form.

The IRP process is an informal process similar to mediation where the involved parties, their advisors, and a neutral facilitator (appointed by the Title IX Coordinator) work together through a collaborative process to develop a mutually agreed upon settlement agreement. The goal of Informal Resolution is "restorative" and designed to "address the harm" caused in the situation, allowing the parties to have a chance to express their positions, feelings, provide suggestions, and to produce a signed agreement where the parties agree to the terms for resolving the issues raised by the complainant in his/her formal Title IX complaint. This IRP process avoids the formal Title IX process outlined in this policy.

Once a formal Title IX complaint is received from the complainant, the Title IX Coordinator will review the complaint to determine if the informal resolution process is an appropriate resolution option. The Coordinator will take into consideration the nature of the facts and circumstances contained in the complaint and the seriousness of the allegations when evaluating a complaint for the IRP. Because of the facts, circumstances, and allegations contained within some complaints, the IRP is not an appropriate remedy for all Title IX complaints/cases. The Title IX Coordinator has the sole discretion and authority to determine which cases are appropriate for the IRP.

Any party in a Title IX case where a formal complaint has been filed may request use of the IRP to resolve the case. The IRP is a completely voluntary process. All parties must agree to participate in the IRP, and the Title IX Coordinator must also agree that IRP is an appropriate remedy for resolving the case. However, such a request does not guarantee that the IRP will be used to resolve the case. The IRP must be agreed to by all the parties and the Title IX Coordinator must also agree that the case is an appropriate case for the IRP. If a party or the Title IX Coordinator does not agree to such a request, the IRP cannot be used to resolve the pending Title IX case, and the case will proceed under the formal Title IX processes outlined in this policy.

IRP Procedure:

The Title IX Coordinator receives a formal complaint from the complainant. After providing appropriate written notice of the complaint to all parties, the Coordinator will review the complaint and the nature of the complaint and the allegations therein to determine if the IRP is appropriate. A complainant and/or respondent can request the IRP, or the Title IX Coordinator can suggest the IRP process is used to both the complainant and respondent.

If the Title IX Coordinator determines that IRP is appropriate, he/she will schedule separate meetings with all parties to discuss the possibility of disposition by IRP. If all parties agree to the process, the Title IX Coordinator will secure a signed IRP participation agreement from all the parties.

Once the parties agree and after they have signed the IRP agreement, the Title IX Coordinator will appoint an IRP facilitator to act as a neutral third party who will help mediate and facilitate the IRP process.

Once appointed, the facilitator will meet separately with all parties and their advisors in a preliminary IRP meeting to discuss the process, the issues in the case, and possible solutions and desired outcomes from the IRP. Once those meetings are complete, the facilitator will schedule the formal IRP meeting. This may or may not occur on the same day.

During the formal IRP meeting, the facilitator will decide based upon input from the parties and their agreement whether the parties will be present in the same room, different rooms, or attending via Zoom and using breakout rooms during the negotiation process. Based upon the process, the parties, with the help of the facilitator, will write a final settlement agreement.

The Title IX Coordinator will not generally be present during most of the negotiation process, but he/she may, at his/her discretion, be present while the parties are formulating the final settlement agreement.

All IRP settlement agreements and the terms of such agreements must be reviewed and approved by the Title IX Coordinator prior to those agreements being adopted as a final IRP resolution agreement and

signed by the parties. An agreement without the Title IX Coordinator's or his designee's approval and signature is not a binding agreement under the IRP.

Prior to signing the final IRP resolution agreement, a party participating in the process may withdraw from the process. If such a withdrawal occurs, the case will proceed under the formal Title IX process outlined in MC's Title IX policy. However, once the final IRP resolution agreement is signed by all the parties, the parties are bound by the agreement and must comply with the terms of that agreement. The complaint will be considered resolved, and the Title IX office will ensure proper compliance with the terms of the agreement.

Messenger College Informal Resolution Participation Sample Agreement

Complainant:

Respondent:

Date of Event:

Summary of Allegations:

Messenger College (hereafter “MC”) is providing this agreement pursuant to your request to participate in the Informal Resolution Process (hereafter “IRP”) under its Title IX Policies and Procedures.

Messenger College has also adopted an Informal Resolution Process (IRP) option for certain Title IX cases. Informal Resolution allows certain Title IX cases to be resolved without proceeding under the formal Title IX processes outlined in MC’s Title IX policy. Participation in the IRP cannot occur until the Title IX Coordinator receives a signed formal complaint from the complainant, the parties agree, and participation is approved by the Title IX Coordinator. The Title IX Coordinator has the sole discretion to determine whether a case will proceed under MC’s IRP.

The IRP is an informal process similar to mediation where the involved parties, their advisors, and a neutral facilitator appointed by the Title IX Coordinator work together through a collaborative process to develop a mutually agreed upon settlement agreement. The goal of Informal Resolution is “restorative” and designed to “address the harm” caused in the situation, allowing the parties to have a chance to express their positions, feelings, provide suggestions, and to produce a signed agreement where the parties agree to the terms for resolving the issues raised by the complainant in his/her formal Title IX complaint. The IRP process avoids the formal Title IX process outlined in MC’s Title IX policy.

Participation in the IRP is voluntary, and all parties must sign this written agreement to participate in the IRP. Prior to reaching and signing a final IRP resolution agreement, any party may withdraw from the IRP. Should a withdrawal occur, the case will proceed under the formal Title IX processes outlined in MC’s Title IX policy.

The Title IX Coordinator will appoint a neutral IRP facilitator to oversee and work with the parties throughout the process. The parties must work with the facilitator and attend all meetings and conferences that may be scheduled prior to the formal IRP settlement meeting. The facilitator may also decide to conduct all meetings within a single day and will decide based upon input from the parties and their agreement whether the parties will be present in the same room, different rooms, or attending via Zoom and using breakout rooms during the negotiation process in an effort to reach a final IRP resolution agreement.

Engaging in the IRP stops the investigation and formal process outlined in MC’s Title IX policy.

All final IRP resolution agreements must be approved by the Title IX Coordinator or his/her designee. The Title IX Coordinator will not generally be present during most of the negotiation process, but he/she may, at his/her discretion, be present while the parties are formulating the final settlement agreement.

All final IRP resolution agreements and terms must be written and signed by all parties, the facilitator, and the Title IX Coordinator. The Title IX Coordinator has final authority to approve or disapprove the final IRP resolution agreement. The final IRP resolution agreement is effective once it has been signed by the parties, facilitator, and the Title IX Coordinator. There is no appeal process, and the parties may not

return to the formal process outlined in MC's Title IX policy once a final IRP resolution agreement is effective. The original complaint and subject matter will be considered resolved by the IRP process and binding resolution agreement.

To the extent legally possible and in accordance with MC's Title IX Policy Provisions concerning the right of the President's Cabinet and its Board of Governors' access to and oversight of Title IX case information, IRP proceedings will otherwise remain confidential. The parties, their advisors, the facilitator(s), and the Title IX Coordinator may not disclose information received during the IRP to any unauthorized entities, parties, or persons. Messenger College's General Counsel is an authorized party under this agreement and may receive information disclosed during the IRP.

However, MC, its Title IX Coordinator, the President's Cabinet, and the Board of Governors will comply with lawfully issued subpoenas issued by law enforcement, regulators, or a court of competent jurisdiction. If the IRP does not result in a final IRP resolution agreement, statements made during the IRP meeting may not be used in MC's formal Title IX process and proceedings, but all other evidence gathered in the case will be included and can be used in MC's formal Title process and proceedings.

Once the final IRP resolution agreement is signed by all parties, MC may not use information obtained in the IRP and IRP resolution agreement to institute separate disciplinary actions under other MC policies and procedures for the same offenses and allegations disposed of in the IRP. MC may use such information for subsequent disciplinary actions for the failure of any party to comply with the terms and conditions of the final IRP resolution agreement. However, parties should keep in mind that IRP facilitators are still required to comply with mandatory reporter requirements under federal and state law.

The Title IX Office will not record IRP proceedings and no formal, real-time record of the discussions and negotiations that occurred during the proceedings will be made. However, the Title IX Coordinator will maintain records of the IRP Participation Agreement, the Final IRP resolution agreement, and any subsequent disciplinary records for a failure of any party to comply with the final IRP resolution agreement.

Any party who fails to comply with the terms of the final IRP resolution agreement will be subject to any breach remedies outlined in the final IRP agreement and sanctions under MC's student code of conduct including but not limited to fines, additional sanctions, suspension, and expulsion from the institution.

The Title IX Coordinator or his/her designee will be responsible for enforcing the final IRP resolution agreement and ensuring all parties are following the letter and spirit of the agreement. The Title IX Coordinator has wide discretion to issue fines and additional sanctions to the parties for any breach of the agreement. Should the Title IX Coordinator deem suspension or expulsion from the institution to be an appropriate remedy for a breach of the final IRP resolution agreement, he/she will refer the matter to the President's Cabinet with his/her findings that support such a remedy. The President's Cabinet will review the final IRP resolution agreement and the Title IX Coordinator's findings and recommendations and make a final decision on suspension or expulsion. The Cabinet has wide latitude in such cases, and its decision is final and non-appealable.

If the parties fail to reach an agreement in the IRP, the matter will return to the formal Title IX process outlined in MC's Title IX policy.

I agree to voluntarily participate in the Informal Resolution Process. I understand and agree to the Information Resolution Process terms and conditions outlined above and agree to comply with the following terms and conditions.

Terms and Conditions:

[To be agreed on by the parties.]

_____

Student Signature Date

_____

Student Printed Name

_____

Title IX Coordinator Signature Date

_____

Title IX Coordinator Printed Name

Formal Title IX Process:

Investigation

Upon receiving a formal, written, signed complaint alleging sexual harassment, discrimination, or misconduct, Messenger College will appropriately notify all parties in writing and commence an investigation. Generally, the Title IX Coordinator will serve as the primary investigator for all Title IX cases. However, should the investigator have a bias or a conflict of interest concerning any case, he/she will immediately disclose that bias or conflict to Messenger College's General Counsel and the President's Cabinet and recuse himself/herself from the case. At that time, the Coordinator should request that the Cabinet appoint a new investigator. In such cases, the Title IX Coordinator will not participate in any aspect of the investigation or disposition of the case and should have no access to or any information about an active case from which he/she has been recused.

During the investigation phase, Messenger College's investigator will attempt to interview the complainant, respondent, and any witnesses who may have information about the incident(s). All parties will be provided with a reasonable time period to prepare for their interview with Messenger College's investigator. Generally, parties will be given two days to prepare for their interview with the investigator. Absent an emergency, parties may request a reasonable amount of additional time once via email to the investigator to prepare. Messenger College's investigator will consider all requests for extra time, but granting such requests is at the discretion of Messenger College's investigator.

Additionally, each party may select an advisor and have that advisor accompany him/her to all investigative meetings and interviews, but the advisor will not be an active participant in those investigative meetings and interviews. If the advisor causes a major disruption and/or drastically impairs the investigation and/or interview, the investigator can dismiss the advisor and/or postpone the meeting/interview until a new advisor can be selected. Furthermore, the investigator will attempt to gather all relevant evidence, including but not limited to the involved parties, witnesses, and other people or entities with potential knowledge or evidence of the situation involving the complaint.

After the investigation is concluded, all parties shall have access to all evidence "directly related to the allegations." Such evidence must be provided to all parties and their advisors "in physical copy or electronically." The evidence must not be disclosed to third parties. All parties will have 10 days to review the evidence and provide a response to the investigator. Either party may provide a written response to the evidence by contacting the investigator and providing that written response. After the expiration of the 10-day period, the investigator will either conduct relevant additional investigation based upon the parties' responses to the evidence or issue a written report of investigative findings which will include appropriate references to all evidence presented, gathered, and considered during the investigation.

The written investigative report shall address any written evidence responses received from the parties. The report should fairly outline and summarize all evidence collected during the investigation but should not make any final determinations or draw any conclusions about actual Title IX violations. Final Title IX determinations and conclusions fall under the jurisdiction of the hearing panel. At least 10 days before any hearing, copies of the investigative findings report will be provided to the complainant, respondent, their respective advisors, and the hearing panel. Furthermore, the investigator will provide the parties and

witnesses with a hearing notice which includes the time, date, and location of the hearing for the complaint.

Right to an Advisor

Complainants and respondents may choose an advisor to accompany each party to all meetings, interviews, and hearings. Parties are free to choose any eligible and available person to serve as their advisor. The complainant and respondent may have only one advisor.

The advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to have advise, support, and/or consult with them throughout the investigation and disposition process. Additionally, parties have the option to forgo having an advisor in the initial stages of the case, but they must have an advisor during the hearing process, and that advisor must be present at the hearing.

The advisor's role during the investigation phase is "passive.". Please note that if the advisor causes a major disruption and or drastically impairs the investigation, the investigator can dismiss the advisor. If the party wishes to select a new advisor, they may do so as long as it is in a reasonable time frame (as determined by the investigator) during the investigative phase. Failure to choose a new advisor will not stop the investigator from proceeding with the investigation.

Hearing

Ten (10) days after all parties, their advisors, and the hearing panel have received the final investigative report a formal hearing will be scheduled as soon as possible. Since the Title IX Coordinator generally serves as primary investigator in Title IX cases, he/she may not serve as an adjudicator on hearing panels.

All formal Title IX hearings will be conducted by a hearing officer/hearing panel recommended by the Title IX Coordinator and approved by the President's Cabinet.

After hearing notices have been sent to all parties and their advisors, the hearing panel/officer may schedule a pre-hearing conference with all parties and their advisors. Such conferences are valuable and provide an opportunity for all parties, advisors, and the hearing panel/officer to discuss any pending issues, how the hearing will be conducted, establish hearing "decorum," take up and dispose of any objections, and address any other issues preliminary issues. At the discretion of the hearing officer/panel, the pre-hearing conference may be scheduled on the same day as the hearing.

Other than formally scheduled conference meetings and at the hearing, the hearing officer/panel should not have direct communication with any of the parties. Any contact with parties outside such conferences and meetings should be handled by the Title IX Coordinator.

All hearings will be in-person, and the hearing must be recorded. A party may request a virtual hearing, but such a request will not be granted unless the requesting party can demonstrate that extremely extenuating circumstances and compelling reasons to grant a virtual hearing. Parties or their advisors will be given the opportunity to make an opening statement, and advisors will be given the opportunity to present witnesses, cross-examine all opposing witnesses, and present relevant and permissible evidence presented, gathered, and considered during the investigation process as permitted at the discretion of the hearing officer/panel.

For example, a party may not present new or previously undisclosed evidence at the hearing unless the requesting party can demonstrate a compelling reason why such evidence was not turned over to the investigator and other parties involved. A party who wishes to introduce new evidence of this nature must request an evidentiary ruling from the hearing panel and provide sufficient and compelling reasons to the hearing panel explaining why such new and non-disclosed evidence should be admitted and considered. Admitting and considering such evidence is at the discretion of the hearing officer/panel, and there is no guarantee that the officer/panel will admit or consider such evidence.

At the conclusion of the hearing, the hearing officer/panel will deliberate and determine whether there is clear and convincing evidence that the respondent violated this policy. Within 30 days, the hearing officer/panel will issue a written decision and determination outlining its decision to the Title IX Coordinator. The written decision and determination should include: a description of the procedural steps taken throughout the case; a list of the allegations at issue in the case; appropriate references to all evidence presented, gathered, and considered during the hearing; a summary of the findings of fact supporting the officer/panel's final determination which address each misconduct allegation in the complaint with a discussion and conclusions regarding application of the MC Sexual Misconduct and Harassment policy; a statement of any and all disciplinary sanctions that will be enforced against the parties; an explanation of any remedies that will be provided to the parties (if applicable); and a description of the procedures and grounds for appeal. The hearing officer/panel should use the Title IX template form to ensure all the required elements are included in the written decision.

Sanctions can include fines, modified scheduling, permanent no contact orders, requirements to seek professional counseling or to complete various behavior modification training such as anger management or proper sexual behavior training, the completion of a restoration process, the assignment of a mentor and the requirement to complete regular meetings with a mentor, a probation period with probation conditions, suspension, expulsion, a combination of any of the above and any additional sanction (s) deemed appropriate by the hearing officer or panel

After receiving the hearing officer's/panel's written decision, the Title IX Coordinator will retain the original copy of the hearing officer's/panel's decision in the investigation file and within ten (10) business days of receipt of the hearing officer's/panel's final written decision, the Coordinator will issue a final disposition and determination letter, along with a copy of the hearing officer's/panel's written decision, to all parties and their advisors. The letter will outline the hearing officer's/panel's findings, and if sanctions will be applied, a description of all disciplinary sanctions that will be enforced against the parties, any remedies and support that will be provided to the parties, and/or any remedies or actions taken by the College to stop repeated or further issues of this nature from happening (if applicable), and a description of the procedures and grounds for appeal. This final disposition and determination letter and a copy of the hearing officer's/panel's written decision will be mailed to all parties, their advisors, and emailed to the President of Messenger College. The President will either notify the Title IX Coordinator that the final disposition and determination is affirmed and sustained or that he/she will be initiating an appeal.

The recording of the hearing will be made available within a reasonable time to the parties and their advisors.

Appeal

Within ten (10 days) of issuance of the final disposition and determination letter, either party may file a formal written appeal request with the Title IX Coordinator. Grounds for an appeal must be based on at least one of the following areas: a) procedural irregularities in the investigation and/or hearing processes that affected the outcome of the matter in question; b) the discovery of new evidence which was not available at the hearing that could have affected the outcome of the final disposition; or c) the presence of a conflict of interest/bias on behalf of the investigator or hearing officer/panel member. Any party requesting an appeal must outline the grounds for such in their written request.

Additionally, the President of the College may independently choose to initiate an appeal after a review of the investigation and hearing proceedings, or should additional findings be discovered by MC after the issuance of the hearing panel's final written decision and determination letter. Should the President initiate an appeal, he/she must outline the grounds for such an appeal in his/her written notice to the Title IX Coordinator.

For standard appeals, an appeal officer/panel will be recommended by the Title IX Coordinator and approved by the President's Cabinet. If the appeal contains allegations of misconduct or bias on behalf of the Title IX Coordinator, then the appeal officer/panel will be selected and approved by the President's Cabinet. Additionally, cases alleging misconduct or bias on behalf of the Title IX Coordinator in the initial Title IX case will result in the Title IX Coordinator's recusal during the appeal process. In cases of recusal, the President's Cabinet should appoint an acting Title IX Coordinator who will fulfill the Title IX Coordinator duties outlined in the appeal section. In such a case, all references in this section to the Title IX Coordinator applies to the acting Title IX Coordinator. If the President of MC initiates the appeal, he/she must recuse himself/herself from the Cabinet's selection/or approval of the appeal officer/panel.

If an appeal is requested by a party or initiated by the President of the College, the Title IX Coordinator will send all parties written notification of the appeal request and the alleged grounds for the appeal. All parties will be given the opportunity to respond in writing and must do so within ten (10) days of receiving notice of the appeal from the Title IX Coordinator.

After those ten (10) days have expired, all parties will be given at least ten (10) days written notice of the date, time, and location of the appeal hearing. Party advisors must be present at the hearing and will be responsible for making all arguments and presenting evidence at the appeal hearing.

Appeal Hearings:

Please note that other than formally scheduled conference meetings and at the appeal hearing, the appellate hearing officer/panel should not have direct communication with any of the parties. Any contact with parties other than at such conferences and hearing should be handled by the Title IX Coordinator.

At the appeal hearing, the appeal process should involve a two-step process.

A. Step 1: Grounds for an Appeal

First, the appeal hearing officer/panel should determine if there are appropriate grounds for appeal. The hearing officer/panel should determine:

i. if there is clear and convincing evidence of procedural irregularities in the initial investigation and/or hearing processes that affected the outcome of the matter in question;

ii. if there has been the discovery of new evidence which was not available at the initial hearing that could have affected the outcome of the final disposition; or

iii. if there was a conflict of interest/bias on behalf of the investigator or hearing panel in the initial investigation and hearing process.

   a. In cases, involving claims of conflict of interest/bias on behalf of the investigator or initial hearing officer/panel, the appeal hearing officer/panel will secure written responses from the investigator, hearing officer, or respective panel member concerning such allegations.
   b. Any findings of bias or inappropriate process found by the appellate panel concerning the original investigation or the actions of the original hearing panel should also be referred to the President or his designee for additional investigation and appropriate disposition.

If the appellate hearing officer/panel determines that there is not clear and convincing evidence to support any of the grounds listed above, the hearing officer/panel shall dismiss the appeal, and explain the decision to all parties before adjourning. Once the hearing is adjourned, the hearing officer/panel should issue a written decision within 30 days outlining the rationale to explain the dismissal for lack of grounds to the Title IX Coordinator.

If dismissed, the Title IX Coordinator will issue a final finding letter and a copy of the appellate hearing officer's/panel's decision to all parties and the College President within 10 days. The appellate officer's/panel's decision is final and cannot be appealed.

If the appeal officer/panel determines by clear and convincing evidence that there are proper grounds for appeal, the appeal hearing will proceed as scheduled.

Step 2: Appeal Hearing

Should the appellate hearing officer/panel decide by clear and convincing evidence that there are **NOT** sufficient grounds or evidence to overturn the original hearing panel decision, and the final determination issued in the case, it will, within 30 days, issue a written decision to the Title IX Coordinator affirming the original hearing panel's ruling and the disposition and determination letter. The appeal hearing officer/panel should use the appeal decision template when issuing this decision.

Within 10 days of receiving the appellate hearing officer's/panel's decision that there are not sufficient grounds or evidence to overturn the original hearing officer's/panel's decision and the final determination and disposition letter, the Title IX Coordinator must send a letter along with a copy of the appellate officer's/panel's written decision to all parties informing them of the appellate officer's/panel's final decision.

If the appellate hearing officer/panel decides by clear and convincing evidence that there **ARE** sufficient grounds or evidence to overturn the original hearing officer's/panel's decision and the final determination issued in the case, the appellate hearing officer/panel will immediately overturn that ruling and within 30 days issue a written decision outlining its decision to the Title IX Coordinator along with a new hearing date where the appellate hearing officer/panel will rehear the entire case and make the final decision concerning the case. The appellate officer/panel's decision after the second hearing of the complaint is final. The appeal hearing officer/panel should use the appeal decision template when issuing this decision.

Within 10 days of receiving the appellate hearing officer's/panel's decision overturning the original hearing officer's/panel's decision and the final determination, the Title IX Coordinator must send a letter to all parties informing them of the appellate hearing officer's/ panel's decision to overturn the original hearing officer's/panel's decision and the final disposition and determination letter.

Additionally, the Title IX Coordinator must also provide at least ten (10) day notice to all parties outlining the time, date, and location for the rehearing of the Title IX case before the appellate hearing officer/panel. All rehearing proceedings will be in-person and must be recorded. A party may request a virtual rehearing, but such a request will not be granted unless the requesting party can demonstrate that there are extreme extenuating circumstances and compelling reasons to grant a virtual hearing. Parties or their advisors will be given the opportunity to make an opening statement, and advisors will be given the opportunity to present witnesses, cross-examine all opposing parties or witnesses, and present relevant and permissible evidence as permitted at the discretion of the rehearing officer/panel.

At the conclusion of the rehearing, the rehearing officer/panel will deliberate and determine whether there is clear and convincing evidence that the respondent violated this policy. Within 60 days, the rehearing officer/panel will issue a written decision and determination outlining the decision to the Title IX Coordinator. The written decision and determination should include: a description of the procedural steps taken throughout the case, including a summary of appellate decision to reverse the original determination; a list of the allegations at issue in the case; appropriate references to all evidence presented, gathered, and considered during the hearing; a summary of the findings of fact supporting the panel's final determination which address each misconduct allegation in the complaint with a discussion and conclusions regarding application of the MC Sexual Misconduct and Harassment policy; a statement of any and all disciplinary sanctions that will be enforced against the parties (if applicable); and explanation of any remedies will be provided to the parties (if applicable). The appeal hearing officer/panel should use the appeal decision template when issuing this decision.

Sanctions can include fines, modified scheduling, permanent no contact orders, requirements to seek professional counseling or to complete various behavior modification training such as anger management or proper sexual behavior training, the completion of a restoration process, the assignment of a mentor and the requirement to complete regular meetings with a mentor, a probation period with probation conditions, suspension, expulsion, a combination of any of the above and any additional sanction (s) deemed appropriate by the hearing officer or panel

After receiving the rehearing officer's/panel's written decision, the Title IX Coordinator will retain the original copy of the rehearing officer's/panel's decision in the investigation file and within ten (10) days of receipt of the rehearing officer's/panel's final written decision, the Coordinator will issue a final disposition and determination letter and provide a copy of the rehearing officer's/panel's written decision to all parties and their advisors. The letter should outline the rehearing officer's/panel's findings, a description of all disciplinary and other sanctions that will be enforced against the parties along with any remedies and support that will be provided to the parties, and remedies or actions taken or to be taken by the College to stop repeated or further issues of this nature from happening (if applicable).

All appellate rehearing decisions are final and cannot be appealed.

Reporting of Title IX Cases:

The Tile IX Coordinator will provide his/her report to the President of Messenger College. The President of Messenger College may provide that report to the President's Cabinet. The President may include findings of that report in his report to the Board of Governors when applicable and necessary for Board oversight. . All reports and information will be kept strictly confidential by all Cabinet and Board members.

Messenger College is required to disclose a reported incident(s) of sexual misconduct in the crime long and "Annual Security and Fire Safety Report," and may be required to make other disclosures or reports as required under state or federal law. The Report is a campus crime statistics report that does not include personal identity information. All annual reports will be posted on the College website.

Furthermore, Messenger College is committed to protecting the safety of the campus community. Consequently, if Messenger College becomes aware of a serious and continuing threat to the campus community, a timely notification will be issued to the campus community to ensure its protection.

Title IX Training, Prevention, and Awareness

The Title IX Coordinator and the Student Development Department is responsible for educating the campus community on how to prevent sexual misconduct. The following are some of the many activities that occur on campus to educate faculty, staff, and students on this important issue:

- Provide Title IX training for faculty, staff, and students regarding their rights and policies through Populi email and the news feed, Welcome Weekend Orientation, and on the College's website. Occurrence: annually.
- Email to all students, faculty, staff, and board members regarding Title IX Policies (including a copy and/or link of the Policy) – Occurrence: bi-annually.
- Presentation on sexual assault awareness and prevention information at all student and staff orientations. Occurrence: annually.
- Provides additional resources as needed through email, Populi's news feed, and in semester orientation sessions to students, faculty, staff, administration, and Board members.
    - U.S Department of Education and Title IX (http://sites.ed.gov/titleix/)

- **Crisis Counseling Assistance**: Staff members shall encourage the student to access support services from those specially trained to assist victims of sexual assault, domestic violence, dating violence or stalking.

  On Campus – Campus Ministries Office, 817-554-5950
  Off Campus – Compassion Counseling 817-723-1210

Local Resources and College Directory

The Title IX Coordinator provides any complainant (student or employee who reports an incident involving sexual misconduct and/or interpersonal violence either on or off-campus) with a copy of the Notice of Complainant's Rights. The following information and resources written in this notice along with procedures, options and available assistance from this policy.

Sex Offender Registry: In accordance with 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*, the Messenger College Office of Student Development provides a link to publicly accessible Internet web sites containing the *Texas Sex Offender Registry* and the *Tarrant County Sex Offender List*. This law also requires sex offenders, who already are required to register in a state, to provide notice of each institution of higher education in that state at which the person is employed or enrolled as a student.

Individuals included on the websites are included solely by virtue of their conviction record and Texas state law. The primary purpose of providing this information is to make the information easily available and accessible, not to warn about any specific individual. Anyone who uses this information to commit a criminal act against another person is subject to criminal prosecution.

Follow the link below to access the *Texas Sex Offender Registry* website. The Texas Department of Public Safety is responsible for maintaining this registry: https://publicsite.dps.texas.gov/SexOffenderRegistry

Follow the link below to access the *Tarrant County Sex Offender List* website. The Tarrant County Sheriff's Department is responsible for maintaining this registry:

https://www.tarrantcounty.com/en/sheriff/operations-bureau/criminal-investigations/sex-offender-registration.html

Contact and Emergency Information

Administrative Office Phone 817.554.5950 Ext 100 Email info@messengercollege.edu

Office of Academic Affairs (Faculty, Curriculum, Instruction, Classroom, Library, Academic Support, Institutional Effectiveness) Phone 817.554.5950 Ext 108 Email cscalf@messengercollege.edu

Office of Business Affairs (Bursar, Accounts Payable, Scholarships) Phone 817.554.5950 Ext 102 Email info@messengercollege.edu

Office of Enrollment Services (Admissions, Registrar, Advising, Records) Phone 817.554.5950 Ext 165 Email enrollment@messengercollege.edu

Office of Financial Aid (Federal Aid, Cost of Attendance, Tuition Planning) Phone 817.554.5950 Ext 104 Email finaid@messengercollege.edu

Office of Student Development Phone 817.554.5950 Ext 103 Email studentdevelopment@messengercollege.edu

Additional Resources

Bedford, Texas Police Department: 817.952.2440

Euless Police Department: 817.685.1500

Student Housing Maintenance: 817.554.5950

Student Housing Concerns: 817.554.5950

Texas Health HEB: 817.848.4000

Poison Control: 1.800.222.1222

Suicide Hotline: 1.800.273.8255 Emergency: (988)

Missing and Exploited Children Hotline: 1.800.843.5678

Sexual Assault Hotline: 1.800.656.4673

Drug and Alcohol Treatment: 1.800.662.4357

Mission Arlington Counseling: 817-704-6144

Compassion Counseling: 817-723-1210

Medical, Fire, or Safety Emergency Dial 911

In the event of a personal medical emergency please dial 911

To file a complaint or report an incident please contact the Title IX Coordinator, Alan Greagrey, Chief Financial Officer and Title IX Coordinator, at info@messengercollege.edu or submit a digital form at:

https://messengercollege.populiweb.com/router/forms/respond/g02843a95402f74060f476ab50047e05441890a58d284ae34760d2090bbbe3f3959b29c909cb00c6cd1f83329aea8a5ea77cd43b73891e004d8502b288ae5802864fbf8ccec3a2ff1ed7554205700ee494cf0be32f0fdb3582ae067fc698a9f841fc3bfff8f4e1234b7043c034ac4

ADDENDUM A-DEFINITIONS

Additional Relevant Definitions

For purposes of this policy, the following definitions apply. However, some of these terms are also defined under Federal and/or Texas State law.

- Actual Knowledge: Information given to or notice of any sexual misconduct or allegations to the Title IX Coordinator or staff member.
- Coercion: Coercion is the use of an unreasonable amount of pressure, intimidation, manipulation, unwanted contact, threats of physical, emotional, or other harm to compel someone to engage in sexual conduct.
- Complainant: This term refers to the individual(s) who has been the subject of prohibited conduct regardless of whether that individual makes a complaint or seeks disciplinary action.
- Confidential Source: Messenger College employees who are professional licensed counselors or pastoral counselors, acting within their license and role, are not required to report any information disclosed about an incident to the Title IX Coordinator without permission.
- Consent: This term requires words or actions that show voluntary willingness or agreement to engage in a mutually agreed upon sexual activity. Consent is voluntary and sober. Consent is not present when one is incapable of consent due to reasons of intoxication due to drugs or alcohol, sleep, mental or physical helplessness, unconsciousness, incapacitation, or lack of awareness that sexual activity is taking place. Submission to conduct does not mean the conduct was welcome or consensual; in other words, the absence of "no" does not mean, "yes." An individual who has consented to certain sexual activities in the past does not mean that that person is consenting to sexual activity at the present.
- Dating Violence: Violence or abusive behavior used by one partner to gain or maintain control over another partner. It can be violence committed by a person who is or has been in a social, romantic or intimate relationship with the victim. The existence of such a relationship will be determined by factors such as the length of the relationship, the type of relationship, and the frequency of interaction between the people involved.
- Domestic Violence: This may include violent acts by a current or former spouse; by a person with whom the victim shares a child in common; by a person who is or has cohabitated with the victim as a spouse; by a person situated to a spouse; between a parent and child; between members of the same household in an intimate relationship; or by any other person similarly situated. Domestic violence can be physical, sexual, emotional or economic in nature.
- Extreme coercion: Compulsion by physical force or threat of physical force to compel another to submit to the wishes of the one who wields it.
- Force: The use or threat of physical violence or intimidation to impose upon an individual's freedom to choose to participate or not in sexual contact or using one's strength to gain sexual access.
- Formal Complaint: A document filed by a complainant (document or electronic submission) that contains a complainant's physical or digital signature or otherwise indicates that the complainant is the individual filing the formal complaint alleging Title IX Sexual Misconduct/Harassment

against a respondent and requesting that Messenger College investigates the allegations of Title IX Sexual Harassment. A formal complaint must be filed with the college's Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information provided in this policy, and by any additional method identified in this policy.

- Incapacitation: The inability, temporarily or permanently, to give consent because the individual is mentally and/or physically helpless, either voluntarily or involuntarily, or the individual is unconscious, asleep, or otherwise unaware that sexual activity is occurring. An individual is incapacitated if they demonstrate that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Some indicators of incapacitation may include, but are not limited to, lack of control over physical movements, lack of awareness or circumstances or surroundings, or the inability to communicate for any reason. It is important that anyone engaging in sexual activity be likewise, inducing incapacitation for sexual purposes is a violation of this policy. Inducing incapacitation for sexual purposes including using drugs, alcohol, or other means with the intent to affect or having an actual effect on the ability of an individual to consent or refuse to consent (as consent is defined in this policy) to sexual contact.
- Non-Violent Sexual Contact: Any sexual touching that occurs without consent and which does not fall within the definition of sexual violence. Examples of other non-consensual sexual contact may include the following: genital or oral-genital contact not involving penetration; contact with breasts, buttocks, or genital area, including over clothing; removing the clothing of another person; and kissing.
- Official with Authority: Messenger College administrators who have the authority to institute corrective measures on behalf of the college.
- Party or Parties: Referring to the complainant(s) and the respondent(s).
- Reasonably Constitutes: The standard by which a person in a post-secondary institution must apply in determining to report an incident to the Title IX Coordinator. For example, a person using ordinary or usual rational abilities has knowledge that conduct may qualify ("reasonably constitutes") as sex discrimination.
- Respondent: The individual(s) who has been alleged to be the perpetrator of conduct that could constitute Title IX Sexual Misconduct/Harassment.
- Retaliation: Retaliation is a person's adverse action against another person because they have filed a complaint or participated in providing relevant information in an investigation. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. All appropriate and available steps will be taken to protect individuals who fear they may be subjected to retaliation.
- Sex Discrimination: Sex discrimination is adverse treatment of an individual based on biological sex, rather than individual merit. According to the Title IX statute, sex discrimination also includes adverse treatment of an individual based on "sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, gender identity." Examples of conduct that can constitute sex discrimination include, but are not limited to:
    - Singling out or targeting an individual for different or adverse treatment (e.g., more severe discipline, lower salary increases).
    - Failing or refusing to hire or allow participation of an individual in a College activity.
    - Terminating or removing an individual from employment or an educational program; or

    - Verbally harassing, abusing, or demeaning a targeted individual with conduct designed to impact that individual adversely.
- Sexual Exploitation: Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:
    - Visual (e.g., video, photograph) or audio-recording of sexual activity.
    - Producing, obtaining and/or distributing photos, videos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness.
    - Exceeding the boundaries of consent.
    - Engaging in non-consensual voyeurism.
    - Knowingly transmitting a sexually transmitted infection (STI), such as HIV, to another without disclosing your STI status.
    - Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals; and
    - Distributing or forcing others to view pornography.
- Sexual Harassment: Sexual harassment is any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
    - Submission to, or rejection of, such conduct is made implicitly or explicitly a term or condition of instruction, employment, or participation in any College activity or benefit.
    - Submission to, or rejection of, these behaviors by an individual is used as a basis for evaluation in making academic or personnel decisions.
    - Sexual conduct that is "unwelcomed," and examined as a whole "is subjectively and objectively offensive," "severe and pervasive," and "limits or denies" an individual's educational experience, working conditions or experience, or living conditions.
- Sexually Inappropriate Conduct: Unwelcome sexual conduct that may not rise to the level of sexual harassment or sexual exploitation, but that is sexual in nature, is also prohibited under this policy, and continuous and/or repeated offenses may be considered sexual harassment. Examples include, but are not limited to, lewdness and obscene or sexually offensive gestures and comments.
- Sexual Violence: The following behaviors constitute sexual violence and are prohibited under this policy. All forms of sexual violence are serious offenses and will result in College discipline. Sexual violence involving force, duress, or inducement of incapacitation, or where the perpetrator has deliberately taken advantage of another
person's state of incapacitation will be deemed especially egregious and may result in expulsion from the College or termination of employment. The consumption of alcohol or use of illegal substances will not ordinarily constitute a mitigating factor or circumstance when it contributes to, or is involved in, an alleged act of sexual violence.

    - Non-Consensual Sexual Penetration: Any act of vaginal or anal penetration by a person's penis, finger, other body part, or an object, or oral penetration by a penis, without consent.
    - Forceful Non-Consensual Sexual Contact: Any sexual touching other than non-consensual sexual penetration that occurs without consent and is the result of coercion, force, or incapacitation. Examples of forceful non-consensual sexual contact may include

the following when it is a result of coercion, force, or incapacitation: genital or oral-genital contact not involving penetration; contact with breasts, buttocks, or genital area, including over clothing; removing the clothing of another person; and aggressive kissing.

- Stalking is unwanted or obsessive attention by an individual or group toward a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress. Stalking may include the monitoring of an individual online or involve the use of social media, email or other technology. It may also include unwanted observation or surveillance.
- Third Party: Any individual who is not a Messenger College student or employee of the College.

Additional definitions regarding state and federal laws can be found here:

- Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1688 and its implementing regulations, 34 C.F.R. Part 106
- Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§2000e-2000e-17 and its implementing regulations 29 C.F.R. §1604 11.
- Clery Act, 20 U.S.C. 1092(f) and its implementing regulations 34 C.F.R. Part 668

Statement Concerning Professional and Pastoral Counselors:

Although Messenger College provides counseling resources for its students, staff, and faculty, and may assist students, staff, and faculty with securing such resources, the College does not employ pastoral or professional counselors on its staff. Consequently, the College does not have a policy regarding the duty of such counselors in reference to confidential crime reporting for inclusion in the annual crime statistics disclosure. Such reporting is left to the counselor's professional judgment, discretion, and legal obligations.

CLERY ACT REPORTING OVERVIEW

Messenger College is committed to assisting all members of the community in providing for their own safety and security. As required by the Clery Act, the Messenger College Annual Security & Fire Safety Report contains information regarding campus security, personal safety and fire policies and procedures, and other matters of importance related to security on campus, including fire statistics in Messenger College's residential facilities**(**Effective June 8, 2026, Messenger College neither owns nor operates any campus housing including its prior housing campus located at 150 S. Main Street Euless, Texas)**, as well as crime statistics for the previous three calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the College; and on public property within, or immediately adjacent to and accessible from the campus.

All violations of the law that occur in Messenger College's Clery Geography must be reported to a CSA and the Director of Student Development Compliance. Students, Staff, and faculty must immediately report any law violations other than a minor traffic violation to the Director of Student Development Compliance at info@messengercollege.edu. Reports can also be made via Messenger College's Populi LMS at https://messengercollege.populiweb.com/router/forms/respond/g4fdf29169656950feb92042dafa07872ebc38ecab910be01d6a08c64198a753df3a5a010d1281192777be9249c15cf680c9ab1bd7634669e8050f95f65c696bd8636e5706368fe84deedcf4b2e6dbfc39718000f5c4a756f95244a523a8e0afb229afdb8527cb8cec949

c7cfe4b4. Messenger College is committed to operating with integrity and honor in full compliance with all applicable federal and state laws and regulations, as well as College policies. Messenger College works closely with the Euless and Bedford Police Departments. However, Messenger College does NOT currently have a its own police or security department and does not have memoranda of understanding with the Euless and Bedford Police Departments. Messenger College encourages all victims of Clery Crimes to immediately report the offense (s) to the law enforcement department that has jurisdiction where the offense occurred. All non-VAWA Clery crimes that do not qualify or are not processed under Title IX procedure should be reported to a Messenger College CSA and the Director of Student Development Compliance and will be referred to the President's Cabinet for investigation and disposition. The President's Cabinet will follow the investigation and grievance process outlined in the Hazing Policy to investigate and properly dispose of such incidents.

Messenger College Annual Security & Fire Safety Report is available at https://www.messengercollege.edu/_files/ugd/18e4e6_ee830b53ecd745b88c789150664a5283.pdf

Messenger College Title IX Sexual Misconduct and Harassment Policy is available at https://www.messengercollege.edu/_files/ugd/18e4e6_8110fcb81daa46739e3551bfef65a32e.pdf.

Copies are available upon request by contacting the Student Development Department (817-554-5950).

GENERAL STATEMENT:

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 ("Clery Act") is a federal law requiring institutions of higher education that receive federal funding to collect and publish statistics about reports of certain crimes that occur on or adjacent to campus, or in other areas owned or controlled by the institution and frequently used by students. In addition, institutions are required to adopt and publish policies related to campus safety and security. The purpose of this policy is to ensure Messenger College's compliance with the requirements of the Clery Act. Any changes in the Clery Act requirements will supersede the relevant provisions of this policy.

REQUIREMENTS:

The Clery Act requires the College to collect and publish statistics for the campus. To comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act, the Director of Student Development Compliance, serves as the Campus Security Authority and is responsible for the preparation of the Annual Security Report (consisting of campus security policy disclosures and campus crime statistics for the previous three calendar years) and its submission by October 1 to the U.S. Department of Education.

PURPOSE:

The purpose of this policy is to ensure the College's compliance with the Clery Act. Compliance requires that the College:

- Identify and train all Campus Security Authorities;
- Compile and disclose statistics of reports of the types of crimes specified in the Clery Act ("Clery Crimes") for Messenger College's main campus located at 2705 Brown Trail, Suite 408 Bedford, Texas 76021, its Residential apartment complex located at 150 S. Main Euless, Texas 76040,** and within Messenger College's Clery geography **(**Effective June 8, 2026, Messenger College neither owns nor operates a residential apartment complex located at 150 S. Main Euless, Texas 76040).**
- Collect reports of Clery Crimes made to any person identified as a Messenger College Campus Security Authority.
- Prepare and Publish the Annual Security Report to the Department of Education with statistics of Clery Crimes for the last three years and the College's policy statements addressing campus security and safety.
- Issue "Timely Warnings."
- Issue "Emergency Notifications."
- Issue missing student notification policy statements.
- Maintain a 60-day crime/fire log of all crimes and fires reported to the College and local law enforcement/fire departments.
- Conduct educational programs to promote awareness.

PERSONNEL AFFECTED:

This policy applies to all College personnel who have responsibility for an aspect of campus security, and offices and individuals with "significant responsibility for student and campus activities." Individuals responsible for student and campus activities and others who, because of their role at the College, may be classified as Campus Security Authorities ("CSA") under the Clery Act have specific crime reporting obligations under the law.

Messenger College requires all students, staff, and faculty to immediately report all crimes, other than minor traffic offenses, that occur on Messenger College's main campus, its residential apartment complex**(**Effective June 8, 2026, Messenger College neither owns nor operates any campus housing including its prior housing campus located at 150 S. Main Street Euless, Texas)**, or within its Clery geography to a CSA and/or the Director of Student Development Compliance. Due to its small size, Messenger College has designated the Vice President of Business Affairs, Director of Student Development, the Director of Student Development Compliance, and the Title IX Coordinator as Messenger College's CSAs.

All Clery Crimes that involve VAWA offenses and other sexual discrimination/misconduct offenses will be handled using the same procedures that are outlined in Messenger College's Title IX procedures and policies. All other Clery Crimes will be referred to the College President's Cabinet for investigation and disposition following the investigation and grievance process outlined in the Hazing Policy process.

Definitions

Annual Security Report (ASR) - The Clery Act requires the College to submit an annual report to the Department of Education and to publish that report to the Messenger College community as well as make the report available to the public. This report addresses Messenger College's safety and security policies, prevention programs, and crime statistics.

Area Clery Reporting Letter - Letter to outside police jurisdictions requesting Clery crime information for Messenger College's main campus, its residential apartment complex****(**Effective June 8, 2026, Messenger College neither owns nor operates any campus housing including its prior housing campus located at 150 S. Main Street Euless, Texas)**, and crimes that occurred in the College's Clery geography.

Arrest - Persons processed by arrest, citation or summons. The College shall compile statistics for and specifically disclose arrests related to weapons and drug and alcohol abuse. If an individual is arrested and referred for disciplinary action for a weapon, drug, or alcohol offense, only the arrest will be disclosed in the ASR.

Referral for Disciplinary Action - The College shall compile statistics for and specifically disclose students' referrals for disciplinary action related to weapons and drug and alcohol abuse. If an individual is arrested and referred for disciplinary action for a weapon, drug, or alcohol offense, only the arrest will be disclosed.

Campus Security Authority ("CSA") - Used in the Clery Act to identify people at the College who, because of their functions at the College, have an obligation under the law to notify the Director of Student Development Compliance of Clery Crimes that are reported to them. Due to its small size, Messenger College has designated the Director of Student Development, the Director of Student Development Compliance, the Vice President of Business Affairs, and the Title IX Coordinator as Messenger College's CSAs. Furthermore, Messenger College has a mandatory reporting policy that requires all students, staff, and faculty to report all crimes no matter how minor to a CSA and/or the Director of Student Development Compliance.

Clery Crimes - The College must compile statistics of reports made to CSA's and local law enforcement for the following types of crimes: aggravated assault; arson; burglary, motor vehicle theft, murder and non-negligent manslaughter, negligent manslaughter, robbery, sexual assault, stalking, domestic violence, dating violence, and hate crimes (for above offenses as well as larceny-theft, simple assault, intimidation, and destruction/damage or vandalism of property), and arrests and referrals for disciplinary action related to liquor law violations, drug law violations, and illegal weapon possession.

Daily Crime Log - Campuses with a public safety or police department are required to create, maintain, and make available an easily understood daily crime log. The daily crime log must include, the date the crime was reported, the nature, date, location, and time of any crimes reported to them that occur within their patrol jurisdiction, which would include but is not limited to, their institution's Clery geography. It also includes the disposition of complaints.

Messenger College does not have a public safety, security, or police department. Therefore, Messenger College maintains a 60-day crime log that includes the above-mentioned elements.

Dating Violence - Violence committed by a person who has been in a romantic or intimate relationship with the victim. Whether a relationship exists will depend on the length, type, and frequency of interaction.

Domestic Violence - Felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner, current or former cohabitant, a person with whom a victim shares a child-in-common, a person similarly situated to a spouse under domestic or family violence law, or anyone else protected under domestic or family violence law.

Emergency Notification - A notification advising of an immediate threat to the health or safety of students or employees occurring on campus. Emergency Notifications may be issued to the entire College or may be segmented depending on the type of emergency. Emergency Notifications are issued via Populi, and recipients receive such notifications sent via text and/or campus email, by authorized Messenger College personnel. Other forms of communication may be utilized to supplement the notification.

Fire Log - Any report to a college official of a fire occurring in on-campus student housing or at the main campus is documented in the 60-day crime log and includes date and time the incident was reported; time and date of the incident; nature of the fire, and general location.

Hate Crime - Clery Crimes and any incidents of larceny-theft, simple assault, intimidation, of destruction/damage/vandalism of property that are motivated by bias toward race, gender, gender identify, religion, sexual orientation, ethnicity/national origin, and disability.

Missing Student Notification - Every Messenger College employee and student has a duty to report a person believed to be missing to the Messenger College Office of Student Development at 817-554-5950 in case of an emergency. The Office of Student Development immediately investigates any report of an individual missing from campus. It is the policy of Messenger College to provide each student residing in student housing facilities the option of identifying an individual to be contacted by the College if the student is determined to be missing for a period of more than 24 hours. The students will provide this information during the registration process or throughout the semester via Populi. The "missing student" contact information is confidential, only accessible to authorized College officials, and may not be disclosed except to those officials and enforcement personnel engaged in a missing person investigation. After investigating a missing person report, should MC Student Development determine that the student has been missing for 24 hours, MC will notify the appropriate law enforcement department and the student's "missing student" contact within 24 hours of making such a determination. The custodial parent or legal guardian and the designated contact of students under the age of 18, who are not emancipated minors, will be notified within 24 hours after the Messenger College Office of Student Development or another law enforcement agency determines that the student has been missing for more than 24 hours.

On Campus Property - Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls**(**Effective June 8, 2026,**

Messenger College neither owns nor operates any campus housing including its prior housing campus located at 150 S. Main Street Euless, Texas), ; and any building or property that is within or reasonably contiguous to that described in the first part of this definition, that is not owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

Professional/Pastoral 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. Professional Counselors/pastoral counselors, when acting within the scope of these official responsibilities, are not Campus Security Authorities and therefore not required to report. Although Messenger College provides counseling resources for its students, staff, and faculty, and may assist students, staff, and faculty with securing such resources, the College does not employ pastoral or professional counselors on its staff. Consequently, the College does not have a policy regarding the duty of such counselors in reference to confidential crime reporting for inclusion in the annual crime statistics disclosure. Such reporting is left to the counselor's professional judgment, discretion, and legal obligations.

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 - The College shall compile and publish statistics of "reported" Clery Crimes that occurred on its main campus, its residential apartment complex**(**Effective June 8, 2026, Messenger College neither owns nor operates any campus housing including its prior housing campus located at 150 S. Main Street Euless, Texas)**, or within its Clery geography. For purposes of the Clery Act a crime is reported when it is brought to the attention of a CSA by a victim, witness, other third party, or even by the offender. Information about the crime does not need to be explicit. It does not matter whether the persons involved with the crime or making a report are associated with the College.

Sexual Assault - 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 (e.g. forcible rape, forcible sodomy (oral or anal intercourse), sexual assault with an object, and forcible fondling (touching of the private body parts of another person for the purpose of sexual gratification). Disclosure of reported offenses is required.

Stalking - When any person purposely and repeatedly engages in an unwanted course of conduct directed at a specific person that would cause a reasonable person to fear for his, her, or others' safety, or to suffer substantial emotional distress.

Timely Warning - The College must timely alert the campus community to Clery Crimes that create a serious or ongoing threat. Even if all of the facts surrounding the criminal incident(s) are not yet available, a warning will be issued as soon as pertinent information is available to enable individuals and the Messenger College community to take precautions to protect themselves and to prevent the occurrence of future similar crimes. Timely Warnings are sent to the entire College via Populi and recipients receive such notifications via text and/or campus email and may be supplemented with other forms of notification.

CSA Identification and Responsibilities

- Due to its small size, Messenger College has designated the Vice President of Business Affairs, Director of Student Development, the Director of Student Development Compliance, and the Title IX Coordinator as Messenger College's CSAs.

Departmental Clery Responsibilities

- **Vice President of Business Affairs**
  - Serves as designated CSA.
  - Provides Annual Security Report information as needed.
  - Issues Timely Warning and Emergency Notifications to the Messenger College community.
  - In the absence of the Director of Student Development Compliance assumes all roles and responsibilities of that director related to Clery.
- **Director of Student Development Compliance**
  - Collects, classifies, and counts statistics of Clery Crimes reported to CSAs.
  - Coordinates with various departments, offices, and individuals to identify individuals whose functions qualify as a CSA and informs the College and personnel of their Clery Act obligations, and the College's procedures for collecting information about reported crime.
  - Produces and maintains the 60-day crime/fire log.
  - Issue Timely Warnings and Emergency Notifications to the College community.
  - Issue missing student notification policy statement.
  - Identifies "Clery Geography" and corresponds with law enforcement agencies in said geography.
  - Produces the Annual Security Report and Annual Fire Safety Report.
  - Assist other College departments and offices regarding scheduling, planning, and completing tests designed to assess and evaluate emergency plans and capabilities.
  - Responsible for all safety and security matters at Messenger College's main campus including law enforcement and fire department interaction and relationships.
  - Conduct CSA compliance training.
  - Provide Annual Security Report information as needed.
  - Serves as designated CSA
- **Director of Student Development**
  - Serves as a designated CSA.
  - Issues Timely Warnings and Emergency Notifications when appropriate.
  - Provides required information to the Director of Student Development Compliance for the Annual Security Report.
- **Title IX Coordinator**
  - Serves as designated CSA.
  - Handles all Title IX Matters.

- Provides required information to the Director of Student Development Compliance for Annual Security Report.

PROCEDURES:

CSA Training:

All Campus Security Authorities are required to take the designated CSA training on an annual basis.

CSA Reporting:

- When a student reports a crime to a CSA, the CSA is required to provide that information to the Director of Student Development Compliance. If the crime involves any type of sexual misconduct or harassment, the Title IX Coordinator must also be provided with such information.
    - The CSA needs to provide a description of the offense.
    - CSA's are only required to report the facts as reported, not investigate the incident.
    - All reported offenses shall be promptly communicated to Director of Student Development Compliance who will determine how the report should be classified for Clery reporting purposes.
    - Victims may remain anonymous, but the incident must be reported.

The College's Responsibilities Under the Clery Act:

Messenger College (MC) is committed to operating with integrity and honor in full compliance with all applicable federal and state laws and regulations, as well as College policies. MC works closely with local law enforcement. However, Messenger College does not have memoranda of understanding with the Bedford and Euless Police Departments
In order to comply with the requirements of the Clery Act, Messenger College must:

- Compile statistics of reported Clery Act crimes which occur in or at any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls**(**Effective June 8, 2026, Messenger College neither owns nor operates any campus housing including its prior housing campus located at 150 S. Main Street Euless, Texas)**; and any building or property that is within or reasonably contiguous to that described in the first part of this definition, that is not owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (Clery geography).
- Publish and distribute to all students and employees by October 1st of each year an Annual Security and Fire Safety Report (ASR) which includes crime data for reports of Clery Act crimes, fire incident data for MC residential facilities** **(Effective June 8, 2026, Messenger College neither owns nor operates any campus housing including its prior housing campus located at 150 S. Main Street Euless, Texas)**, security policies, and procedures in place to protect the MC community and information on the handling of threats, emergencies, and dangerous situations on campuses. A hard copy of the Messenger College Annual Security & Fire Safety

Report is available upon request by contacting the Student Development Department (817-554-5950 ext. 103).

- On an annual basis, report Clery Act crime statistics and fire incident statistics to the U.S. Department of Education as required.
- Maintain a fire log that records all reported fires occurring in MC's student housing facilities. This log will be available for public inspection, upon request.
- Issue timely warnings to alert the campuses of Clery Act crimes that occur in Clery geography and pose a serious or continuing threat to the applicable campus community. Timely warnings will be disseminated throughout the community as soon as pertinent information is available and will provide information that will allow members of the campus community to protect themselves and prevent similar crimes from occurring.
- Issue emergency notifications for any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the applicable MC campus.
- Every Messenger College employee and student has a duty to report a person believed to be missing to the Messenger College Office of Student Development at 817-554-5950 in case of an emergency. The Office of Student Development immediately investigates any report of an individual missing from campus. It is the policy of Messenger College to provide each student residing in student housing facilities the option of identifying an individual to be contacted by the College if the student is determined to be missing for a period of more than 24 hours. The students will provide this information during the registration process or throughout the semester via Populi. The "missing student" contact information is confidential, only accessible to authorized College officials, and may not be disclosed except to those officials and law enforcement personnel engaged in a missing person investigation. After investigating a missing person report, should MC Student Development determine that the student has been missing for 24 hours, MC will notify EPD and the student's "missing student" contact within 24 hours of making such a determination. The custodial parent or legal guardian and the designated contact of students under the age of 18, who are not emancipated minors, will be notified within 24 hours after the Messenger College Office of Student Development or another law enforcement agency determines that the student has been missing for more than 24 hours.

MC provides this Annual Security & Fire Safety Report (ASR) in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and its commitment to assisting all members of the community by providing information that can be used by the community for its own safety and security.

The Annual Security Report will be published and distributed by October 1st of each year. The ASR must be distributed to all currently enrolled students and all employees. A campus email will be sent to all students, faculty, and staff with a statement of the report's availability; a list and brief description of the information contained in the report; the exact address (URL) of the Internet website at which the report is posted (a direct link to the annual security report must be provided); and a statement that upon request, the College will provide a paper copy of the annual security report without a fee.

The ASR must also be provided to prospective students and prospective employees on the Messenger College websites under the consumer information tab.

The Annual Security Report must contain information on the following:

- How the ASR is compiled.
- Security of and access to campus facilities.
- Law enforcement and jurisdiction.
- Reporting of crimes and other emergencies (including voluntary, confidential reporting).
- Timely warnings, emergency notification, and evacuation.
- Statement of accessibility of the 60-day crime/fire log.
- Security awareness programs.
- Crime prevention programs.
- Drug and alcohol policy.
- Sexual assault, domestic violence, dating violence, and stalking (VAWA).
- Student disciplinary proceeding procedures.
- Sex offender registration.
- Emergency response and evacuation procedures.
- Missing students policy and notification procedure.
- Annual Fire Safety Report and fire statistics.
- Three years of Clery Crimes statistics listed by Clery Geography.
- Three years of disciplinary referrals for alcohol, drug, and weapons violations.

Consequently, Messenger College's ASR contains information about:

- Campus security and personal safety including topics such as crime prevention, public safety authority, crime reporting policies, fire safety, disciplinary procedures, and other matters of importance related to security on campus.
- Fire statistics in our residential facilities**(**Effective June 8, 2026, Messenger College neither owns nor operates any campus housing including its prior housing campus located at 150 S. Main Street Euless, Texas).**
- Crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the College; and on public property within, or immediately adjacent to and accessible from the campus.
- On an annual basis, report Clery Act crime statistics and fire incident statistics to the U.S. Department of Education.
- Maintain a fire log that records all reported fires occurring in MC's student housing facilities. This log will be available for public inspection, upon request.
- Issue timely warnings to alert the campuses of Clery Act crimes that occur in Clery geography and pose a serious or continuing threat to the applicable campus community. Timely warnings will be disseminated throughout the community as soon as pertinent information is available and will provide information that will allow members of the campus community to protect themselves and prevent similar crimes from occurring.

- Issue emergency notifications for any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the applicable MC Campus.

CLERY ACT CRIMES

The crimes identified by the Clery Act to be reported annually to the MC community include murder and manslaughter; forcible and non-forcible sex offenses; robbery; aggravated assault; burglary; motor vehicle theft; arson; dating violence; domestic violence; and stalking. Additional Clery Act crimes that must be reported in the annual Clery Report are arrests and referrals for MC disciplinary action for any of the following: liquor law violations, drug law violations, and weapons law violations.

By October 1st of each year the Annual Security Report (ASR) will be published and distributed to all currently enrolled MC students and all staff and faculty. The ASR will be emailed to all students, staff, and faculty via Populi. The ASR will also be posted under Consumer Information on the Messenger College website. The direct link to that report is: https://www.messengercollege.edu/_files/ugd/18e4e6_ee830b53ecd745b88c789150664a5283.pdf.

The publication and distribution email will briefly describe the information contained in the ASR, contain the direct link where the complete ASR is posted, and will advise that a paper copy of the ASR will be provided upon request.

Additionally, the ASR must be provided to prospective MC students and prospective employees. Notices for prospective students and employees will include a brief description of the contents of the ASR, a direct link where the completed ASR is posted, and a statement that MC will provide a paper copy of the report upon request.

To comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act, the Director of Student Development Compliance, serves as the Campus Security Authority and is responsible for the preparation and submission of the ASR to the Department of Education by October 1. The Director of Student Development Compliance is also responsible for the annual notification to students and employees.

MAINTAINING COMPLIANCE

The College is required to submit the crime statistics from the Annual Security Report to the Department of Education ("ED"). During late summer, the ED conducts the annual Campus Safety and Security Survey. This Web-based survey is used to collect statistical data from the Annual Security and Fire Safety Report. The data is then posted on the ED public website for use by higher education consumers. The site is located at https://ope.ed.gov/campussafety/#/. Each year a few weeks prior to the collection, ED sends a letter and a registration certificate to the Chief Executive Officer. The certificate contains information

necessary to access the survey and enter data. The letter and registration certificate will be routed to the Director of Student Development Compliance for appropriate handling

The Director of Student Development Compliance or designee will email the ASR to all students, faculty, and staff along with a website direct link for the ASR.

RECORDS RETENTION:

Supporting records used in compiling the report shall be retained for seven years from the latest publication of the report to which they apply.

GEOGRAPHY

Clery Act crime reporting is not strictly limited to events that occur on campus or within campus buildings. Messenger College must include statistics for crimes that occur in any of these geographic areas:

- On-campus (anywhere).
- On-campus student housing**(Effective June 8, 2026, Messenger College neither owns nor operates any campus housing including its prior housing campus located at 150 S. Main Street Euless, Texas).**
- Public Property within campus bounds.
- Public property immediately adjacent to the campus.
- Non-campus buildings and property owned or controlled by the organization that are used for educational purposes and frequently used by students but not part of the core campus, or those owned or controlled by a student organization officially recognized by the institution.

Messenger College has no officially recognized student organizations with non-campus locations. Messenger College does not have a public safety or police department and has no memoranda of understanding with the Bedford and Euless Police Departments. The institution maintains a 60-day crime log of all reported crimes that fall within Messenger College's jurisdiction. That crime log is available online at https://www.messengercollege.edu/consumerinformation. The crime log is also available for public inspection during normal business hours.

The Clery Act defines each institution's specific geography for the purposes of reporting crime statistics. It includes the following properties in the following categories:

- MC's Residential Housing Property (MC Commons) - 150 S Main Street Euless, TX 76040 ** **(Effective June 8, 2026, Messenger College neither owns nor operates any campus housing including its prior housing campus located at 150 S. Main Street Euless, Texas).**
- MC Learning Center (Bedford, TX) - 2705 Brown Trail Bedford, TX 76021- 4th floor

On- campus – (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls**(Effective June 8, 2026, Messenger College neither owns nor operates any campus housing including its prior housing campus located at 150 S. Main Street Euless, Texas)**; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

*NOTE: Statistics for campus residential facilities**(* **Effective June 8, 2026, Messenger College neither owns nor operates any campus housing including its prior housing campus located at 150 S. Main Street Euless, Texas)** *are recorded in BOTH the on-campus category and the on-campus residential category.*

Public – All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Non campus – Any building or property owned or controlled by a student organization that is officially-recognized by the institution; or 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.

CRIMES INCLUDED IN STATISTICS

The Clery Act requires that institutions disclose crime statistics separately for four general categories of crime statistics – criminal offenses, hate crimes, VAWA offenses, and arrests and referrals for disciplinary action. Institutions are required to disclose reported offenses for these categories, not the findings of a court, coroner or jury, or the decision of a prosecutor.

The specific Clery Act-defined reportable crimes include:

Primary Criminal offenses (in hierarchy order):

Murder & 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. This category was formerly Negligent Manslaughter.

Rape - The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

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

Statutory Rape - Sexual intercourse with a person who is under the statutory age of consent.

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 or violence and/or by putting the victim in fear.

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.

Burglary - The unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft (does not include theft *from* a motor vehicle) - The theft or attempted theft of a motor vehicle.

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 of another, etc.

Larceny-Theft – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.

Intimidation - To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/damage/vandalism of property - To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Simple Assault - An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Quid Pro Quo Sexual Harassment - Unwelcome conduct of an employee of the college, who conditions the provision of an aid, benefit, or service of the college (implicitly or explicitly), on an individual's participation in unwelcome sexual activity – (VAWA Offense).

Sexual Harassment - Sexual harassment is any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when – (VAWA Offense).

- Submission to, or rejection of, such conduct is made implicitly or explicitly a term or condition of instruction, employment, or participation in any College activity or benefit;
- Submission to, or rejection of, these behaviors by an individual is used as a basis for evaluation in making academic or personnel decisions; and
- These behaviors are sufficiently severe and/or pervasive to have the effect of unreasonably interfering with an individual's educational experience, working conditions, or living conditions by creating an intimidating, hostile, or offensive environment.

Sexual Assault: Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Title IX regulations have adopted the following types of sexual assault (consistent with Clery Act reporting) – (VAWA Offense).

- Rape: The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape: sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence: A felony or misdemeanor crime of violence committed (VAWA Offense).

- By a current or former spouse or intimate partner of the victim.
- By a person with whom the victim shares a child in common.
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
For the purposes of this definition (VAWA Offense):

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (VAWA Offense):

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

Hate Crimes: A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of Clery, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Arrests and Disciplinary Referrals:

Liquor Law Violations – The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Included in this classification are the manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above.

Drug Law Violations – The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those 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 - manufactured narcotics which can cause true addiction (Demerol, Methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Weapons Law Violations – The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Included in this classification are the manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc, of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

Unfounded Crimes - Institutions are also required to include statistics for Unfounded Criminal Incidents. Unfounded crimes are reported crimes that upon investigation by law enforcement authorities is found to be false or baseless. Only sworn or commissioned law enforcement personnel may unfound a crime. Crime reports can be properly determined to be false only if the evidence from a complete and thorough investigation establishes that the crime reported was not, in fact, completed or attempted in any manner. If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded." Only sworn or commissioned law enforcement personnel may unfound a crime.

Criminal Offenses	**On Campus**			**Residential facilities***			**Non-Campus**			**Public Property**		
	2023	**2024**	**2025**	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Liquor law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law violations referred for disciplinary action	0	0	0	0	0	0	0	0	0	0	0	0
Drug law Arrests	0	0	0	0	0	0	0	0	0	0	0	0

Drug Law violations referred for disciplinary action	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession referred for disciplinary action	0	0	0	0	0	0	0	0	0	0	0	0
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
*Crimes reported in the residential facilities are included in the on-campus column. **Effective June 8, 2026, Messenger College no longer owns or operates a residential facility located at 150 S. Main Euless, Texas**												

Occurrence of Hate Crimes (On Campus, On-Campus Student Housing Facilities*, and Public Property) Effective June 8, 2026, Messenger College no longer owns or operates a residential facility located at 150 S. Main Euless, Texas											
Criminal Offense	**Totals by year**			**Category of Bias for crimes reported in 2022-2024**							
	2023	**2024**	**2025**	**Race**	**Religion**	**Sexual Orientation**	**Gender**	**Gender Identity**	**Disability**	**Ethnicity**	**National Origin**
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0

Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0
VAWA	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0

Disclosure to Victims:

Upon written request, Messenger College will disclose to an alleged violent crime victim or a victim of a "non-forcible sex offense" the report on the results of any disciplinary proceeding conducted by Messenger College against the student who is the alleged perpetrator of such actions. Should the victim die because of such actions, the victim's next of kin would be entitled to such written disclosure under this provision (34 CFR Section 99.31 a. 13).

Hazing (SCHA)

Pursuant to the Stop Campus Hazing Act, Messenger College is required to provide appropriate anti-hazing training, develop policies and procedures to effectively deal with hazing incidents, maintain a Hazing Transparency Report, and report all incidents of hazing to the Department of Education and in its Annual Safety and Security Report.

All incidents of hazing that occur within Messenger College's Clery geography must be reported to one of the designated Campus Security Authorities and the Director of Student Development Compliance. Messenger College has developed the following Hazing Policy to ensure its compliance under the Stop Campus Hazing Act.

Messenger College Hazing Policy

Any form of hazing is inconsistent with the principles of Christianity, the values and policies of Messenger College (MC), the MC Code of Conduct as outlined in the Student Handbook and is a violation of federal and state law. MC has a "no tolerance" policy in reference to hazing and is committed to properly training students, staff, and faculty to prevent, report, and properly handle any incidents of hazing. A full copy of the Federal and Texas law may be requested by emailing studentdevelopment@messengerollege.edu.

However, included in this policy as a reference, "hazing" is generally defined by Texas law (Texas Education Code Subchapter F. Section 37.151 Subsection 6: A-E) as:

> Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student for

the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization if the act:

(A) is any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;

(B) involves sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other similar activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;

(C) involves consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance, other than as described by Paragraph (E), that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;

(D) is any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code; or

(E) involves coercing, as defined by Section 1.07, Penal Code, the student to consume:

(i) a drug; or

(ii) an alcoholic beverage or liquor in an amount that would lead a reasonable person to believe that the student is intoxicated, as defined by Section 49.01, Penal Code.

The federal Stop Campus Hazing Act (Higher Education Act of 1965 Section 485 F Sections 1-5) also defines hazing in a similar manner and expands the definition of a student organization to include an "organization in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution."

Additionally, federal law requires that institutions of higher learning such as Messenger College develop hazing statements and polices that provide an institutionally approved definition of hazing, the process used to investigate hazing, and the capacity to provide appropriate information on local, state, and tribal laws related to hazing.

Messenger College developed training that promotes awareness and provides hazing prevention strategies while "promoting strategies for building group cohesion without hazing."

Any incidents of hazing will be included in the annual security reports.

Given the serious nature of hazing and Messenger College's responsibility to ensure that no hazing occurs in its education programs, all students, staff, and faculty are required to stop all forms of hazing or suspected hazing and must immediately report all incidents or suspected incidents of hazing to the Director of Student Development Compliance (herafter DSDC) or his/her designee. Failure to do so could result in civil and criminal penalties as well as institutional penalties including but not limited to suspension, dismissal from the institution, and termination of employment.

Investigation:

Students can report hazing by using the incident report form in the student portal. Any student who believes he/she has been the victim of hazing should immediately report the incident in person or via

email to the DSDC or his/her designee. Upon receiving a written and signed formal hazing complaint, the DSDC will commence an investigation. The DSDC will contact all parties in writing to inform them that a hazing incident has been reported and is currently under investigation. The letter will include a summary of the hazing allegations and contain appropriate warnings to all parties about retaliation, influencing or tampering with witnesses, and the concealing or destruction of evidence. Failure to comply with these warnings could result in additional disciplinary action including but not limited suspension or expulsion.

After issuing the hazing incident notice letter, the DSDC will immediately commence an investigation. The DSDC or his/her designee will issue relevant written requests for information and evidence to all parties and witnesses and will interview all parties, witnesses, and collect all relevant evidence. All interviews will be recorded. Once the DSDC or his/her designee completes the investigation, he/she will within 10 days of completing the investigation issue a report of investigative findings, which will include appropriate references to all evidence presented, gathered, and considered during the investigation. The report should fairly outline and summarize all evidence collected during the investigation but should not make any final determinations or draw any conclusions about actual hazing violations. Final determinations and conclusions concerning hazing fall under the jurisdiction of the President's Cabinet. Once that investigative report is complete, the DSDC will forward the investigative report to the parties and the President's Cabinet.

Right to an Advisor:

Parties may choose an advisor to accompany each party to all meetings, interviews, and hearings. Parties are free to choose any eligible and available person to serve as their advisor. The parties may have only one advisor.

The advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to have advise, support, and/or consult with them throughout the investigation and disposition process. Additionally, parties have the option to forgo having an advisor in the initial stages of the case, but they must have an advisor during the hearing process, and that advisor must be present at the hearing.

The advisor's role during the investigation phase is "passive" during the that phase of hazing case. Please note that if the advisor causes a major disruption and or drastically impairs the investigation, the DSDC can dismiss the advisor. If the party wishes to select a new advisor, they may do so as long as it is in a reasonable time frame as determined by the DSDC during the investigative phase. Failure to choose a new advisor will not stop the investigation.

Hearing:

The President's Cabinet will review the investigative report and set a hearing date at least 10 days from receipt of the final investigative report. The Cabinet should alert the DSDC, and he/she should send written notice to all parties and witnesses that contains the date and time of hearing and requesting their presence at the hearing.

All hazing hearings will be in person hearings and will be conducted by the President's Cabinet. The hearing should be recorded. A party may request a virtual hearing, but such a request will not be granted unless the requesting party can demonstrate that there are extreme extenuating circumstances and compelling reasons to grant a virtual hearing. Parties or their advisors will be given the opportunity to

make an opening statement, and advisors will be given the opportunity to present witnesses, cross-examine all opposing witnesses, and present relevant and permissible evidence presented, gathered, and considered during the investigation process as permitted at the discretion of the President's Cabinet.

At the conclusion of the hearing the President's Cabinet will deliberate to determine if there is clear and convincing evidence that supports the conclusion that hazing occurred. Within 30 days the President's Cabinet will issue a written decision outlining its findings and case disposition to the DSDC, the parties, and their advisors. The decision should include a list of the hazing allegations at issue in the case; appropriate references to all evidence presented, gathered, and considered during the hearing; a summary of the findings of fact supporting the panel's final determination which address each misconduct allegation in the complaint with a discussion and conclusions regarding application of the MC's Hazing Policy and Student Code of Conduct; a statement of any and all disciplinary sanctions that will be enforced against the parties; an explanation of any remedies that will be provided to the parties (if applicable).

Training and Prevention:

The DSDC is responsible for developing hazing awareness and prevention training for all students, faculty, and staff. The DSDC or her designee will provide this training to all students, faculty, and staff at least once each semester.

Faculty and staff training will be conducted at the faculty and staff in-service meeting at the beginning of each semester and must include the definition of hazing, the broadened definition of student organization, the duty of every member of the staff to immediately report any instances of suspected hazing to the DSDC, manner in which hazing can be reported, penalties for failing to report or stop hazing, practical application/case studies which help faculty and staff recognize, prevent, and immediately stop any observed hazing, and MC's process of investigating hazing. Furthermore, the DSDC must email the MC hazing policy to all staff and faculty at the beginning of each semester.

Student training will be conducted each semester during student orientation and must include the definition of hazing, the broadened definition of student organization, the duty of every student to immediately report any instances of suspected hazing to the DSDC, a member of the MC staff, or a MC faculty member, the manner in which hazing can be reported, penalties for failing to stop and report hazing, practical application/case studies that helps students to recognize, prevent, and immediately stop any observed hazing, and MC's process of investigating hazing. Furthermore, the DSDC must email the MC hazing policy to all students at the beginning of each semester.

Reporting:

Consistent with state and federal laws and regulations, the DSDC will maintain a "Campus Hazing Transparency Report" that documents all instances of hazing. The report should include:

- The name of the student organization involved.
- The report should not include any personal identifying information about the parties involved. Instances of non-organizational hazing should be designated as such.
- A general description of the hazing violation.
- Whether the hazing violation included alcohol or drug use.

- The findings of the institution.
- A discussion of all sanctions upon organizations and/or individuals.
- The dates of all alleged hazing incident(s).
- The date the investigation was initiated.
- The date the investigation was concluded.
- The date that the parties and/or organization were provided with the findings.

This report must be updated each year in January and June and after the disposition of any hazing case under this policy.

The "Campus Hazing Transparency Report" must be posted in the Consumer Information section of the MC website. The DSDC must request its posting and ensure that it is re-posted on the website after each update to ensure it reflects the institution's most up-to-date information concerning hazing. If the institution has no hazing incidents, the DSDC must create a report outlining no incidents of hazing and ensure that report is posted on the MC website.

All hazing incidents will be included in Clery Act reporting.

Nothing in this policy is intended to or should be construed as a waiver of any other MC policies and procedures including the *Student Handbook* and Code of Conduct. Failure to find an offense of hazing under this policy does not preclude MC from enforcing its other policies and procedures.

DSDC will provide his/her report to the President of Messenger College. The President may provide that report to the President's Cabinet. The President of Messenger College may include findings of that report in his report to the Board of Governors when applicable and necessary for board oversight.

Hazing Violations	2023	2024	2025
	0	0	0

ANNUAL FIRE SAFETY REPORT

This fire safety report is made available as part of the Annual Security & Fire Safety Report. It may be accessed at www.messengercollege.edu/consumerinformation or a copy may be requested by calling 817-554-5950.

Fire Reporting & Evacuation Procedures

If a fire occurs in or near any Messenger College facility, individuals should leave the facility and immediately notify local authorities by calling 911. The caller should provide as much information about the incident as possible, including location, date, time and cause of the fire. If a member of the campus community finds evidence that a fire has occurred or has already been extinguished and is unsure whether the Student Development office has already responded, please contact the Student Development office immediately to investigate.

The fire evacuation information instructs individuals to:

- Upon discovering a fire, exit and close the door to the room where the fire is located and immediately sound the building fire alarm.
- Dial 911 and state the problem and the fire's location. Do not hang up until the operator tells you to do so, or you are in danger.
- Alert people in your area of the danger and of the need to evacuate. Please assist those with disabilities.
- Walk (do not run) to the nearest stairway exit. Do NOT use elevators!
- Exit the building and close all doors between you and the fire.
- Stay out of the way of emergency response personnel. However, notify firefighters or other public safety personnel if you suspect someone may be trapped in the building.
- Do not return to the building until instructed to do so by the fire scene Incident Commander or other public safety official.

IF TRAPPED IN SMOKE

- If you are able, drop to your knees and crawl toward an exit.
- Hold your breath as much as possible.
- Breathe slowly through nose using a towel or shirt as a filter.

IF TRAPPED IN A ROOM

- Close as many doors as possible between you and the fire.
- Place cloth material (wet if possible) around or under the door to prevent smoke from entering the room.
- Be prepared to signal from a window to someone outside or by shouting at regular intervals.
- Place an article of clothing outside a window as a marker for rescue crews.

WHEN TO USE AN EXTINGUISHER

- An extinguisher can be used to suppress a fire that blocks your exit from the building.
- Only use an extinguisher to attempt to extinguish a small fire.
- Remember PASS, the four basic steps to operation a fire extinguisher:
    - P: Pull the pin.
    - A: Aim the extinguisher hose at the base of the fire.

    - S: Squeeze the lever.
    - S: Sweep from side to side.
- If the fire is large, very smoky, or rapidly spreading, evacuate the building immediately.

BUILDING EVACUATION

- When the fire alarm is activated, immediately evacuate the building.
- Take personal belongings only.
- Assist people with disabilities.
- Walk (do not run) to the nearest stairway exit. Do NOT use elevators!

Fire Safety Education

Fire safety education programs for all students and professional staff are held at the beginning of each semester. Unannounced fire and evacuation drills are conducted each semester to inform individuals on proper evacuation procedures. These programs and drills are designed to familiarize everyone with fire safety systems and procedures to be followed in the event of a fire.

Fire drills: Fire drills are held to familiarize residents with evacuation procedures. Fire drills are conducted in the Fall and Spring of each year.

The following fire safety education information is provided in the current Student Handbook:

Failure to Respond Promptly to a Fire Alarm: All students MUST leave the building immediately when a fire alarm sounds. [Official Warning (minimum), plus $50 fine]

Fire Safety Systems Misuse or Pranks: Misusing or committing pranks involving fire safety systems (e.g., building or floor fire/smoke alarms, fire extinguishers and electrical panels) is prohibited [Probation 2 up to and including Dismissal]. Students violating this standard may be prosecuted also by the City of Euless, as this is a violation of Euless city ordinances.

Fires, regardless of size or damage, must be reported immediately to the Department of Student Development at 817-554-5950 ext 103, or 911. If it is an emergency call 911.

Please refer to the MC Student Handbook for more information regarding housekeeping items at www.messengercollege.edu/consumerinformation.

Please refer to the Emergency Action Plan Guide for more information at www.messengercollege.edu/consumerinformation.

Messenger College Facilities Fire Statistics

Facility	Address	# of fires in 2024	# of fires in 2024	# of fires in 2025	Category of fire	Cause of fire	Fire-related injuries	Fire-related deaths	Property damage
MC Commons*	150 S. Main Euless, TX 76040	0	0	0	N/A	N/A	0	0	0
MC Learning Center	2705 Brown Trail. Bedford, TX 76021	0	0	0	N/A	N/A	0	0	0

***Effective June 8, Messenger College no longer owns or operates a residential facility including the facility located at 150 S. Main Euless, Texas.**