



COE COLLEGE

COLLEGE AND EMPLOYMENT POLICIES

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MISSION STATEMENT OF THE COLLEGE

Coe College is a national, residential liberal arts college offering a broad array of programs in the arts, sciences, and professions. Our mission is to prepare students for meaningful lives and fulfilling careers in a diverse, interconnected world. Coe's success will be judged by the success of our graduates.

We believe that a liberal arts education is the best preparation for life. We believe that such an education allows students to discover what their real talents and interests are, and that it develops in them the skills, abilities, and habits of mind that will make possible a successful career in any field of endeavor, including ones that do not yet exist. Indeed, we believe that what defines a liberal arts education is its focus on cultivating in students certain fundamental abilities: the ability to think logically and analytically; the ability to communicate clearly, both in writing and speaking; the ability to use effectively computer technology; the ability to work productively as a member of a group seeking to achieve a common objective; the ability to make informed judgments, whether in the realm of ethical behavior or in that of aesthetic appreciation; the ability to foster and sustain an attitude of intellectual curiosity and creativity; and the ability to recognize and honor true excellence when found in any form or context. Furthermore, we believe that it is important for a liberal arts education to cultivate in students a desire to understand, a capacity for tolerance, and an ability to appreciate the ethnic and cultural diversity that make up humankind. It is the mission of the College to develop in students these abilities and attitudes, and in so doing to provide them an education that directs them toward a meaningful and successful life.

Coe College admits students without regard to sex, race, creed, color, handicap, sexual orientation, national, or ethnic origin. All students have equal access to the facilities, financial aid, and programs of the College.

Introduction

This document contains policies, expectations and a code of conduct for the Coe College community, which includes students, faculty, staff and administration and was most recently revised in August of 2018. The College reserves the right to amend, supplement, interpret, or rescind any policies or portions of the handbook from time to time as it deems appropriate.

The process and personnel responsible for administering the policies contained in this document will be determined by the status of the community member or members involved, including the Office of Student Development, Provost, and Human Resources and any appropriate administrators. Student Development will utilize the student reference book for all student investigations or sanctions, the Office of the Provost will utilize the faculty handbook for any faculty investigations or sanctions, and the Office of Human Resources will utilize the staff handbook for any staff or administration investigation or sanctions.

Disciplinary action will be dependent upon the particular circumstances of the violation, and may include dismissal or termination, including legal action to recover any financial loss suffered by the College as a result of the activity of the faculty or staff member.

Campus Civility Statement

This statement was written by students in order to address standards of civility and respect within the Coe College community. This statement is a living document and is intended to evolve over time.

We, the members of the Coe College community, expect our campus climate to be safe, mutually supportive, academically encouraging, equitable and accepting of all its members.

In addition:

- We acknowledge and encourage the academic experience to extend beyond the classroom into our living environment.
- We expect a campus free of incidents that create a hostile living environment.
- We expect a healthy and responsible attitude to accompany all social gatherings.
- Intoxication will not be an excuse for incidents that occur while under the influence.
- We expect that diversity of opinion will be encouraged and respected; students should be able to disagree without being disagreeable.
- Everyone has the right to be respected for their individuality.
- The members of our campus community shall respect the rights of other persons regardless of their actual or perceived age, color, creed, able-bodiedness, neurodiversity, gender identity, gender expression, national origin, race, religion, sex or sexual orientation.
- The Coe community is made up of individuals who model these standards and hold each other accountable. In order for the community to encompass the goals outlined above, each individual is responsible and accountable for their own actions and words.

Alcohol and Other Drugs

To comply with the Drug Free Schools and Communities Act of 1989 (DFSCA) and subsequent amendments, students and employees of Coe College are informed that strictly enforced policies are in place which prohibit the possession, use, or distribution of any illicit drugs, including alcohol, on Coe College property or as part of any College-sponsored activity unless event-specific permission is given for of-age students to consume alcohol moderately. Students and employees are also subject to all

applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on Coe College property or at College-sponsored activities.

Coe College affirms that illegal drug use is unlawful and harmful. The use of illegal drugs and alcohol abuse by students and employees could result in cognitive deficits, loss of productivity, and other health risks. These risks include an increased risk of accidents, which may result in death or permanent injury. Free, confidential counseling for alcohol and other drug abuse issues is available to students and employees through the College Counseling Services, Health Services, and the employee assistance program. Other resources may include assessment, individual counseling, educational programs, materials, and referral and case management through community agencies, all of which might include a fee.

Philosophy

Coe College opposes the illegal use and/or abuse of alcohol and other drugs in the college environment because of the serious problems related to the misuse of alcohol and other drugs, and because this practice can lead to a loss of effectiveness in human life and can hinder the educational process. The College takes a position of serious concern about, and opposition to, the misuse of alcoholic beverages and use of illicit and/or prescription drugs in the College community. Therefore, the College urges all students to exercise mature judgment and social responsibility when making decisions regarding the use of alcohol and other drugs.

In compliance with state and federal laws, Coe College prohibits the unlawful possession, use, manufacture, or distribution of alcohol and other drugs by students. Students who violate the alcohol and other drug policy will be subject to disciplinary action by the college under the applicable policies.

On-Campus Alcohol Policies and Guidelines

Coe College is committed to maintaining an environment conducive to the intellectual and personal development of students and to the safety and welfare of all members of the college community. Students are expected to make responsible decisions regarding the use of alcohol personally and at organizational events on and off campus. This includes encouraging responsible drinking habits by those individuals who choose to drink and respecting the rights of those individuals who choose not to use alcohol. These guidelines apply to all forms of alcohol including, but not limited to liquid, vapor, or powder.

Unacceptable behavior resulting from drinking alcohol will be subject to college discipline and/or civil action. Students on Coe College property and/or in connection with any Coe College activity are to observe and honor the following requirements and expectations:

- Students under 21 years of age shall not consume or possess alcohol anywhere on Coe College property or at a Coe College-sponsored event.
- Students who are 21 years of age or older are permitted to possess and consume alcohol within the privacy of their own room, provided that the door remains closed.
- Students who are 21 years of age or older may not share or provide alcohol to persons who are under 21 years of age.
- Students who are 21 years of age or older may not share or provide alcohol to any persons who are intoxicated.
- Alcohol is not permitted in public areas of the residence halls (game rooms, hallways, study lounges, stairwells, restrooms, and chapter rooms are public areas).
- Alcohol is not permitted outdoors on the Coe College campus (unless at a registered campus event).

- When alcoholic beverages are brought on campus they will be transported in a covered, opaque package.
- Those under 21 years of age that are found to be transporting alcohol shall have their alcohol confiscated.
- Drinking activities which are potentially dangerous, such as “chugging” of alcoholic and non-alcoholic beverages, drinking games, and activities that employ peer pressure to force alcohol or any beverage consumption are prohibited.
- Alcohol may not be used as an incentive or award at social events or college activities.
- Kegs of beer are prohibited in all campus housing facilities.
- Common source mixtures of alcohol and juices are not permitted due to the potential danger of unknown alcohol content or presence of other substances (Mixed drink beverages of less than one gallon are permitted in private rooms, i.e. Margarita, Sangria, etc.).
- Student Activity fee funds may not be used to purchase alcohol.
- Students must be 21 years of age or older to host, formally or informally, any activity that includes alcoholic beverages.

Social Function Guidelines

All student social functions have basic expectations and guidelines. Due to the increased liability at social functions where alcohol is present there are additional expectations. Social functions with alcohol shall meet the following guidelines:

- All social events must have an event host(s).
- The host(s) must be at least 21 years of age if alcoholic beverages will be present at the event.
- The host(s) may not consume alcohol before and/or during the event.
- The host(s) must:
 - Register the event – Advance registration of seven days (7) is recommended when possible. If an event request is submitted less than seven days (7) in advance, the social function request may be denied.
 - Submit a written guest list at the time the event is registered.
 - Verify that they have reviewed and will follow the risk management guidelines.
 - Arrange for security to be present for the event through the Director of Campus Security, if the Director of Campus Life deems it necessary for security to be present.
 - Verify the age of event attendants.
 - Monitor the entrances to the event to prevent uninvited guests from entering. Students who are present at a party and not listed as approved party attendees may be held responsible through the college conduct process and disciplined as appropriate.
 - Monitor the number of guests at the event to ensure occupancy does not exceed the fire code capacity of the particular facility.
 - Provide alternative non-alcoholic beverages and food, in ample amounts, for the duration of the event.
 - Help maintain order and ensure responsible behavior.
 - Ensure all persons are capable of safely returning to their place of residence.
 - Alcoholic beverages may not be sold at on-campus events unless approved by the Dean of Students.

- Servers of alcoholic beverages shall be 21 years of age or older and shall not serve anyone who is under 21 years of age, obviously intoxicated, disorderly, or in poor condition to the point of sickness. Servers shall not provide alcohol to an individual in quantities likely to bring about intoxication or sickness. Servers must be provided by a third party vendor like Sodexo.
- Advertising that specifies or emphasizes the quantity of alcohol to be served is prohibited. Alternative beverages are to be advertised whenever alcohol is advertised.

Social Function Registration

All student campus events and student social functions must be registered. If the event is to be held in an apartment or house it must be registered through the appropriate Apartment Area Coordinator. If the event is to take place anywhere else on campus, it must be registered with the Director of Campus Life. Events are to be registered by obtaining a Campus Activity Registration Form from either the Apartment Area Coordinator or the Director of Campus Life. Space for an event will not be confirmed until this form is completed with all required signatures obtained. Students are encouraged to plan their events well in advance to allow adequate time to make necessary scheduling arrangements. Two weeks is recommended, a minimum of five business days if Security is needed. Forms can be picked up at the Campus Information Center in Gage Memorial Union. All PUB events must have security or a campus advisor/staff member present.

In order to reduce the potential liability and risk borne by the host(s) of social functions, Coe College requires every apartment and/ or house party to be registered with the Apartment Area Coordinator and requires that the host(s) participate in a risk management program.

Any social function, planned or impromptu, in the following Coe apartments which has 10 or more people is considered a party and must be registered. Due to fire code capacities, social functions in these apartments may not exceed 15 people.

- 1325 A Avenue NE
- 1326 A Avenue NE
- All College-Owned Houses
- E Avenue apartments
- 4-Plex
- 8-Plex
- Hampton Court Apartments

Any social function, planned or impromptu, in the following Coe apartments which has 20 or more people is considered a party and must be registered. Due to fire code capacities, social functions in these apartments may not exceed 30 people.

- Brandt House
- Morris House
- Schlarbaum House
- Spivey House

Apartment or house parties must remain within one apartment/house. If security staff is needed, five business days' notice is required, but fourteen days is recommended. If an apartment or house violates party guidelines, the apartment or house may lose party hosting privileges for the year. Coe College staff reserve the right to require registration, remove approval, or address parties or events that don't follow the Social Function Guidelines regardless of the number in attendance.

Impromptu Social Functions

Occasionally, a small gathering may develop into an apartment or house party. In those instances, it is the responsibility of the host/ sponsor to immediately notify Security at (319)399-8888. Hosts of impromptu parties are still expected to meet all College guidelines and risk management procedures.

Multiple impromptu parties or common source alcohol at impromptu parties will be considered an attempt to circumvent the host's obligation to register a social function and is subject to disciplinary action. Any violations of the above policy in any part will require the student(s) and/or organizations to be reviewed by the appropriate college authorities.

Additional Guidelines for Coe Apartments and Houses

All campus alcohol policies apply to the Coe apartments and houses with the following special conditions:

- All apartment and house parties must be registered as social functions with the Apartment Area Coordinator. Event hosts are required to review College risk management guidelines.
- All alcohol must remain within the confines of the apartment or house. Alcohol is not permitted on the balconies, patios, or the grounds surrounding the apartments and houses.
- The host(s) of the event is responsible for clean-up of any debris on apartment/house grounds. Clean-up should take place at the conclusion of the event.

Additional Guidelines for Other On-Campus Events

- All on-campus events with alcohol must be registered as social functions with the Director of Campus Life. Event hosts are required to review College risk management guidelines.
- Third-party vendors such as Sodexo shall be used for the purchase and serving of alcohol.
- The host(s) of the event is responsible for ensuring alcoholic beverages do not enter the event if such use has not specifically been permitted.
- The host(s) of the event is responsible for clean-up of any debris. Clean-up should take place at the conclusion of the event.
- Security must be present at all campus events, aside from apartment/house parties, if alcohol is to be present.

On-Campus Illegal Substance Policies and Guidelines

Illegal drugs are not permitted on the Coe College campus or on college property. Institutional knowledge of possession, manufacture, sale, distribution, and/or use of any drug will subject the involved student to investigation. The following is a list of violations of the Coe College Illegal Substance Policy:

- Misuse of over-the-counter drugs.
- Misuse or sharing of prescription drugs.
- Possessing, using, distributing, manufacturing, or being under the influence of any form of illegal drug.
- Possessing paraphernalia (i.e., rolling papers, pipes, bongs, etc.) for intended or implied use of any form of illegal drug.
- Possessing paraphernalia that contains or appears to contain illegal drug residue.

- Purchasing or passing illegal drugs from one person to another.
- Using mail services to purchase, pass, or distribute illegal drugs.

This policy provides flexibility for the College in addressing drug-related offenses that occur on or off-campus. In addition to College imposed sanctions, students and employees are subject to all legal sanctions under federal, state, and local law for any offenses involving illegal drugs on Coe College property or at Coe College activities.

The College has a commitment to assist members of the Coe community with treatment of chemical dependency in terms of referrals to appropriate treatment agencies. Students seeking confidential assistance should consult the College counseling service, St. Luke's Family Counseling Center, or the Director of Health Services.

Standards of Conduct for Employees

Coe College promotes a work environment free of drugs and alcohol, and employees have the right to perform their duties with unimpaired co-workers. To this end, the college has developed a policy to address and to comply with the Drug-Free Workplace Act of 1988. As a condition of employment, the faculty and staff members agree to abide by the terms outlined in this policy.

All Coe College faculty and staff are notified that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace. The workplace is defined as the site(s) where the performance of work is done in connection with one's specific employment. To assist in compliance with the Drug-Free Workplace Act, the following positions will be filled by the listed Coe College faculty member:

- Drug-Free Workplace Program Administrator: Director of Human Resources
- Drug-Free Workplace Referral Agent: Director of Health Services
- Contractor for Counseling Services: Health Advocate's Employee Assistance Program

To assist employees in broadening their knowledge of the harmful effects of controlled substances, and in the treatment of alcoholism or addition to controlled substances, Coe College will use faculty and staff meetings, the Crimson Chronicle, and other avenues to make employees aware of the following:

- The dangers of drug abuse in the workplace
- Coe's policy of maintaining a drug-free workplace
- The services of the Health Advocate's Employee Assistance Program
- Faculty and staff development training in substance abuse
- The penalties that may be imposed for drug-free workplace policy violations

In addition to a written policy, the College will provide comprehensive counseling and support services to employees in need. Employees are encouraged to seek assistance for alcohol and/or drug dependencies. The college assures that all information about participation in a rehabilitation program will be treated in a confidential manner.

Sanctions for Employee Misconduct

In situations where there is a reasonable cause to suspect that an employee is in violation of the alcohol and drug policy, an appropriate investigation may be made by the program administrator. If upon completion of the investigation, the employee is found to have violated the policy, that employee can be subject to any one or a combination of the following educational and/or disciplinary sanctions:

- Required participation in Employee Assistance Program
- Required participation in an in-patient substance abuse rehabilitation program as determined by the appropriate EAP agent

- Required attendance at designated staff development or other substance abuse education program
- Disciplinary action, including: reprimand, suspension, or termination

All employees have the right to appeal the sanctions to the president of the college. Appeals must be made within five (5) business days of notice of sanctions.

In situations where the college does not suspect a problem, but one exists, the employee may contact the EAP directly and expect confidential treatment (without college involvement or knowledge).

All employees will notify the head of their department of any criminal drug statute conviction occurring in buildings, facilities, grounds, or property controlled by the college within five (5) business days after such conviction. The appropriate college official will, in turn, notify the applicable federal agency of the conviction. Appropriate action will be taken within thirty (30) days of the college's notice of conviction or violation of the college's policy on a drug-free workplace.

Civil Laws and Sanctions Regarding Alcohol and Other Drugs

Alcohol Laws – Iowa State Code states that it is unlawful for any person “to sell, give, or otherwise supply alcoholic liquor, wine, or beer to any person knowing or having reasonable cause to believe that person to be under legal age, and a person or persons under legal age shall not individually or jointly have alcoholic liquor, wine, or beer in their possession or control.” The law further states that “no person under legal age shall misrepresent the person’s age for the purpose of purchasing or attempting to purchase any alcoholic beverage, wine, or beer from any licensee or permittee.” Penalties range from a simple misdemeanor to a serious misdemeanor. In Iowa the legal drinking age is 21.

Drug Laws – Iowa State Code states that it is unlawful for any person not authorized by Chapter 124 of the state code “to manufacture, deliver, or possess with intent to manufacture or deliver a controlled – or counterfeit – substance or to act with, enter into a common scheme or design with, or conspire with one or more other persons to manufacture, deliver or possess with intent to manufacture or deliver a controlled substance.” Penalties range from a simple misdemeanor to a felony. For greater detail of these laws, see Chapters 123 and 124 of the Iowa State Code.

The federal law with respect to drug abuse prevention and control may be found in Title 21, Chapter 13, of the United States Code.

A number of different penalties (sanctions) may be imposed by the magistrate or other representatives of the civil judicial system. Penalties include criminal charges, ranging from a simple misdemeanor to a felony. Sentencing may include one or more of the following: monetary fines, incarceration, and community service. Penalties may be different for persons under or over the age of 18 years old. Persons under 18 who violate drug and alcohol laws may be turned over to juvenile authorities or are dealt with through the court system. Persons over 18 are dealt with through the court system. Persons over 18 who are charged with the use or possession of illegal drugs are treated as adults. Fines, jail sentences, and community service are at the discretion of the magistrate or district court judge.

Health Risks with Alcohol and Other Drugs

People who abuse alcohol or drugs risk damage to both their mental and physical health including, but not limited to:

Alcohol and Other Drugs

INHALANTS

Solvents, Aerosols, Thinner, Paint,
Lighter Fluid, Gas

NARCOTICS

Heroin, Morphine, Codeine, Methadone

DEPRESSANTS

Alcohol, Benzodiazepines, Barbiturates, Chlorohydrins

STIMULANTS

Methylphenidate, Cocaine, Phenmetrazine,
Amphetamines

HALLUCINOGENS

Marijuana, LSD, PCP, MDMA, Mescaline, Psilocybin

Health Risks

liver, nerve, brain damage; heart failure;
respiratory arrest; coma; suffocation;
death

pulmonary edema; convulsions;
respiratory arrest; coma; death

nausea; severe anxiety; agitation;
hallucinations; tremors; shakes;
delirium; convulsions; death

convulsions; hypertension; coma;
cardiac arrests; pulmonary edema;

paranoia; delusions; psychosis;
hallucinations; convulsions; flashbacks;
death

These examples are not intended to be all-inclusive. It is recommended that you consult your physician for a more extensive description of health risks associated with the use of substances such as nicotine, caffeine, depressants, and stimulants. Related pamphlets on health risks are available in the Health Services Office in the Lower PUB.

Resources for Alcohol and/or Drug Concerns

Health Services (319)399-8617

Provides referrals to local hospitals and medical specialists. Offers health education materials and conducts campus wellness programs.

Counseling Services/St. Luke's Family Counseling Center (319)369-7952

Provides counseling and brief psychotherapy to students experiencing personal adjustment problems. Provides crisis intervention for students in distress (e.g., depressed, grief reactions) and referrals to appropriate agencies.

Area Coordinators (319)399-8741

Conduct educational programs in residence halls in coordination with the faculty and Student Development staff.

Student Activities/Gage Union (319)399-8609

Coordinates a broad range of cultural, recreational, educational and entertaining activities for the campus community.

Off-Campus Community Resources

Alcoholics Anonymous	(319)365-5955
The Fellowship Club (Alcohol)	(319)364-9897
Area Substance Abuse Council	(319)390-4611
Sedlacek Treatment Center	(319)362-6226
Crisis, Suicide Information	(319)362-2174
Abbe Center (Mental Health)	(319)398-3562
Domestic Violence	(815)777-3680
YWCA – Sexual Assault	(319)363-5490
Foundation II Crisis Center	(319)362-2174
St. Luke’s Hospital Emergency	(319)369-7122

National Resources

Cocaine Helpline	1-800-COCAINE
National Council on Alcoholism Information Line	1-800-NCA-CALL
National Institute on Drug Abuse	1-800-622-HELP
Pride Drug Information Hotline	1-800-241-9746

Biennial Review Procedures

Pursuant to the Drug-Free School and Communities Amendments of 1989, these policies and related programs will be reviewed every two years for compliance. The materials developed pursuant to these policies and the results of the biennial review will be made available to the Secretary of Education if the college is selected in a random selection by the Secretary for determination of compliance. In addition to circulating these policies to all students and employees, policies relevant to the Drug-Free Workplace Act will be posted in public areas of the college.

Bias Incident Protocol

A bias incident is characterized as a behavior or act—verbal, written or physical—which is personally directed against or targets an individual or group based on perceived or actual characteristics such as race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, veteran status, or age. Behavior reflecting bias may constitute a violation of Coe College policy. Faculty and staff are expected to report all bias incidents that occur on campus or at college-sponsored events or activities occurring off-campus via the published protocol.

Bonfires

MUST be registered with the city. The steps to plan a bonfire are as follows:

- Physical Plant must approve any on-campus bonfire and will confirm the actual location of the bonfire.
- The student or group must get a burn permit through Linn County Public Health. There is a \$10.00 charge for a burn permit. Permits can be obtained at www.linncleanair.org.
- The Cedar Rapids Fire Department (CRFD) must be contacted in order to complete your burn permit. They charge \$30.00 for the burn permit. CRFD can be contacted at 319-286-5166 (M-F 8:00-4:30).
- If you would like bleachers, Sonny Travis, Coe’s Athletic Director, will need to approve bleacher use before you can request Physical Plant to deliver them.

If a student, student group, or department/office would like to use the Coe fire pit, a request should be sent to reservations@coe.edu at least seven days prior to the event.

Campus Posting and Chalking

Any poster, sign or informational material posted on public bulletin boards must be approved by the Campus Information staff for posting. Approved postings will receive a stamp. Contact information for the sponsoring person or organization must be listed on the posting. Individuals/groups posting materials inappropriately will receive a written warning or a fine at the discretion of the Director of Campus Life.

- Posters must be neatly made and legible. Unattractive posters, or posters made on inappropriate materials such as cardboard, will be removed. This decision will be left up to the discretion of the Assistant Director of Campus Life.
- Posters, signs, or informational materials may be placed on Residence Hall bulletin boards subject to residence hall staff approval. Posting in other areas of the residence halls must be approved by the halls Area Coordinator. In academic buildings, such informational materials must be posted on bulletin boards.
- Outdated (event has passed or three weeks from posting date) or inappropriately posted materials will be removed by Gage Union staff or Security Officers. However, it is expected that the groups/individuals that posted the materials take them down after their event is over.
- Advertisements for campus events may be displayed in the windows in the Union providing:
 - The organization receives permission from the Assistant Director of Campus Life.
 - The Student Activities staff supplies the poster paper and markers.
 - The organization must remove the display the day following the event. Failure to do this will result in the organization being assessed a fine.

Posters for events that are not affiliated with the college may only be posted in the Gage Memorial Union on designated bulletin boards. These boards are located across from the dining center on the board labeled "Off Campus Info" and in the Upper Gage Lobby on the board labeled "What's Going On in The Community." Posters for events that are not affiliated with the college cannot be posted in academic buildings.

Chalking on campus sidewalks must be pre-approved by the Director of Campus Life except for the patio behind the PUB, which is a designated open chalking zone.

Computer and Technology Use

Use of Coe computer resources constitutes implicit acceptance of policies regulating their use.

The purpose of this document is to provide a statement of policy concerning the use of Coe College computer resources. The regulations stated here are intended to be interpreted within the framework of existing college regulations as contained in the College Catalog, the Faculty Handbook, and the Student Reference Book and to supplement them where such regulations do not adequately cover use of computer resources. These regulations apply to all users of Coe College computer resources.

Responsibilities of Coe Information Technology

Availability of Resources

Coe Information Technology has the responsibility to ensure, to a reasonable degree, that college computer resources are working and available at appropriate times.

Precautions Against Loss of Data

Coe Information Technology performs backups of material stored on network devices (except local hard drives of networked computers) in such a way as to provide users a reasonable measure of protection in case of device failure. However, the college cannot and does not guarantee that no data will be lost, and users are ultimately responsible for the protection of their own data.

Protection of Confidentiality

Coe Information Technology will attempt to protect the confidentiality of user passwords and files. Under no circumstances will a user's password be compromised intentionally, and user's files will be accessed only as provided in this document for the purpose of enforcing policies governing the use of computer resources.

User Support

In so far as staff resources permit, Coe Information Technology will offer training in the use of software available on the college network and will assist authorized users in solving problems connected with networked resources. Support for personal computer systems and individually owned software cannot be provided for personally owned faculty, staff, or student computers or mobile devices.

Enforcement of Regulations

Coe Information Technology has a responsibility to enforce regulations governing computer use and to investigate, within the limits of the law and college policy, apparent violations of these regulations. Specifics of enforcement policy are described under a separate heading.

Censorship of Network Transmissions

As an academic institution encouraging the free exchange of ideas, Coe College does not censor, and hence does not accept responsibility for, the content of transmissions over the college network.

Responsibilities of Computer Resource Users

Access to Computer Resources

Coe personnel are permitted access to Coe computer resources (computers, peripherals, network drives, software, etc.) for use only in accordance with intended purposes, and only so far as license agreements permit. Coe personnel may use computer resources for personal purposes but will be expected to reimburse the college for expenses incurred (such as those involved in printing or using fee-for-service resources). Access to computer resources is a privilege, not a right, and may be restricted, suspended, or revoked for users who do not follow regulations governing computer use.

Coe College Computer Policy - Acceptable Use Policy

All Coe College computer account users have a responsibility to read, understand and comply with the Acceptable Use Policy for the Coe College campus. A copy of the current policy is available for review in the Department of Information Technology or online in the Moodle course: Computer & Technology Information.

Responsibility for User Account Activity

Users have a responsibility to protect the integrity of their networked accounts, and individuals are responsible for all activity conducted through their accounts.

Access of Other User's Accounts

Users are not permitted to access the accounts of other users. People who are found accessing or attempting to access accounts on or off campus without proper authorization will have network privileges suspended or revoked.

Installation of Software on College Computers

Software may be installed on college machines only with the consent of the Chief Information Officer. Proof of legality will be required and users may be required to provide Coe Information Technology with original installation media and documentation for any software installed.

Use of Shared Resources

Users have an obligation to limit their use of shared resources. Engagement in activities (such as forwarding chain mail and setting passwords on computers) that unduly limit availability of resources to other users is an infringement of the rights of other users and may result in restriction, suspension or revocation of computer privileges.

Usage Priority

Computer use for schoolwork takes precedence over all other use. People using computer resources for purposes other than completion of school assignments must surrender those resources upon request of someone who needs them for the completion of schoolwork. The Chief Information Officer may impose time or location restrictions on specific types of computer use (such as game-playing or access to off-campus resources) in order to ensure adequate availability of computer resources for the completion of course work.

Compliance with Lab Policies

Compliance with policies posted in a lab or other computer location is required to retain the privilege of using the facilities to which the policies apply.

Compliance with State and Federal Laws

Users must comply with all state and federal laws concerning use of computer resources. This includes, but is not limited to, copyright law, laws governing communication via networks, and laws concerning harassment.

Off Campus Resources

Resources accessed from Coe College via college equipment are a part of the resources available at Coe College and are subject to all regulations that apply to local resources. This means that such activities as unauthorized access and attempted unauthorized access, of remote resources, forwarding chain mail off-campus, and harassment of individuals via network e-mail are expressly prohibited. In addition, users of Coe resources have an obligation to comply with all rules instituted by the owners of the resources assessed, and Internet users must follow the policies promulgated by organizations responsible for regulating network traffic; violation of any of these policies constitutes violation of Coe College policy. It is the responsibility of individual users to become familiar with, and to remain current concerning, policies governing computer resource use at Coe as these policies are published on the Coe Computer Network, and notification of policies via the computer network constitutes adequate promulgation of regulations governing computer use. Additionally, copies of documents regulating the use of computer resources will be kept on reserve in the library.

Policies regulating specific labs will be posted in those labs.

Acceptable Use of Technology

Users of technology services on campus agree to the following:

- Academic usage is always given priority. Personal files may be saved in network storage as long as the storage capacity for the individual has not been exceeded. Music, movies and ethically restricted files are forbidden from being stored on colleges owned computers or servers unless being used directly for academic or college approved research purposes.
- Electronic mail will not be used to send abusive, obscene, or otherwise harassing communications.
- Computer and network facilities are provided as a shared resource for all users. No user shall use College computing and network resources in such a way as to interfere with the ability of others to use them.
- Respect Intellectual Property: The use of campus computer resources, including ResNet, to share or distribute copyrighted material to others without the permission of the copyright holder is prohibited. This includes, but is not limited to, using peer-to-peer applications (ex: limewire, KaZaA) to share these files. The burden of proof of ownership or obtaining permission from the copyright owner is upon the account holder. Upon receiving proper notification, as defined by the Digital Millennium Copyright Act, of a potential infringing activity, we will where possible remove or block access to the material in question. Reports of repeated copyright infringements will lead to termination of computer/network services and/or other College/legal actions.
- Security of the computer systems is in place to ensure resource availability to all users. No user will seek to penetrate the security of any campus communications network or computer system.
- Users are not permitted to attach wireless access devices to the College network. (Please refer to the Policy on Wireless Access to the Coe College Network for further information.)
- Students and faculty are expected to keep an active Coe College (coe.edu) e-mail account and to keep in mind that the administration, faculty, and various offices at the College will send both official and unofficial communications to them by e-mail. If users prefer to maintain a different e-mail address than that provided by the College, they should set their Coe College account to forward their mail automatically to their preferred account. (Please review the instructions on how to forward and maintain your Coe email account.)
- A user's account is the responsibility of the user. Sharing passwords is unacceptable. Software will not be copied or used illegally.
- Personal web pages are intended for the students, faculty and staff of the College. Users may not "donate" this resource to off campus organizations. The pages on this server must be maintained by individuals associated with the College.
- No technology resource will be used for an unsanctioned commercial purpose.

Sharing Files and Accessing Information

Coe College supports the free exchange of information and ideas facilitated by sharing computer files over the college network and the Internet. Any copyrighted material must be accompanied by the appropriate permission from the owner. Without the appropriate permission the account owner can experience the following:

- Asked to immediately remove the material
- Material removed by Academic Computing personnel
- Judicial Review
- Criminal Prosecution

Privacy

Users should be aware that the privacy of computer use is not and cannot be guaranteed. Although the College does not routinely examine the content of user files on College-owned or College-controlled computer systems, it does reserve the right to do so. Users should also understand that the College routinely copies many files on many College-owned and College-controlled computer systems for backup purposes. These copies are retained for some time, and while the College does not routinely do so, it reserves the right to examine the content of these copied files. The College takes steps to protect the data residing on the computers that it owns or controls from unauthorized access. Users should understand that the efficacy of these steps is not and cannot be guaranteed.

Many software systems are designed to collect usage information and to log user activity. The college routinely aggregates the data stored in these logs for analytical purposes. In general, the college makes no attempt to extract from the logs data regarding the activity of individual users. The college does, however, reserve the right to do so.

Enforcement

The Chief Information Officer and Coe Information Technology personnel have a responsibility to enforce, within reasonable limits, college policies regulating computer use. Information Technology personnel may, in order to determine whether violations of regulations are occurring, monitor user activity on the Coe network either randomly or systematically. An account may be systematically monitored only when there is documentable reason (such as the result of random monitoring or the written complaint of a user) to believe activity in the account is in violation of college policy. The content of files stored on networked devices may be inspected only with the express consent of the Chief Information Officer and only for the purpose of determining whether violations of policy have occurred.

All users of the college's computing facilities are responsible for understanding the principles set forth above. Alleged violations of the acceptable use policy will be investigated. Users found to have violated any provision of the policy will be subject to disciplinary action. Such action could include, but may not be limited to, loss of access to college technology resources.

Discrimination

Educational and employment discrimination is unlawful, in violation of the College mission, and is against Coe College policy. No member of the Coe community may discriminate against a faculty member, staff member, or student, on the basis of sex, gender identity, sexual orientation, race, color, religion, age, disability or national origin. All community members have equal access to the facilities, financial aid, employment, and programs of the College.

Drones

Coe College is committed to maintaining a safe and non-threatening campus environment. Consistent with that commitment, the College has the following Policy on the use and operation of unmanned aircraft systems ("UAS"), also referred to as drones.

Coe College's Drone Policy applies to College employees and students operating UAS or drones in any location on campus, or as part of their College employment or as part of College activities or educational pursuits. This Drone Policy also applies to the purchase of any UAS with funding through the College, including College grants or accounts.

Operation of UAS on or above College property is limited to uses for educational purposes. Hobbyist and recreational usage of UAS or small drones is not permitted on or above Coe College property.

All operation and use of UAS on or above College property must comply with FAA regulations and all local, state, and/or federal laws regarding the use of UAS. Any operation or use of UAS that violates such regulations or laws is prohibited. It is the responsibility of the operator of the UAS to ensure that all relevant laws and regulations are followed during the operation of any UAS. All use of UAS on or above College property must be pre-approved by the College, regardless of whether the operator is a College employee, student, or is unaffiliated with the College. This pre-approval requirement applied to all UAS, including small drones and model aircrafts. All operators of UAS must obtain a usage permit and location agreement from the Director of Security. Operators must also provide proof to the College of appropriate FAA approval, where required. The College reserves the right to deny, or rescind, any permits if the College deems it necessary or if the operator fails to follow the terms of this Policy.

All operators of UAS must minimize risks to other aircraft and people and property on the ground.

In operating a UAS for the purposes of recording and/or transmitting visual images, operators must take all reasonable measures to avoid violations of areas normally considered private. These areas include, but are not limited to, restrooms, locker rooms, individual residential dorm rooms or apartments, residential hallways or lounge areas, changing or dressing rooms, and health treatment rooms. UAS shall not be used to monitor or record such areas where there is a reasonable expectation of privacy. UAS shall not be used to monitor or record sensitive institutional or personal information that may be found, for example, on an individual's workspace, on a computer, or other electronic display.

In order to promote safety, fairness and privacy, UAS are prohibited from flying over or on any Coe College intercollegiate athletic facility, unless otherwise authorized by the appropriate College personnel. Using a UAS to monitor, record, or transmit private information may also be pursued by third parties and may result in criminal charges.

Events

All events on campus must be registered through the Campus Life office. Examples include, but are not limited to: dances in the PUB, philanthropic events, or any other major event that campus is invited to attend. The registration process is more of a planning guide and helps inform you of the steps you need to take to plan an event, i.e. properly reserving the space, determining what equipment you will need, acquiring your advisor's approval for the event, etc. Forms can be obtained by contacting reservations@coe.edu.

Family Educational Rights and Privacy Act (FERPA)

FERPA, (the Family Educational Rights and Privacy Act) affords students certain rights with respect to their education records.

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit written request to the Office of the Registrar identifying the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Office of the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of the student's education records if the student believes it is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the records, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. FERPA was not intended to provide a process to be used to question substantive judgments which are correctly recorded. The rights of challenge are not intended to allow students to contest, for example, a grade in a course because they felt a higher grade should have been assigned. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, collection agent, or official of the National Student Loan Clearinghouse); a student serving on an official committee, such as admissions, petitions, retention, honors recognition, disciplinary or grievance committee; or a student assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

A student is a person who attends or has attended Coe College, as determined by matriculation and enrollment by the first date of an academic term. Coe College obtains written permission from the student before releasing any information from a student's educational record in most cases. However, as the law allows, on a case-by-case basis, appropriate parts of a student record may be disclosed, without consent of the student, to the following parties:

- College employees who have a legitimate need to know
- Persons who need to know in cases of health and safety emergencies
- Accrediting organizations to carry out accrediting functions
- Appropriate parties in connection with financial aid to a student
- Federal, State and local governmental officials for purposes authorized by law
- Individuals who have lawfully obtained court orders or subpoenas
- Organizations conducting educational studies for the College
- Courts during litigation between the College and the student or parent
- Victim of crime of violence after final results of a disciplinary hearing
- Public after disciplinary proceedings determine student committed crime of violence

Schools also have the right to release information contained in the Coe College Student Directory without the student's consent unless the student requests that this information not to be included in the Coe College Student Directory.

The following is considered directory information at Coe College and will be released unless the student indicates that it should not be. The request to withhold directory information must be submitted in writing to the Office of the Registrar by the end of the first week of Fall Term.

- Name
- Date of admission to Coe
- Hometown
- Dates of attendance at Coe
- Enrollment Status (full time or part time)

- Major(s)
- Minor(s)
- Class level (first-year, sophomore, junior, senior)
- Expected graduation date, or graduation date
- Expected degree, or degree earned
- Honors (e.g. Dean’s list, Latin honors, awards)
- Sports participation, including athletic statistics such as height and weight Addresses (both local and permanent)
- Phone numbers
- Photographs and videos
- Email address
- Parents' or guardians' names
- Participation in off-campus study
- Participation in extracurricular activities

In many situations, complaints relative to FERPA can be resolved with the College on an informal basis. Any student who wishes to discuss a FERPA complaint may contact the Registrar, Lower Level Voorhees Hall. More information concerning FERPA may be found in the Coe College Catalog. If a student wishes to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA, they should be directed to:

Family Policy Compliance Office
 U. S. Department of Education
 400 Maryland Avenue, SW^[1]_{SEP}
 Washington, DC 20202-4605

Films and Public Performance

Even though Coe is a private, educational institution, we need to abide by copyright laws in regards to public viewings of copyrighted movies and videos. The concept of “public performance” is central to copyright and clearly defined by the law. For films, this means that anytime a movie is shown outside of someone’s home, it must be properly licensed.

What is a public performance?

- Anytime a film viewing is in a public space (a lecture hall, a residence hall lobby, a meeting room, outside on the quad, are all considered public spaces, even though Coe is considered private property.)
- If a viewing is open to the public (no matter where it is held)
- If a viewing is open to people outside of a normal circle of friends/acquaintances, no matter where it is held (this would include a student org hosting a movie night, an RA hosting a floor event, a department hosting a movie with a Q&A)

Generally speaking, ALL showings of films, videos, or TV shows to an audience need to have a public performance license. The only time public performance rights are NOT needed is when an instructor is showing a film in the classroom as part of a scheduled class, which is open only to the members of that class.

How do I get a license?

Most licenses can be purchased through a licensing company such as Swank Motion Pictures. Coe student organizations or departments can obtain a license by contacting: Dana Hillyer, Swank Motion Pictures at: dhillyer@swankmp.com or 800-876-5577. Payments can be made via invoice/check or credit card. Visit www.swank.com for more information. For smaller films or educational documentaries, licensing can often be obtained directly from the producing company. Check the film's website for more information, or contact Laura Van Buer, Director of Campus Life, or Laura Riskedahl, Head of Audiovisual, for more information.

Gambling

Coe College does not purchase a gaming license. As such, any form of gambling, including raffles, on Coe College property or involving college functions is prohibited. Gambling is defined as playing a game for money or property or otherwise placing a bet on an uncertain outcome. Students found responsible for participating in gambling activities are subject to disciplinary action by the college under the applicable policies.

General Code of Conduct and Prohibited Actions

The below code of conduct outlines generally prohibited actions. Violations can result in college actions as defined in the student conduct policy (below) for students, or as defined in the faculty and staff handbooks for employees. Prohibited actions include:

- Acts of dishonesty, including but not limited to the following:
 - Acts of academic dishonesty as outlined in the Academic Catalog.
 - Furnishing false information to any college official.
 - Forgery, alteration, or misuse of any college document, account, or record.
- Disruption or obstruction of teaching, research, administration, safety, or other authorized College activities, which occur on campus.
- Violation of federal, state and local laws, and/or failure to report violations.
- Violation of college policies, and/or failure to report violations.
- Failure to comply with appropriate requests from college officials or supervisors, including participation in investigation of policy violations.
- Retaliation against a community member who reports a suspected violation in good faith.
- Physical abuse, verbal abuse, threats, intimidation, harassment, or other conduct which threatens or endangers the health or safety of any person.
- Disorderly, disruptive, insubordinate, or indecent conduct on campus or at functions sponsored by the college.
- Theft of property or services, or intentional damage to property of the college or personal property of others.

Harassment

Oral, written, electronic, or physical, harassment of any kind is unacceptable in the Coe College community.

Harassment

Harassment is defined as the act of systematic and/or continued unwanted actions of one party or a group, including threats and demands. In general, *harassment* includes any oral, written, electronic, or physical conduct that unreasonably interferes with or deprives someone of academic, social or work-

related access, benefits, opportunities in the College community, and acts that are severe, pervasive, and objectively offensive.

Harassment that is directed at a person's actual or perceived race, gender, gender identity, sexual orientation, religion, disability or any other characteristic or behavior is prohibited at Coe College.

Hate incidents may also be a form of harassment. Hate incidents are words or actions that target, threaten, or attack an individual or group because of their actual or perceived race, color, national or ethnic origin, religious affiliation, gender, disability, or sexual orientation. It becomes harassment when these words or deeds unreasonably interfere with or deprive someone of employment access, benefits, or opportunities.

Sexual misconduct and sexual harassment incidents are covered under the College's Sexual Misconduct Policy.

Hazing Policy

All acts of hazing, as defined by this policy, by any individual student or sanctioned or promoted by any College registered student club or organization and any of its members or alumni are prohibited.

Students are entitled to be treated with consideration and respect, and no individual may perform an act that is likely to cause physical or psychological harm to any other person within the Coe College community. Accordingly, any such behavior is expressly forbidden when related to the admission, initiation, pledging, join-in, or any other group affiliation activity. Any Student or organization found to be involved in any hazing activity will face conduct action and may be subjected to suspension or expulsion from the College. A violation of this policy may exist irrespective of any alleged voluntary or consensual participation in the activity by the person(s) being abused.

Physical or psychological hazing is against the law in the State of Iowa and violates the policies and regulations of Coe College. Hazing of any sort is not acceptable at Coe or within Coe's campus clubs, organizations, fraternities, sororities, honor societies, club sports and athletic teams. Hazing is defined as any action taken or situation created to produce mental or physical discomfort, embarrassment, harassment or ridicule as a condition of membership. Any requirement of suggestion that the use of alcohol is necessary for acceptance in an organization is strictly prohibited. Additional prohibited activities include, but are not limited to: paddling in any form; creating excessive fatigue; generating physical or psychological shock; requiring mandatory quests, treasure hunts, scavenger hunts, or road trips; forcing the wearing of apparel that is conspicuous and not normally in good taste; engaging in hazardous or distasteful stunts; participating in morally degrading or humiliating games and activities; and any other activities that are not consistent with the policies and regulations of Coe College. approval.

Hoverboards & Other Electronic Skateboards or Scooters

It is the policy of Coe College to prohibit the use, possession, or storage of hoverboards or similar electronic self-balancing skateboards or scooters on all Coe College property. This policy shall apply to all persons present on Coe College property including but not limited to all buildings, classrooms, laboratories, venues, parking areas, sidewalks, housing facilities, and common areas. Students seen using, possessing, or storing hoverboards will be documented and may be held accountable through the College's Conduct System.

Identification Cards

The Coe College ID Card is your official identification at Coe College and students must carry it with them at all times while on campus. It must be presented upon the request of any member of the administration, faculty, or staff. Acceptance of this card signifies agreement to abide by the rules governing its use. Coe is not responsible for any losses sustained by holder through loss of this card. Identification cards are not transferable. Lending this card to others or failure to present it when requested is prohibited and subjects you to disciplinary action. Punching or altering this card may cause damage. A fee is charged to replace a lost or damaged card.

Minors on Campus and Mandatory Reporting Requirements

The purpose of this policy is to promote the well-being and security of minors entrusted to the care of Coe College when participating in youth programs on campus or coordinated by members of the Coe community acting on behalf of the college. To promote the protection of minors and students, faculty, staff, visitors, and volunteers, this policy is intended to ensure a safe, inviting, and productive environment in which all members of the College community can meet their needs and achieve their goals within the primary mission of the College.

This policy applies to faculty, staff, students, and volunteers hosting minors on college campus or who are anticipated to have direct contact with minors in the course of conducting College activities or programs.

Reporting Requirements for Suspected Child Abuse

All College employees who in the course of employment receive information related to physical or sexual abuse of Minors must immediately report such information to their supervisor and Human Resources, both verbally and in writing. Additionally, it is a mandatory requirement that all suspected child abuse must be reported directly to law enforcement within 24 hours of learning of the suspected abuse. If the child appears to require immediate protection, it is advised to contact emergency services by calling 911 or Department of Human Services 24 hour Child Abuse Hotline at 1-800-362-2178. The College will not limit an employee's right to make a report in good faith regarding suspected child abuse, and no employee will be subject to retaliation for making a report in good faith.

Definitions

College Youth Programs – all programs and activities offered by student organizations or various academic, athletic, or administrative units of the College for participants under the age of 18.

Direct Contact – close interaction with, supervising, chaperoning, or otherwise overseeing minors in program activities, recreational, and/or residential facilities on behalf of Coe College

Minor – an individual under 18 years of age. This policy is not intended to cover enrolled Coe students.

One-on-One Contact – personal and individual interaction between any adult and a minor without at least one additional Authorized Adult, parent, or legal guardian present. Such contact is to be avoided at all times in private settings.

Volunteer - an individual, regardless of age, who provides services to, or on behalf of, the College and has no legal duty to do so, has no personal interest or gain from the activity, and receives no compensation or consideration (except expense reimbursement) for the services provided.

Background Check Requirements

All faculty, staff, and volunteers who are anticipated to have direct contact with minors in the course conducting college youth programs or college activities are required to successfully complete a criminal background check in accordance with existing college policy. Students who will not have direct or one-on-one contact with minors and will not be alone with a minor are exempt from the background check requirements. All faculty, staff, students and volunteers will be trained in compliance with mandatory reporting standards once every three years.

Outcome

Violations of this policy may result in disciplinary action, up to and including, termination of employment/volunteer duties, reassignment of duties to prohibit interaction with minors, or dissolution of any program involving minors.

Parking

All student, faculty/staff vehicles, including motorcycles, are required to be registered and display a parking permit within seven days after classes begin in any term or of the first day of work. Permits are valid for the academic year for students and there is no expiration of faculty and staff parking permits. If replacing a vehicle already registered, there will be no charge for a replacement permit. A permit does not guarantee a parking spot in a college-owned lot; however, vehicles parked in college-owned lots without a permit are subject to a parking violation. Violations on vehicles are the responsibility of the operator and/or owner.

Parking regulations are in effect 24 hours a day. All signs and markings must be obeyed at all times; this includes "reserved" parking (i.e. nurse, handicapped, security, physical plant, etc.) Parking in an Area Coordinator/reserved space, the Dows parking lot, and/or multiple citations could result in your vehicle being immobilized and a \$100 fine in addition to the fine listed on the citation. Students with outstanding parking violations may be held accountable through the student conduct process. Vehicles parking in handicapped spaces must display a special state issued permit. No vehicle shall impede, in any way, the normal flow of traffic on any street. Note: Any lot may or may not be eliminated or relocated at any time. The College reserves the right to use a vehicle immobilizer (i.e. "boot") on vehicles as necessary. Parking tickets will be written and placed on vehicles in violation of posted parking policies. Coe uses a third-party vendor company (Rydin) to track and bill for parking violations.

It is the responsibility of the student, faculty or staff member to inform guests/visitors of college parking regulations. Visitors/guests should obtain a temporary parking permit from campus information. Temporary permits are free. The host student will be held financially and legally responsible for the actions and violations of their guests.

Valuables should not be stored or left in vehicles. The college assumes no responsibility or liability for loss, theft, or damage to any vehicle or its contents operated or parked on college property. Keep your vehicle locked at all times.

A written appeal for a parking violation must be on file with the parking appeals committee within five business days from the date of the citation. Mail appeals to GMU Box "A".

Political Activity and Use of Facilities

Coe College is dedicated to providing students with an educational environment that will foster those habits of mind and action that are vital to engaged citizens in a democratic society. This is the goal of a liberal education, a goal that cannot be met without maintaining free and open inquiry within our college community. As an academic community we also seek to have our engagement in political expression be of a civil and thoughtful form.

As a tax exempt entity, Coe College is prohibited by federal law from participating in or attempting to influence campaigns for any elective office or ballot proposal. The following policy attempts to balance these competing considerations of free expression, civility, and federal election law while providing members of the college community, its faculty, staff, and students with guidance in conforming their political activity to these considerations.

Guiding Principles of Coe College Political Activity Policy

- Coe College has a longstanding tradition of encouraging civic engagement of all forms by the members of the college community. Such political activity is encouraged as long as it is consistent with existing college policies and with law.
- Students, faculty, and staff are encouraged to exercise their rights as individual citizens to participate in the political process.
- In order to maintain the College's nonpartisan and independent status and to ensure compliance under section 501(c)(3) of IRS code and with the Federal Election Campaign Act, the college itself cannot participate in political campaigns.

Faculty and Staff

- College employees are free to express their political opinions in the workplace, but they should be clear, especially when interacting with students, that these are their personal views and that they are not speaking for the college.
- College employees are also encouraged to take part in partisan political activities, but should do so apart from their regular work and responsibilities at the college and should seek to avoid the appearance that they are representing the college when engaged in such activities. Resources connected to their employment (e.g. office letterhead, college e-mail account, college email distribution lists, office phone, etc.) are also not to be used to engage in partisan political activity.
- If faculty have participation in a political activity as part of a class-related activity, they should make the learning goals of the activity clear to the students and make sure students know they are not being asked to endorse a particular political message or candidate.
- Academic freedom is vital to the teaching and learning environment of Coe College. The protections of academic freedom extend to faculty and to any teaching-related activities of staff. As a guide regarding the rights of academic freedom, Coe College uses the American Association of University Professors' (AAUP's) statement. (See Appendix below.)
- Members of the faculty and staff are encouraged to be reflective and intentional about when and how they choose to share their personal political opinions with students. In the pursuit of cultivating a marketplace of thoughtful political views, faculty and staff should be mindful of the ways in which someone in their role may convey political bias unintentionally.
- Faculty and staff may use their titles and institutional affiliation in political correspondence and petitions for the purposes of identification, but should avoid creating the impression that they are speaking or acting on behalf of the college. (See Appendix below.)
- The college may, through the President, the Board of Trustees, or those designated on their behalf, choose to express itself on an issue or contemporary event when the expression of

opinions on the issue is in line with an effort to further the college's mission (e.g. lobbying for expanded financial aid, letter to the editor about the value of the Fulbright political program, etc.).

Students and Student Organizations

- Participation in political activity by Coe students fulfills an important educational objective. Students are accordingly encouraged to engage with and express political views, including those of a partisan nature.
- Students have academic freedom within the academic program, that is, they are free to express views and to research topics that are immediately relevant to course topics and activities, and that meet the academic standards for that course, without censorship or penalty.
- Students are to be respectful of other members of the Coe College community and their views. The Campus Civility Statement applies at all times while one is a registered student at Coe, including activities off-campus. (www.coe.edu/campuslife/referencebook_policies)
- Students should not use college resources in such a way that would imply endorsement of particular partisan positions by the college (e.g. using college letterhead, or Coe social media accounts to promote political causes). The use of individual student e-mail accounts in communicating partisan views does not by itself imply a college endorsement of those views.
- Student groups, including clubs and organizations, have the right to sponsor speakers, movies, political events, etc. that espouse diverse political views and may advertise such events using official group e-mail accounts. (Student groups who wish to sponsor speakers and campaign-related events must abide by the policies outlined in "Use of College Facilities and Resources".)

Institutional Campaign-related Activities

The American Council on Education (ACE) has issued guidelines regarding political campaign-related activities on college and university campuses in order to protect the tax-exempt status of educational institutions and to serve compliance with the Federal Election Campaign Act. Members of the Coe community should follow the ACE guidelines when engaging in activities on campus relating to political campaigns or candidates. The full ACE memorandum covers a wide range of activities, and the guidelines that follow are not meant to be exhaustive, but to emphasize some specific expectations for members of the Coe community.

- Colleges are permitted to conduct **voter education activities**, including publishing voter guides and conducting training programs, as long as they are carried out in a nonpartisan manner. (All student initiated voter education activities and locations must be approved by the Director of Campus Life who may consult the Dean of Students and Secretary of the College in order to determine the appropriateness of the activity.)
- **Voter registration activities** are permitted, even when aimed at groups (such as urban voters, young people, or minorities) likely to favor a certain political candidate or party, provided that the activities are not intended to target voters only of a particular party or to help particular candidates.
- **Candidate appearances.** If the institution chooses to invite candidates to speak individually in their capacity as a candidate, it must take steps to ensure that all such legally-qualified candidates are invited and that none is favored in relation to the activity. An explicit statement should be made as part of the introduction of the speaker and in communications concerning the speaker's attendance that the institution does not support or oppose the candidate. In addition, campaign fundraising at such events is prohibited. (Student groups wishing to sponsor candidates or other partisan speakers must abide by the policies outlined in "Use of College Facilities and Resources.")
- **A candidate may be invited to appear in a non-candidate capacity**, provided that the individual is chosen to speak solely for reasons other than his or her candidacy, the individual speaks only

in his or her non-candidate capacity, no reference to the election is made, and the organization maintains a nonpartisan atmosphere on the premises or at the event.

Appendix: Statement of Principles on Academic Freedom by the American Association of University Professors (AAUP)

Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

1. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
2. College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

Use of Facilities for Political Activity Sponsored Candidates or Speakers

Coe College is committed to fostering an open and civil exchange of a diverse array of ideas, opinions, and viewpoints. To that end, the college welcomes and encourages campus organizations to sponsor speakers who advocate varying ideas, opinions, and viewpoints, including candidates seeking election to public office. Coe College reserves the right to prohibit events on campus for which the college cannot reasonably provide for the safety of its participants.

In order to maintain the College's nonpartisan and independent status and to ensure compliance under section 501(c)(3) of IRS code and the Federal Election Campaign Act, all student organizations sponsoring an appearance on the Coe campus by political candidates, representatives of candidates, or representatives of political parties or political action committees must comply with, and must advise all speakers and their staffs of, the following guidelines:

- The college may not indicate any support of, or opposition to, any candidate for public office, nor may it promote such advocacy by others. No person or organization may use the college's name, letterhead, logo, or seal for such purposes, or to solicit funds for, or otherwise support or oppose, any such campaign.
- Any announcement or advertisement of the appearance must bear the name of the sponsoring organization and must clearly indicate that: (1) the college does not support or oppose candidates for public office; and (2) the opinions expressed at the appearance are not those of the college.
- Communication by faculty, staff, and students providing simple, nonpartisan information about on-campus political appearances using college communication channels, such as email, is permitted provided that the sponsoring group is clearly identified, along with an appropriate disclaimer. One example of a disclaimer is: "In accordance with federal law, Coe

does not endorse or oppose candidates for public office. Political opinions expressed at this event should not be taken to represent the views of Coe College.”

- The sponsoring organization must make it clear during the introduction of the speaker that the speaker was invited by the organization—not by Coe College—and that Coe College does not endorse or support any political candidates.
- College property or resources, including, without limitation, mailing lists and mail distribution services, duplicating and photocopying services, and communications infrastructure, may not be used to support or oppose any candidate, political party, or political action committee, with the exception that institutionally recognized student groups or clubs may sponsor candidates or political events and may apply their officially-available resources to do so.
- Admission to speaker appearances must be open to all members of the Coe College community; the sponsoring student organization may choose whether to also admit the general public. Admission may not be restricted in any way due to the attendees’ political affiliations or views. No person or organization that is unaffiliated with the college, including the speaker, campaign staff, or any other organization, may exercise any control over admission to the event.
- Candidates’ appearances on campus will be limited to the designated speaking/meeting site. Door-to-door or office-to-office campaigning or solicitation by the candidates is not permitted.
- Any appearance by a candidate for public office, or any person affiliated with, or speaking on behalf of, a candidate for public office, must be sponsored by a recognized college organization, except under contract as rental or if the appearance is in a non-candidate capacity. (See below.) All sponsoring organizations must obtain a space reservation from the Student Development Office before the appearance. Organizations not affiliated with the college are not eligible to use college space to host partisan political activities, except under contract as a rental. (See below.)
- The speaker’s appearance may be a speech or question-and-answer session, organized in an academic environment, such as a lecture hall, classroom, or campus building. It shall not be conducted as a campaign rally or similar event. Rallies for candidates must be set up as rentals (see below) due to the additional costs and staff time incurred.
- Fundraising (e.g. charging admission fees or profiting from the sale of promotional items) is not permitted by anyone during, or in connection with, the appearance. The sponsoring group must inform the speaker and the speaker’s campaign or organization of this requirement.
- The college may permit the presence of news media personnel during the appearance, but only if media access is permitted in a politically-neutral manner. The speaker, campaign staff, or any other organization or person not affiliated with Coe College may not direct or control media coverage of the event. Any student organization that seeks or anticipates media coverage of the event is responsible to contact the Secretary of the College at 319-399-8605.
- Speakers and sponsoring groups must comply with any special restrictions or requirements that may apply to certain facilities. Please contact Student Development at 319-399-8843 to make a reservation or ask questions.
- To eliminate any appearance of sponsorship by the college, any services or expenses associated with the event that are not typically covered by the college will be billed to the sponsoring organization.

Groups or Campaigns Wishing to Rent Campus Spaces

During a political season, campaign offices or other supporters may wish to rent space on the college campus to hold rallies, speeches, fundraisers, or other events. Any such rentals are subject to the same rules, regulations, policies, procedures, and fees associated with any other contractual rental. No non-standard discounts or special privileges may be granted to political campaigns or candidates who rent Coe space.

In addition to ensuring that the terms of the rental are consistent with Coe's standard practice, the Secretary of the College and/or Dean of Students shall determine if a rental for a political event will be accepted, under the following conditions:

- No political test or affiliation will be required; all parties and views will be given equal access to rent space.
- Candidates themselves must be present at the event; the college will not rent to events featuring surrogates (people or a group acting on behalf of a candidate).
- Appropriate preparation time is available; this will change based on the current activity on the campus and will be determined by the Dean of Students and Director of Campus Life.
- The college may not indicate any support of, or opposition to, any candidate for public office, nor may it promote such advocacy by others. No person or organization may use the college's name, letterhead, logo, or seal for such purposes, or to solicit funds for, or otherwise support or oppose, any such campaign.
- Any announcement or advertisement of the appearance must bear the name of the sponsoring organization, and must clearly indicate that: (1) the college does not support or oppose candidates for public office; and (2) the opinions expressed at the appearance are not those of the college.
- Communication by faculty, staff, and students providing simple, nonpartisan information about on-campus political appearances using college communication channels, such as email, is permitted provided that the sponsoring group is clearly identified, along with an appropriate disclaimer. One example of a disclaimer is: "In accordance with federal law, Coe does not endorse or oppose candidates for public office. Political opinions expressed at this event should not be taken to represent the views of Coe College."
- Utilizing Coe College electronic communication (such as email, social media and website) to link to a political campaign website or encourage others to provide personal information to campaigns

Relationships, Conflict of Interest and Nepotism

The purpose of this policy is to protect students, faculty and staff from potential conflicts of interest, or the appearance of a conflict, that could create a risk to the College and its constituents. Other faculty, staff and student policies may outline appropriate relationships and expectations, and the college will address potential conflicts utilizing all relevant policies with integrity and ethical standards as a guide.

Relevant Policy Definitions

Family relationship is defined as spouse, significant other, or relatives through blood, marriage or significant other family relationships.

Personal relationship is defined as a consensual relationship between individuals who have or have had a relationship of a romantic or intimate nature.

Employee-Student Relationships

Due to the inherent risk of favoritism, conflicts of interest, sexual harassment, and difference in power, Coe College employees are prohibited from engaging in any dating, romantic, personal or sexual relationship with a currently enrolled Coe student, regardless of the consensual nature. This policy does not apply to previously existing employee/student personal relationships when properly disclosed, or to a student worker in a consensual relationship with another student over whom they exercise no supervisory or evaluative authority.

Family-Student Relationships

A conflict of interest may occur when a family relationship exists, and the faculty or staff member is in a position to influence an academic outcome. For example, when a family relationship exists, teaching, advising or authority over academic outcomes is discouraged when an alternative option exists.

Financial and Business Decisions

A conflict of interest may occur when a faculty or staff member is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (e.g. spouse or significant other, children, parents, siblings), or give improper advantage to an employee or family member, including suppliers and vendors.

Examples of such conflicts include, but are not limited to:

- A faculty or staff member's personal or financial interests conflict or could conflict with the employee's exercise of judgment or performance of duties in the best interest of the college.
- A faculty or staff member or immediate family member could personally profit because of the advantages she/he has by being an employee of the College.
- A faculty or staff member engages in any financial transaction in order to further any private interest using nonpublic information which they obtain in the course of their employment.
- A faculty or staff member solicits or accepts a gift, loan, or any item of substantial monetary value from a person or company that is seeking to conduct or currently conducting business with the College, and that transaction could create a conflict in making an objective business decision. This does not include occasional meals or general business-related functions or events, however these events could create a conflict when excessive or monetary value is high.
- A faculty or staff member with authority for an investment or control of funds for the procurement of goods and services for the college enters into a contract, commitment or agreement on behalf of the college with any entity in which he/she or a member of his/her family has a financial interest.

Employee-Employee Relationships

A potential or actual conflict of interest may occur when a faculty or staff member is in a position to influence an employment or supervisory outcome for the employee through a personal or family relationship.

Examples of such conflicts include, but are not limited to:

- A faculty or staff member has a role in an employment decision regarding a family member.
- A faculty or staff member has a family or personal relationship with another employee, and one party is in a position of authority or approval over the other as it relates to College business. Examples include but are not limited to: performance management, terminating employment, promotions, compensation decisions, vendor contracts and financial transactions.
- A faculty or staff member supervises a student employee and a family or personal relationship could influence employment or approval of financial and business transactions.

Procedures

When a potential conflict of interest exists, or the appearance of a conflict of interest, the faculty or staff member is expected to disclose the situation to a senior staff leader or appropriate member of administration immediately. In circumstances where appropriate, a written agreement or documented solution may be provided by the appropriate member of administration below to mitigate or remove the conflict.

Appropriate Members of Administration Include:

- Controller or Chief Financial Officer – Questions or concerns involving financial or business transactions.
- Provost – Family or personal relationships involving Academic Affairs faculty or staff.
- Human Resources – Family or personal relationships involving faculty, staff, and students, particularly employment or supervisory matters, including allegations of harassment or sexual misconduct.
- President – Questions of conflict involving senior staff members or questions and concerns unresolved by other members of administration within the scope of his/her responsibility.
- Title IX Coordinator – Questions or concerns related to sexual misconduct or harassment.

Outcomes

Where a potential conflict of interest has been properly reported and no policy violation has occurred, outcomes may include:

- Removal of role in employment, supervisory, work schedule, or performance review decisions.
- Removal of role in influence or approval of financial transactions.
- Removal of role in student grading, advising, or influence over academic decisions.
- Addition of faculty or staff members who may review or approve employment, performance review decisions or financial transactions.
- Assignment of another appropriate faculty or staff member as it relates to employment or academic activities.
- Failure to disclose a conflict of interest or other violation of this policy shall be properly investigated by the appropriate members of College administration.

Retaliation

Retaliation against a person who reports, is accused of, or participates in an investigation of misconduct is prohibited. These actions are violations of College policy and may result in disciplinary action separate from or in addition to other alleged violations. Any behavior that intimidates, threatens, causes harm, or discourages a reasonable person from engaging in activity protected under this policy may be considered to be retaliation. Acts of retaliation may include, but are not limited to:

- adverse changes in employment status,
- harassment or intimidation,
- seeking out or attempting to discover the individuals and witnesses involved in a report or complaint process for the purpose of influencing their participation or testimony or taking adverse action against them.

Retaliation can be committed by any individual or group of individuals, not just by a respondent or complainant. This behavior is prohibited regardless of whether it occurs on or off campus, in person, or through social media, email, or other forms of communication. Acts of retaliation should be reported to the Vice President for Student Development, Provost or Director of Human Resources immediately.

Safety and Security

Emergency Procedures

In case of an on-campus emergency, contact Security by calling 319-399-8888. If the situation warrants, call Cedar Rapids Emergency at (9) 911.

During a major emergency such as a campus evacuation, information updates will be posted on the college's website, <http://www.coe.edu/>, sent to all Coe e-mail addresses and text messages to subscribed cell phones.

- To sign up or manage your subscription to emergency messaging, go to <http://www.getrave.com/login/coe>.
- Coe College does not register students, faculty or staff for this system.
- To sign up, click on the "Register Now" link on the left column of the page (you may need to scroll down to locate it) and follow the steps for creating your Coe Emergency Alert System Account.
- To modify or delete your account, enter the user name and password you set before, click "edit" next to "User Profile" and update or delete your account.
- If you have any questions, please call Information Technology at extension 8877.

Please note that the Coe Emergency Alert System is tested the first Wednesday of each month at 8:45 a.m. from September through April, in conjunction with the testing of the Linn County Civil Defense sirens.

Emergency Alert System

Red Alert (immediate or imminent danger)

A situation where Coe students, faculty and/or staff are in immediate or imminent danger. A life-threatening situation exists. Examples: a gunman on campus; a bomb threat has been made targeting the campus; hazardous material (such as a chemical leak or nuclear radiation) threatens the campus.

Notification methods:

"Red Alert" is subject line from EMERGENCY@COE.EDU. "Red Alert" in cell phone text message, followed by details.

"Red Alert" message posted on home page of www.coe.edu website. Updates will be posted to the website as the situation unfolds.

Yellow Alert (caution warranted)

A situation where Coe students, faculty and/or staff are in potential danger and caution is warranted. If the reason for concern develops further or materializes, a Red Alert may be issued. Examples: a dangerous criminal is believed to be in the vicinity of campus; an industrial chemical spill or leak at a nearby factory is being monitored; a 48-hour evacuation of campus has been issued due to pandemic flu.

Notification Methods:

"Yellow Alert" is subject line from EMERGENCY@COE.EDU. "Yellow Alert" in cell phone text message, followed by details.

Security Bulletin (notification)

A situation where Coe students, faculty and/or staff would benefit from general information regarding a security concern. Examples: notification of car break-ins; a crime has occurred near campus but police believe it poses no danger to the Coe community; a sexual assault, a dignitary is coming to campus and special security measures will be in place.

Notification methods:

“Security Bulletin” in subject line from campussecurity@coe.edu.

Security Personnel

Coe College provides security services seven days per week, 24 hours per day. Services performed include locking and unlocking buildings, random and preventive patrols of campus, escorts, enforcement of college regulations, enforcing college parking regulations, medical emergency response, and emergency message delivery. **The officers can be contacted by calling x8888 on any campus phone or 319-399-8888 from any outside phone.** This number is posted across campus and in residence halls. Members of the Coe community are urged to notify the security office immediately concerning any criminal and/or suspicious activity or emergency that occurs on campus.

There are “blue lighted” security phones in grey boxes located by the campus-side doors of most buildings and in some parking lots. These phones ring directly to the security officers. Security will respond and initiate whatever action is necessary to resolve a situation, including the notification of Cedar Rapids Police, fire or medical agencies when appropriate.

Coe owns five off-campus houses, B.S.E.O. (1343 E Ave NE), Kohawk (1319 E Ave NE), Kohawk II (313 15th St. NE), Whipple Fire House (B Ave NE), and the Pink House on 329 15th Street NE in which students reside. Security responds to all calls from these houses, as does the local police. Calls to the police regarding events or occurrences at the house are monitored by the college.

Crime Awareness and Campus Securities Act

The "Crime Awareness and Campus Security Act of 1990" mandates a description of policies related to campus security and statistics concerning specific crimes reported to campus authorities or local police agencies, be disclosed. This section is intended to inform all current and prospective students and employees of Coe College's safety and security program. It serves as a reminder that everyone can help ensure their own safety and others' by taking reasonable precautions and using a common sense approach to personal safety. A full copy of Coe College's Annual Safety Report can be found online at:

<http://www.coe.edu/uploads/pdfs/campuslife/cleryact.pdf>

Sexual Misconduct

Coe College is committed to providing a learning environment that is free of all forms of sexual misconduct. This document contains Coe College's policies and procedures for preventing, reporting, and responding to sexual misconduct and other forms of interpersonal violence. This guide also contains information about resources and remedies for all students, staff, faculty, and other members of the Coe College community who have experienced or been affected by prohibited conduct.

All Coe College community members have a responsibility to adhere to Coe College's policies, local, state, and federal law.

Types of Sexual Misconduct

Sex discrimination occurs when persons are excluded from participation in, or denied the benefits of, employment, or any college program or activity because of their sex. Sex discrimination can include adverse treatment based on one's sex, as well as the other prohibited conduct outlined below. Sex discrimination includes discrimination on the basis of pregnancy, gender identity, and failure to conform to stereotypical notions of femininity and masculinity.

Sexual Harassment is unwelcome sexual advances, requests for sexual favors, and other verbal, physical, graphic, or written conduct of a sexual nature when at least one of the following conditions is met:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or educational opportunities (i.e. quid pro quo harassment);
- Submission to or rejection of such conduct by an individual is used as a basis for employment or educational opportunities affecting such individual, and/or;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational opportunities.

A Hostile Environment is created when sexual harassment is:

- sufficiently severe, or
- persistent or pervasive, and
- objectively offensive that it unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the college's educational and/or employment, social and/or residential program

Some examples of sexual harassment include but are not limited to:

- Pressure for a dating, romantic, or intimate relationship
- Unwelcome touching, kissing, hugging, rubbing, or massaging
- Pressure for sexual activity
- Unnecessary references to parts of the body
- Sexual innuendos, jokes, humor, or gestures
- Displaying sexual graffiti, pictures, videos, or posters
- Using sexually explicit profanity
- Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities
- Social media use that violates this policy
- Leering or staring at someone in a sexual way, such as staring at a person's breasts or groin
- Sending sexually explicit emails or text messages
- Commenting on a person's dress in a sexual manner
- Giving unwelcome personal gifts such as flowers, chocolates, or lingerie that suggest the desire for a romantic relationship
- Exposure of genitals without consent
- Commenting on a person's body, gender, sexual relationships, or sexual activities

Sexual Assault (including rape) is actual or attempted sexual contact with another person without the person's affirmative consent. Sexual assault includes the sexual conduct commonly known as rape, whether forcible or non-forcible. Either males or females can be aggressors in sexual assault, and sexual assault can occur in same-sex relationships. Sexual assault includes but is not limited to:

- Intentional touching of another person's intimate parts without that person's consent; or

- Other intentional sexual contact with another person without that person’s consent; or
- Coercing, forcing, or attempting to coerce or force a person to touch another person’s intimate parts without that person’s consent; or
- Rape, which this policy defines as penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person’s consent.

Sexual Exploitation occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person’s consent. Examples of behaviors that could rise to the level of sexual exploitation includes but is not limited to:

- Prostituting another person;
- Recording images (e.g., video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness without that person’s consent;
- Distributing images (e.g., video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure;
- Viewing another person’s sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person’s consent, and for the purpose of arousing or gratifying sexual desire.

Relationship (Dating and Domestic) Violence is abuse, violence, or intentionally controlling behavior between partners or former partners involving one or more of the following elements: (1) battering that causes bodily injury; (2) purposely or knowingly causing reasonable apprehension of bodily injury; (3) emotional abuse creating apprehension of bodily injury or property damage; (4) repeated telephonic, electronic, or other forms of communication — anonymously or directly — made with the intent to intimidate, terrify, harass, or threaten. Relationship violence can occur in all type of relationships (e.g., heterosexual, same sex, or any other type of relationship).

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for his or her safety or the safety of others or (2) suffer substantial emotional distress. Stalking may take the form of harassing telephone calls, computer communications, letter-writing, etc. Stalking includes the activities generally associated with cyber stalking, a particular form of stalking in which electronic and social media, including social networks, blogs, cells phones, texts or other similar electronic communication is used.

A violation of this policy occurs when a person engages in any of the above behaviors through force, coercion, incapacitation, and/or without affirmative consent. Note that some behaviors may violate other general college policies as well as the sexual misconduct policy. In such cases, the sexual misconduct policy will take precedence and the college will follow the sexual misconduct procedure.

Filing a Complaint

If any member of the Coe community believes that another member of the community has violated the sexual misconduct policy, he or she may file a complaint. Except for the designated confidential resources, Coe College faculty and staff are required to report violations of this policy. The complaint should include sufficient information to enable the College to understand the nature of the complaint and initiate an investigation. To report an incident of sexual misconduct, it is recommended that you report to one of the following staff members: Title IX Coordinator, 319-399-8843, Student Development Suite in Upper Gage, titleIX@coe.edu; Dean of Students Office, 319-399-8843, Student Development Suite in Upper Gage, dos@coe.edu; Human Resources, 319-399-8098, Business Office in Voorhees Hall, o-hr@coe.edu

The college provides the opportunity to submit an anonymous report. Individuals wishing to submit an anonymous report can do so by completing the following form hosted on Coe’s website:

<http://www.coe.edu/uploads/pdfs/campuslife/titleIX/sexual-assault-anonymous-reporting.pdf>

The college has partnered with Callisto to provide an easier to access reporting option. Callisto is an online system that provides a trauma-informed platform for students to document and report sexual assault. When reporting through Callisto, students will have three options: (1) Write a time-stamped record of what happened, (2) Send the report to the Coe administration, (3) Enter a perpetrator’s identity, which will only be sent to the Coe administration if another person names the same perpetrator. Often, survivors of sexual misconduct do not report until after 11 months or later. Callisto allows students to preserve memories and evidence in a time-stamped record without having to report to the college. Students can report through Callisto on the following webpage:

<https://coe.callistocampus.org/>

Some individuals may wish to keep their concerns confidential or are not prepared to make a report, but still want to seek information and support. Sharing with a confidential resource means that those communications cannot be legally disclosed to another person, without the consent of the person sharing the information. These confidential resources can be used as a resource for individuals regardless of whether the individual chooses to report to the College. Here is the list of the college’s confidential resources:

Emily Barnard, Director of Wellness and Counselor	(319)399-8843
Melea White, College Chaplain and Counselor	(319)399-8843
Sara Heisdorffer, Nurse and Health Coordinator.....	(319)399-8617
John Chaimov, Professor	(319)399-8594
Karla Steffens, Professor	(319)399-8657
Kayla Waskow, Athletics	(319)399-8265

The college recognizes that some forms of sexual misconduct may also be crimes under Iowa criminal statutes. Students, faculty, and staff always have the option of reporting incidents to local police officials, and if desired, the college will assist in notifying law enforcement authorities. Reporting incidents to local law enforcement or to the college does not require anyone to press charges in either arena against the accused student, faculty, or staff member. Neither law enforcement’s determination whether or not to prosecute a respondent, nor the outcome of any criminal proceeding, are determinative of whether the college can or will determine that sexual misconduct has occurred under this policy. Proceedings under this policy can be carried out prior to, simultaneously with, or following any civil or criminal proceedings in the courts, though a pending criminal investigation does not relieve the college of its responsibilities under the law. The college has jurisdiction over incidents that occur on campus, during an official college program or activity (regardless of location), or off campus when the conduct could create a hostile environment on campus.

Other Important Concepts and Definitions

Force

Force is the use or threat of physical violence or intimidation to overcome an individual’s freedom to choose whether or not to participate in sexual activity.

Coercion

Coercion is direct or implied threat of force, violence, danger, hardship or retribution sufficient to persuade a reasonable person of ordinary susceptibility to perform an act which otherwise would have

been performed or acquiesce in an act to which one would not have submitted. Coercion can include unreasonable and sustained pressure for sexual activity. When someone makes it clear that they do not want to engage in sexual activity, that they want it to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point is considered coercion.

Incapacitation

Incapacitation is the inability, temporarily or permanently, to give consent (affirmative or otherwise), because that individual is mentally and/or physically helpless, asleep, unconscious, or unaware that the sexual activity is occurring. An incapacitated individual lacks the ability to make informed, rational judgments about whether or not to engage in sexual activity. A person who is incapacitated is unable to and cannot give consent to sexual activity. Incapacitation means that a person lacks the ability to make informed, rational judgments about whether to engage in sexual activity. Incapacitation may result from ingestion of a legal or illegal drug or alcohol. Coe College prohibits the possession, use, and or distribution of drugs that are intended to incapacitate an individual, including Rohypnol, Zolpidem, Ketamine, GHB, Burundanga, etc.

Affirmative Consent

This policy is based on affirmative consent. Consent to engage in sexual activity must be given knowingly, voluntarily, and affirmatively. Consent to engage in sexual activity must exist from the beginning to end of each instance of sexual activity, for each form of sexual contact, and by each participant in a sexual encounter. Consent to one form of sexual activity does not constitute consent to engage in all forms of sexual activity. Consent must be demonstrated through mutually understandable words and/or clear, unambiguous actions that indicate a willingness to engage freely in sexual activity. A person who is incapacitated cannot give affirmative consent.

Consent is active, not passive. Consent cannot be inferred from silence, passivity, lack of resistance, non-verbal cues, or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent. Relying on non-verbal communication can lead to misunderstandings or potential policy violations.

Consent can be withdrawn by either party at any time. Withdrawal of consent can also be outwardly demonstrated by mutually understandable words and/or clear, unambiguous actions that indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.

Individuals with a previous or current intimate relationship do not automatically give initial or continued consent to sexual activity. Even in the context of a relationship, there must be mutually understandable communication that clearly and unambiguously indicates a willingness to engage in sexual activity. In the State of Iowa, consent can never be given by minors under the age of 16, with two provisions: First, a person 13 years of age or younger is considered to be a "child" under Iowa Code, section 702.5 and thus, incapable of consent. Second, for the ages of 14 and 15, the consenting partner must be less than 5 years of age apart from the teen.

Complainant

The person, persons, or group making the allegations of sexual misconduct.

Respondent

The person, persons, or group against whom a complaint of sexual misconduct has been made.

Privacy and Confidentiality

In any complaint, investigation, administrative review process, appeal, or resolution of a complaint under the sexual misconduct policy, the college will make every effort to protect the privacy of all

individuals involved in the sexual misconduct complaint consistent with a need for a thorough review of the reported conduct. Information related to a report under the sexual misconduct policy will only be shared with those college employees and students who need to know in order to assist in the review, investigation, administrative proceeding, appeal, or resolution of a complaint. College employees and students who are involved in the review, investigation, administrative proceeding, appeal, or resolution proceedings receive specific training and guidance about safeguarding private information.

Privacy of a student's educational records are all protected under the Family Educational Rights and Privacy Act (FERPA). The privacy of an employee and student's medical and related records are protected by the Health Insurance Portability and Accountability Act (HIPAA), excepting health records protected by FERPA. Access to college staff or faculty personnel records is restricted in accordance with relevant Coe College policies.

Information shared by an individual with designated college or community professionals (such as those explicitly listed in this policy as "Confidential Resources") cannot be revealed to any other person without express permission from the individual, or as otherwise permitted or required by law. Individuals wishing to seek confidential assistance may do so by speaking with professionals or individuals who have a statutorily protected or designated confidentiality relationship. These individuals are prohibited from breaking confidentiality unless (1) given permission to do so by the person who disclosed the information to them; (2) there is an imminent threat of harm to self or others; (3) the conduct involves suspected abuse of a minor under the age of 18; or (4) as otherwise required or permitted by law or court order.

All employees of the college who are not confidential resources (see above), as well as students in leadership positions or volunteers responsible for the welfare of other students, are **required** to share information about prohibited conduct under this policy with the Title IX Coordinator. are considered mandatory referrers. This means they are required to inform the Dean of Students or Title IX Coordinator if they witness sexual misconduct or if they otherwise receive any information that indicates sexual misconduct has occurred involving a member of the Coe College community. Community members are encouraged to speak to officials of the institution to make formal reports of incidents. Those who share information with the college have the right and can expect to have incidents of sexual misconduct taken seriously when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Reporting does not mean that information won't be kept private and confidential, and the college will ensure your privacy to the extent possible while conducting its investigation. As such, only the people who need to know any given information will be told, and information will be shared only as necessary with investigator(s), witnesses, and the accused. The circle of people will be kept as tight as possible to preserve rights and privacy. Community members may bring a victim advocate or advisor to all phases of the investigation and campus conduct proceeding.

The complainant and respondent are able to share details about their case with others as they see fit. The institution cannot compel complainants and respondents to keep details of their case confidential. Witnesses are prohibited from sharing details about a case they are involved in and are required to keep all information confidential. Witnesses who want to talk about a case they are involved in should seek out the Title IX Coordinator or a confidential resource for support.

Investigation and Resolution of Complaints when the Accused Person is a Student

Filing of The Complaint

Reporting a Sexual Misconduct Complaint or Report

Complainants and witnesses are encouraged to report sexual misconduct as soon as possible in order to maximize the college's ability to respond promptly and effectively. By reporting the sexual misconduct, you help protect yourself and others from future harm. Reporting an issue is the best way for the college and the community to help an individual receive the resources and interim measures available to them. Reporting the incident is a separate step from choosing to go through the college conduct process. At the time a report is made, a complainant does not have to decide whether or not to request any particular course of disciplinary action or whether to proceed with any disciplinary action at all. The complainant will also be provided with a written document explaining the process, their rights and options, and available resources.

An incident of sexual misconduct does not have to occur on campus to be reported to the college. Furthermore, the college understands that some incidents of sexual misconduct involve interactions between only the complainant and the respondent and are not witnessed by other people. Lack of corroborating evidence or witness accounts should not discourage individuals from reporting sexual misconduct. Reports of sexual misconduct will be assessed, investigated, and decided appropriately even when the only individuals involved are the complainant and the respondent.

The college knows that the decision whether or not to report sexual misconduct is personal and that there are many barriers, both individual and societal, to reporting. The college will approach the initial assessment of any report with a sincere effort to understand the perspective and experiences of each individual involved. College officials will make every effort to respect a complainant's autonomy in making decisions and provide support that will allow a complainant to provide a full, detailed, and accurate report that will aid college officials in assessing the complaint.

If the accused is a Coe student, the Title IX Coordinator or their designee will notify the respondent that an alleged incident of sexual misconduct has been reported to the college. During this communication, a complainant may choose not to have their identity divulged. Individuals may make an anonymous report without disclosing their name, identifying the Respondent (if known) or requesting any action." "Depending on the level of information available and a complainant's willingness to divulge their identity, anonymity may impact the college's ability to pursue appropriate action. Where a complainant requests that their name or other identifying information not be shared with the respondent, the college will balance this request with a respondent's right to confront their accuser and to know the allegations being charged against them. The Dean of Students, as a Title IX deputy and overseer of the college conduct process, is the person responsible for evaluating requests for confidentiality. The Dean of Students may consult with other appropriate college officials and legal counsel as necessary when analyzing such a request.

If a complainant chooses to divulge their identity, the Dean of Students may consider interim measures, discussed below, while the complaint is investigated. Remedial measures can include a "no-contact" order between the complainant and respondent. This requires that the respondent and complainant refrain from interacting while the investigation and resolution is pending.

The final determination of how to proceed and what method of resolution is appropriate once a complaint has been filed and initially assessed will be left to the college. The Director of Human Resources will coordinate cases where a faculty or staff member is named as a respondent. The Dean of Students will coordinate cases where a student is named as the respondent. While the college will consider the complainant's expressed preference for resolution, the college may initiate an investigation on its own initiative when justified, such as when a respondent may have been involved in serious or repeated conduct or may pose a threat to the college community. If the college determines a course of disciplinary action or resolution that is less severe than the wishes of the complainant, the complainant

may request further or heightened disciplinary action. At any time, the complainant has the right to request that the college initiate a formal investigation under the procedures outlined in this policy.

Once a complaint is made, the college will endeavor to conclude its processes and reach a resolution within a reasonable period. This timeframe may be impacted by the college's calendar and is based on the circumstances surrounding the complaint. Both parties will be given periodic updates throughout the process.

Advisor/Support Person

Complainants and respondents are entitled the same opportunities to consult with and be accompanied by one advisor/support person of their choice throughout each and every step in the sexual misconduct disciplinary process. This includes assistance in the preparation of any written materials and attending any meeting with the investigator(s) or other college personnel.

However, an advisor may not actively participate in any meeting or proceedings. The advisor may be any individual, including an attorney, who is not a witness or otherwise involved in the events that are the subject of the complaint or is otherwise involved in the disciplinary process under this policy. The advisor can be a trained victim advocate through a community agency such as the Riverview Center. Advisors are not permitted to speak to, question, or otherwise communicate with other parties or witnesses during the course of any investigation without express authority from the Title IX Coordinator or designee. A support person or advisor may be required to meet with the Title IX Coordinator in advance to understand the parameters of their role, privacy restrictions under FERPA, and the provisions of this policy.

The complainant or respondent may change their advisor at any point during the process. The college reserves the right to dismiss an advisor who is disruptive to the proceedings or who does not abide by the restrictions in this policy. It is expected that the advisor will understand and abide by the expectations of privacy involved in the proceeding and will act with appropriate decorum at all stages. An advisor will be asked to sign an affirmation that they understand their role in the process.

Interim Measures and Protecting the Complainant

After a complainant files a sexual misconduct complaint or report, the college may impose reasonable interim measures that will assist or eliminate the alleged hostile environment and protect the parties involved while the resolution process unfolds. Interim measures are actions taken by the college to support students while an investigation is occurring. Potential interim measures include, but are not limited to:

- Access to medical or counseling services on and off campus;
- Imposition of a college no-contact order;
- Assistance in obtaining a civil protection order;
- Facilitating a meeting with law enforcement;
- Rescheduling of exams and assignments;
- Providing alternative course completion options;
- Changing class schedules or transferring sections, including the ability to drop a course without penalty;
- Changing work or job assignments or schedules;
- Changing or removal from a student's college-owned residence;
- Assistance in other relocation;
- Limiting an individual or organizations' access to college facilities or participation in college activities;
- Voluntary leave of absence;
- Providing an escort to and from classes, work, home or activities;

- Providing academic support services;
- Interim suspension pending the final outcome of a formal resolution process.

A complainant may request specific interim measures when making a sexual misconduct complaint at any point during the process. The college is obligated to provide reasonable interim measures regardless of whether a report has been made to local law enforcement. Requests for interim measures should be made to the Dean of Students. The college will keep interim measures confidential to the greatest extent possible. If it is necessary to disclose personal information to provide an interim measure, the college will endeavor to notify the complainant before doing so. The college may also impose interim measures of its own volition.

Additionally, if a complainant has obtained a court order related to the respondent, the complainant should provide such information to the Dean of Students. The college will take all reasonable and legal action to assist with compliance of the order.

Initial Assessment

The Title IX Coordinator and other administrators, will ensure that the college responds to every sexual misconduct complaint or report in a timely manner that treats every individual with respect.

The first step in response to a sexual misconduct complaint or report is an initial assessment. The initial assessment will consider the nature of the report, the complainant's preferences for resolution, and the most appropriate course of action given the information available. The appropriate course of action may change over time, as further information gathering, analysis, or investigation reveal more information surrounding the alleged sexual misconduct. The final decision on the course of action will be made by the Dean of Students, the Title IX Coordinator, or another designated official. At the initial assessment stage, and throughout any investigation or disciplinary proceeding, only those who "need to know" are given information about the issues.

The college may, at its discretion, record any investigations, interviews, meetings or any other in-person proceedings that occur during the sexual misconduct process. The college will transcribe these recordings, and upon confirmation from the recorded party that the transcription is accurate, the recordings will be destroyed after the disciplinary process concludes.

Notice to Respondent of a Sexual Misconduct Complaint and/or Investigation

The Title IX Coordinator or his/her designee will notify the respondent that a complaint has been filed against them, the name of the complainant, if known, the nature of the allegations in the complaint, and, if it is known at that time, how the case will proceed. During this initial meeting with the Title IX Coordinator or designee, the respondent will have the opportunity to review the sexual misconduct charge, provide information about the incident, and accept or deny responsibility for the violation.

Respondents in a sexual misconduct investigation and administrative review proceeding are expected to participate in the investigation and administrative review process. The investigation and administrative review proceeding will still occur even if a respondent chooses not to participate or chooses to leave Coe College.

Informal Resolution

Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and determination procedure or, in some circumstances, utilized even after the formal process has already commenced. The following standards apply to any informal resolution method that is utilized:

- The decision about whether to pursue Informal or Formal Resolution will be made by the Dean of Students or Human Resources Director (depending on the status of the Respondent) in

consultation with other administrators at the College, such as the Title IX Coordinator, as needed.

- The complainant will not be required to “work out” the problem directly with the respondent.
- Either party may terminate the informal process at any time and elevate the complaint to the formal investigation procedures described below.
- Informal resolution in the form of mediation, even on a voluntary basis, will not be used to resolve complaints alleging sexual assault.
- Informal Resolution can include, but is not limited to, options such as the following:
 - Jointly meeting informally with the complainant and respondent in order to find a mutually agreeable solution;
 - A representative from the college meeting with the respondent individually in an effort to act as an intercessor on behalf of the complainant;
 - Voluntarily agreed upon separation of the complainant and respondent;
 - Referral of the parties or party to counseling programs;
 - Conducting educational and/or training programs; or
 - An agreement for corrective action.

If an informal resolution is sought, it may prevent the need for a full investigation of the incident and provide a faster outcome. When a complaint has been informally resolved, parties will be asked to sign a document acknowledging the mutually agreed upon resolution. The informal resolution process will not invoke the college’s disciplinary process.

Formal Resolution

Investigation

If formal disciplinary action is pursued, the allegation of sexual misconduct will be fully investigated and resolved via the process appropriate to the respondent’s affiliation with the college. The purpose of the investigation is to determine and establish whether there is a basis for believing that it is more likely than not that the violations alleged in the complaint have occurred.

The college will be prompt, fair, and impartial in its Investigation and resolution of sexual misconduct reports. College officials involved will discharge their obligations under these procedures fairly and impartially. Identified conflicts of interest will be disclosed to the College, addressed and, if necessary, other appropriate individuals will be designated to fill the role of a potentially conflicted official. Sexual misconduct investigations are conducted by trained investigator(s) or other officials who receive training on issues related to sexual misconduct.

Investigators

The Title IX Coordinator or his/her designee will choose one or more investigator(s) to review and investigate all details of a complaint. The investigator(s) are trained staff, faculty, or attorneys that will be chosen based on availability and knowledge of the case. The Dean of Students can serve as an investigator, as deemed appropriate by the Title IX Coordinator. Both the complainant and the respondent may petition, in writing, to the Title IX Coordinator to have any investigator removed on the basis of bias or a conflict of interest. In the event that any investigator needs to be removed from the investigation for any reason, an alternative investigator will be selected by the Title IX Coordinator. If a sexual misconduct complaint is filed during the summer, members of the previous investigation teams may be called to serve as investigator(s).

Statements, Evidence, and Witnesses

At the outset of the sexual misconduct complaint investigation, the complainant and respondent are both given the opportunity to submit a written statement regarding the incident. This includes identifying potential witnesses or those who may have relevant information about the investigation (the

“incident statement”). These incident statements will be provided to the investigator and are accessible to each party for review upon request.

Any party receiving any written statements, including the incident statement, or information gathered during the investigation must keep such written material or information confidential. The written material may be shared with a complainant or respondent’s support person or advisor. However, written material may not be disclosed to any person without the consent of the complainant, respondent, and the college. While the college seeks to keep all written accounts of the incident confidential, complainants and respondents can talk freely about the incident. The college encourages complainants and respondents to seek the counsel of those they trust. Any written material or information received by any party in the course of the sexual misconduct investigation or administrative review proceedings must be returned to the college upon final resolution of the sexual misconduct complaint. Failure to return written material or information may result in separate disciplinary action.

In addition to providing written incident statements to the investigator(s), the investigation may involve in-person interviews with the complainant, the respondent, or other identified witnesses. During the investigation, both the respondent and the complainant may identify relevant witnesses. Witnesses must have observed the acts in question or have information relevant to the incident and cannot be participating solely to speak about an individual’s character. If it is clear a witness would not contribute relevant information about the case, the investigator(s) may choose not to interview the witness. Generally, each party has a right to know the witnesses identified by the other party. However, if there are compelling safety reasons, a witness’ identity may not be revealed to a party. These interviews will be kept confidential and will be conducted by the investigator(s) on an individual basis. The first investigatory interviews will be scheduled as soon as possible in order to capture as much timely information as possible.

Also during the investigation, the parties are encouraged to provide any other relevant evidence, including but not limited to, correspondence between the parties and physical evidence. Before the investigation closes, the complainant may, in addition to the initial written incident statement, write an impact statement. The impact statement will provide the investigator(s) with information about the incident and provide the complainant an opportunity to express the impact of the alleged sexual misconduct.

Before the investigation closes, the respondent may write a responsive statement that provides information on the incident in light of the allegations made by the complainant. This written responsive statement is in addition to any initial written incident statement provided by the respondent.

Investigation Summary Report

At the conclusion of the investigation, the investigator(s) will prepare a written investigation summary report based on interviews with the complainant, respondent, witnesses, and other materials reviewed. In order to prevent those involved from having to recall their experience more times than necessary, the investigator(s) will attempt to include all relevant information in their investigation summary report. The investigation summary report will provide detailed information, will identify potential policy violations, and will assess areas of agreement and disagreement between the parties, witnesses, and other available information. While the investigator(s) may identify possible policy violations, the investigator(s) do not make any findings or determinations of responsibility.

The complainant and the respondent will both have an opportunity to review the investigation summary report. The college will notify each party in writing when the investigation summary is available and the party may review, access, and obtain copies of the investigation summary report at a time and place designated by the college. The complainant and the respondent may provide written comments within seven (7) business days after the receipt of the investigation summary report. This review period may be

extended for good cause shown by either party. The college may request and/or require the investigator(s) to conduct additional investigation or follow-up as appropriate, based on the written comments of the parties. If follow-up is appropriate, the investigation summary report may be amended to reflect additional information or to make necessary edits or corrections, as appropriate. The final investigation summary report is then submitted to the Title IX Coordinator and Dean of Students.

Administrative Review Panel

Following review of the investigation report by the Title IX Coordinator and Dean of Students, the complaint will progress to an administrative review panel. The college will appoint an administrative review panel of three (3) individuals comprised of one faculty member, one staff member, and one student to determine whether the respondent is responsible for a violation of the sexual misconduct policy. If the respondent is found responsible for violating the sexual misconduct policy, the administrative review panel, in consultation with the Title IX Coordinator, will determine the consequences and/or sanctions to be imposed.

If the respondent or complainant has reason to believe that any member of the administrative review panel has a perceived bias or conflict of interest, they can submit, in writing to the Dean of Students, a request to change any member of the panel at any point in this process. This request will be reviewed by the Dean of Students and Title IX Coordinator and, if necessary, another panel member will be designated.

The administrative review process will be conducted in the following manner:

- The administrative review panel will receive all investigation materials from the investigator(s) for review. These materials include any statements, interviews, and material evidence submitted during the investigation process, as well as the investigation summary report.
- The administrative review panel, or its designee, may request more information from any parties/students, including the complainant, the respondent, or identified witnesses, involved in the case. Both parties will be notified of any additional interviews. Alternatively, the administrative review panel may not need to speak to the complainant, the respondent, and/or identified witnesses involved in order to make a decision.
- The administrative review panel is only able to make decisions on responsibility and/or sanctions based on the information provided during the investigation.
- After gathering and reviewing all evidence, the administrative review panel will make a determination as to whether a violation of the sexual misconduct policy has occurred. The burden of proof is the preponderance of evidence. Under this standard, responsibility is determined on a “is it more likely than not” basis.
- In order to limit information shared about students, the Dean of Students and/or Title IX Coordinator may replace student names with non-identifiable names in the report and investigation materials.
- As soon as possible after the conclusion of the administrative review proceeding, the administrative review panel will notify the complainant and the respondent in writing that a determination has been made, and what, if any, sanctions will be imposed on the respondent (if applicable). This will be done as close to simultaneously as possible. In the event that the respondent is found to have violated a policy, the complainant will be informed of any sanctions that are directly related to the complainant (e.g., no contact order, suspension of respondent, etc.), but may not be informed of sanctions that do not directly affect the complainant.
- Any sanctions will be imposed on the respondent in accordance to the seriousness of the behavior. Sanctions may range from written reprimand to expulsion from the college.
- Complainants in sexual assault, sexual exploitation, sexual harassment, stalking, and relationship violence incidents have an absolute right to be informed of the outcome and sanctions of the administrative review proceeding, in writing, without condition or limitation.

Students who bring any sort of sexual misconduct complaint against faculty or staff may be informed of the outcome and sanction without limitation, because FERPA does not apply to faculty or staff information.

Remedies, Enforcement, and Sanctions

If, following the procedures outlined above, Coe College determines that sexual misconduct has occurred, the college will, as quickly as is reasonable, take such action as is appropriate to eliminate the conduct, prevent its recurrence, and address its effects. The enforcement, including remedies and sanctions, will be based on the nature of the incident, any prior conduct violations, sanctions resulting from similar prior cases, and any other relevant facts. Depending on the severity of the case, sanctions may include but are not limited to:

- Oral or written reprimand.
- Required compliance: carrying out of a college regulation or administrative directive, such as educational activity or counseling, as a condition for avoiding further disciplinary action and/or remaining in good standing.
- Fines or restitution: reimbursement for damage to or misappropriation of property. May also take the form of college service or other compensation and may be combined with other sanctions.
- Community service: assignment to work on or off-campus.
- No contact orders.
- Removal from college housing without a refund
- Removal and/or deregistration from a class or classes without a refund
- Disciplinary warning: written notice that continuation of misconduct in general or repetition of specified conduct has been found unacceptable within the specified period of time stated in the warning. Failure to comply may be cause for further disciplinary action.
- Disciplinary probation: the most severe and serious warning a student may receive and still remain enrolled in the college. During the period of probation, disciplinary probation may be accompanied by other conditions as determined by the college. Violation of the terms of disciplinary probation or the infraction of any college regulation during the probation period may be grounds for suspension or expulsion.
- Suspension: separation from the college for a specified period of time. Readmission must be applied for and may be contingent upon compliance with specific conditions.
- Expulsion: permanent termination of enrollment from the college.
- Any other available and appropriate sanction, as set forth in the Student Reference Book.
- Termination of employment with the College

Appeal

Either the complainant or the respondent has the right to appeal the administrative review panel's determination. In order to appeal, a written letter stating the purpose of the appeal must be submitted to the Title IX Coordinator's office within seven (7) business days of receiving the determination letter. The appeal letter shall consist of a concise and complete written statement of the grounds for the appeal. The appeal letter should be submitted by email to the Title IX Coordinator.

Appeals will only be considered if made on one or more of the following grounds:

- Newly discovered evidence, not available at the time evidence was presented to the administrative review panel, that would result in a different outcome;
- Procedural errors that had a material impact on the outcome; or
- Fairness of sanctions (a student may appeal specific sanctions while accepting other sanctions)

The appeal letter must state which of the aforementioned grounds the appeal is based upon. Appeals of the administrative review panel's decision shall be heard by the appeals board. The board is comprised of three individuals which include one faculty member, one staff member, and one student. All members of this board will be different from the members of the administrative review panel. Based on the appeal letter, the appeals board may deny the appeal without further consideration if it was not timely filed or not made on appropriate grounds. If the appeals board determines that an appeal should be accepted, it will notify both parties. If the appeal is accepted, the non-appealing party will be given an opportunity to respond in writing to the other party's appeal. Any response by the non-appealing party must be submitted within seven (7) business days of the receipt of the notice of acceptance of the appeal. Any written appeals or response statements will be sent to the opposing party.

Once an appeal has been accepted, the appeals board may review the appeal letter, any responses, and the record of the investigation and the administrative review process. The appeals board may also request additional interviews with the complainant, the respondent, or identified witnesses. Upon such review, the appeals board can affirm the original findings, alter the findings, and/or alter the outcome depending on the basis of the appeal. If the appeals board finds that new evidence is available or that procedural errors occurred, it can remand the case to the administrative review panel for reconsideration.

At its discretion, the appeals board can schedule an in-person appeal hearing with the complainant and the respondent present. An in-person appeal hearing will be scheduled for no sooner than the expiration of any appeal response deadline, or no sooner than two business days after receipt of any appeal response, whichever is later. In the event the appeals board determines that an in-person appeal hearing is warranted, both parties will be notified in writing of the time and place of the in-person appeal hearing. Both parties will be permitted to be present and make a statement at the in-person appeal hearing. The appellant (the appealing party) will make their statement first, followed by the appellee (the non-appealing party). The appeals board will determine whether a responsive statement by the both parties will be permitted. The appeals board is free to ask questions of either party during the in-person appeal. The parties will not be permitted to question the other party. Both parties can issue questions that they wish to be asked of the other party to the board. The board can deem whether or not the question is appropriate to be asked.

All the decisions by the appeals board shall be final and binding on the parties. The parties will be as simultaneously as possible notified of the decision of the appeals board in writing within 3 business days of a decision being made, and this notification will include any changes that may have been made to the prior decision.

Rights of both parties

Rights of the Complainant

- The right to have any and all incidents of sexual misconduct committed against you treated with seriousness;
- The right to be free from any kind of pressure that you should (1) not report crimes committed against you to civil and criminal authorities, campus security and disciplinary officials; or (2) report crimes as lesser offenses than the complainant perceives them to be;
- The right to be free from any kind of suggestion that campus sexual misconduct complainants not report or underreport crime because (1) complainants are somehow responsible for the commission of crime against them; (2) complainants were negligent or assumed the risk for being assaulted; or (3) by reporting crimes they would incur unwanted personal publicity.
- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to College administrators;

- The right to be treated with respect and dignity by college officials;
- The right not to be discouraged by college officials from reporting sexual misconduct to both on-campus and off-campus authorities;
- The right to be informed of the outcome and sanction of any disciplinary proceeding involving sexual misconduct, usually within 3 business days of the end of the proceeding;
- The right to be informed by college officials of options to notify proper civil and criminal authorities, including Campus Security and the Cedar Rapids Police Department, and the option to be assisted by campus administrators in notifying such authorities, if the student so chooses. It also includes the right not to report, if this is the complainant's desire;
- The right to be notified of available counseling, mental health or student services for complainants of sexual misconduct, both on campus and in the community;
- The right to notification of, options for, and available assistance in, changing academic, working, transportation, and living situations after an alleged sexual misconduct incident (no formal complaint or investigation need to occur before this option is available). Such options may include:
 - Change of an on-campus student's housing to a different on-campus location;
 - Assistance from college support staff in completing the relocation;
 - Arranging to dissolve a housing contract and prorating a refund;
 - Exam (paper, assignment) rescheduling;
 - Taking an incomplete in a class;
 - Transferring class sections;
 - Temporary withdrawal;
 - Alternative course completion options
- The right not to have irrelevant prior sexual history admitted as evidence in a campus administrative review proceeding;
- The right to make an impact statement during the Investigation or the administrative review proceeding process and to have that statement considered by the board in determining its sanction;
- The right to a request, and have granted where the college deems it appropriate, a campus "no contact" order against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others;
- The right to be made aware of, and assisted in, exercising any options, as provided by the state and federal laws or regulations, with regard of mandatory testing of sexual assault suspects for communicable diseases, and with regard to notification of complainants of the results of such testing.
- The right to appeal the finding and sanction of the administrative review proceeding panel;
- The right to review, upon request, all documentary evidence available regarding the complaint, subject to privacy considerations explained elsewhere in this policy;
- The right to preservation of confidentiality, to the extent possible and allowed by law;
- The right to disciplinary proceedings closed to the public;
- The right to petition that any investigator or administrative review proceeding panel member be removed on the basis of demonstrated bias or conflict of interest;
- The right to bring an advisor/support person to all phases of the investigation and informal or formal disciplinary proceeding.
- The right to give testimony or provide statements in an investigation by means other than being in the same room with the respondent;
- The right to identify relevant witnesses during the campus investigation process;
- The right to be fully informed of campus conduct rules and procedures;
- The right to have the college reasonably encourage the presence of student, faculty and staff witnesses;

- The right to challenge documentary evidence or testimony presented by witnesses or the respondent;
- The right to review all testimony given and evidence presented during the investigation and administrative review proceeding;
- The right to have complaints heard by administrative review panel members who have received appropriate sexual misconduct review training;
- The right to full and prompt cooperation from campus personnel in providing evidence (related to proof of criminal sexual assault in subsequent legal proceedings).

Rights of Respondent

- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made to college administrators against the respondent;
- The right to be treated with respect by college officials;
- The right to be informed of and have access to campus resources for medical, counseling, and advisory services;
- The right to be fully informed of the nature, rules, and procedures of the campus conduct process;
- The right to timely written notice of all alleged violations within the complaint, including the nature of the violation and possible sanctions;
- The right to exclude irrelevant prior sexual history as evidence in a campus administrative review process;
- The right to make a statement during the investigation and to have that statement considered by the administrative review panel in determining the sanction;
- The right to make a responsive statement during the investigation or the administrative review process and to have that statement considered by the panel in determining its sanction;
- The right to appeal the finding and sanction of the administrative review panel;
- The right to review, upon request, all documentary evidence available regarding the complaint, subject to privacy considerations explained elsewhere in this Policy;
- The right to disciplinary proceedings closed to the public;
- The right to petition that any investigator or administrative review panel member be removed on the basis of demonstrated bias or conflict of interest;
- The right to have the college reasonably encourage the presence of student, faculty and staff witnesses;
- The right to review all testimony given and evidence presented during the investigation and administrative review;
- The right to challenge documentary evidence or testimony presented by witnesses or the complainant;
- The right to have complaints heard by administrative review panel members who have received appropriate sexual misconduct review training;
- The right to have one advisor/support person to accompany and assist in the campus disciplinary process. The advisor may not take part directly in any investigation or administrative review itself, though they may communicate with the respondent as necessary. The advisor may not contact or communicate, directly or indirectly, with the complainant or any identified witness;
- The right to a fundamentally fair investigation and disciplinary proceeding and process;
- The right to a campus conduct outcome based solely on evidence presented during the conduct process. The evidence shall be credible, relevant, based in fact, and without prejudice;
- The right to written notice of the outcome and sanction of the administrative review process; and
- The right to be informed in advance, when possible, of any public release of information regarding the complaint.

Frequently Asked Questions

Does the Complaint remain confidential?

The privacy of all parties to a complaint of sexual misconduct must be strictly observed, except insofar as it interferes with Coe's obligation to fully investigate allegations of sexual misconduct. Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted. Violations of the privacy of the complainant or the respondent may lead to disciplinary action by the college. In all complaints of sexual misconduct, the complainant and respondent will be informed of the outcome. In some instances, the administration may choose to make a brief announcement, e.g. security bulletin, of the nature of the violation and the action taken, using no names. Certain college administrators are informed on a confidential basis when appropriate (i.e., the President of the College, Vice President for Student Development, Dean of Students, Director of Security, College Counsel, Provost, and Director of Human Resources).

If you report an act of alleged sexual misconduct to a designated official of the college and there is evidence that a felony has occurred, local police may be notified. This does not mean charges will be automatically filed or that a complainant must speak with the police, but the college is legally required to notify law enforcement authorities in some situations. Coe College also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

Will I have to confront the perpetrator?

Yes, if you file a complaint and choose to proceed with the formal resolution process Sexual misconduct is a serious offense and the accused has the right to confront the accuser. The college does provide options for allowing confrontation without direct contact, including closed-circuit testimony, using a room divider, or using separate rooms.

Do I have to name the perpetrator?

Yes, if you want formal disciplinary action to be taken against the alleged perpetrator. No, if you choose to respond informally and do not file a formal complaint, but your incident of sexual misconduct will be reported for federal statistical purposes. Your personal information will be kept strictly confidential.

What do I do if I am accused of sexual misconduct?

DO NOT contact the complainant. The Title IX Coordinator or Dean of Students can explain the college's procedures for dealing with sexual misconduct complaints.

What do I do about preserving evidence of a sexual assault?

If you believe you have been a victim of a criminal sexual assault and you want to preserve evidence of the assault, you should go to St. Luke's Hospital Emergency Room (1026 A Ave NE, Cedar Rapids, IA 52406 – Directly across the street from Greene and Hickok Hall), before washing yourself or your clothing. The Sexual Assault Nurse Examiner (SANE Nurse - a specially trained nurse) at St. Luke's Hospital is on call 24 hours a day, 7 days a week (call the Emergency Room at (319)369-7105 if you first want to speak to the nurse; ER will refer you). Evidence can still be collected if you have bathed since the incident. A medical professional may be able to collect physical evidence of a sexual assault within 72 hours of the assault.

In addition, Mercy Hospital in Cedar Rapids and the University of Iowa Hospital and Clinics in Iowa City both have SANE nurses. A victim advocate can also accompany you to hospital and Coe Security can provide transportation to St. Luke's hospital. Victim advocates are available in Cedar Rapids through Riverview Center Sexual Assault Hotline at 1-888-557-0310 (24-hour crisis line), and the Rape Victim Advocacy Program (RVAP) in Iowa City at 1-800-284-7821. Some hospitals may notify the local police

when a sexual assault victim seeks emergency room services, but you are not obligated to talk to the police or to prosecute.

The exam will help to keep that option open for you, should you decide later to exercise it. The hospital staff will collect evidence, check for injuries, and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence.

You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. Do not disturb the crime scene—leave all sheets, towels, etc. that may bear evidence for the police to collect.

Will either party's prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?

Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.

Investigation and Resolution of Complaints when the Accused Person is a Faculty or Staff Member

If the accused person is a faculty member or staff member, and informal resolution is pursued, the Informal Resolution policy discussed above will apply. The Human Resources Director will be consulted for informal resolution involving a complaint against a faculty or staff member.

If the accused person is a faculty member or staff member, and formal disciplinary action is pursued, the investigation summary report will form the basis for the Dean of Students, Title IX Coordinator, and Human Resources Director to make decisions and recommendations. Together, these officials will determine the appropriate process for review of the investigation summary, including identifying the appropriate official or employee to make a final determination, if necessary, of a pending complaint, depending on the complexity and facts of the case. The investigation summary report will include either a finding, by a preponderance of the evidence, of a violation of the Sexual Misconduct policy and a recommendation regarding disciplinary action, or a finding of no violation of the Sexual Misconduct policy. Any process used or action taken when a faculty or staff member is accused would be consistent with applicable employment contracts and the faculty or staff handbooks.

Smoking

In accordance with Iowa's Smoke Free Air Act, no smoking whatsoever is permitted inside Coe College buildings or on Coe College property (grounds, parking lots, etc.) This Act applies to College employees, students, and visitors. It is legal for people to smoke on public sidewalks. This policy prohibits the use of, but is not limited to, cigarettes, e-cigarettes, vaporizers, hookahs, cigars, and similar products on college property.

Social Media

Students accessing "social networking services" such as Facebook, MySpace, Blogger, Twitter, Instagram, Snapchat and others should carefully read the terms and conditions set forth by such services. Students are solely responsible for the content of their sites. Coe College does not assume any responsibility for

what students place there. Inappropriate material placed on social networking sites is subject to Coe College's Student Conduct Process and the College's Harassment and Grievance Procedures. In addition to violation of College policy, the posting of inappropriate material may subject students to criminal and civil penalties. As referenced in the terms and conditions of these networking services, students should refrain from posting material that is deemed to be criminal; harassing; racially, sexually, ethnically or religiously objectionable; defamatory; obscene; invasive of another's privacy; or infringing of copyright.

Solicitation

Persons or organizations that request permission to solicit on the Coe campus will be required to meet the following conditions:

- Political candidates will be scheduled through the Office of the President. Representatives of candidates permitted to appear on campus will be allowed to distribute information only in areas designated by the Director of Campus Life. Student groups, which form to support a candidate, must be recognized by the Student Development Committee in order to schedule meetings or to use college facilities.
- Off-campus organizations and businesses will be permitted in the Union only if they are authorized by the Director of Campus Life
- Religious organizations must secure permission through the Chaplain for scheduling or for posting information.
- Organizations that are conducting sales will ordinarily be screened by the Director of Campus Life.
- No solicitation may occur in residence halls except by permission from the Director of Residence Life.

Employees are requested to report the appearance of any unauthorized sales persons or other solicitors to Student Development, Human Resources or the security office.

Student Activity and Organization Vehicle Use and Travel Policy

Student Activity/Organization groups that have been approved for travel and have submitted an approved Travel Plan Request form may be eligible to rent vehicles or use personal vehicles for transportation. Rentals will originate in Cedar Rapids, Iowa and are subject to availability.

Reservations

A Student Activity/Organization Travel Plan Request is to be completed by the group and submitted to their faculty or staff advisor for approval. The advisor approved plan is then submitted to the Reservations Office (reservations@coe.edu) during normal business hours 8:00 a.m. to 4:30 p.m. Monday - Friday. The Office of Student Development will advise the activity group/organization whether the travel plan is approved.

Please note: Only college authorized drivers are granted driving privileges for the College, whether a rental vehicle or personal vehicle is used. All authorized drivers must be identified no later than when the vehicle is picked up. Should the activity group/organization require the need for a rental vehicle, a Coe representative will be required to go on the trip.

Costs

The cost for vehicles rented through the College is determined by the rental company. Groups who choose to rent vehicles are responsible for the entire cost of the rental. Additionally, a \$50 insurance fee is charged for liability coverage. If any damage to the vehicle occurs during the trip, the renting activity group/organization will be responsible for the cost of the insurance deductible which is currently \$500. A Coe representative will be required to go on all trips with rental vehicles.

Personal cars may be used if the driver applies and is approved as a driver under the College's automobile insurance policy. It is important to note that when using a personal vehicle, the student's personal automobile insurance is primary (proof of insurance is required) and Coe College's insurance is secondary. Rental vehicles are covered under the College's liability insurance which is primary.

Key Pickup, Vehicle Parking, Key Drop Off

Vehicle keys are to be picked up at Campus Information during normal business hours 8:00 a.m. to 4:30 p.m., Monday - Friday. Keys will be attached to a clipboard along with the reservation form. Vehicle keys for evening, weekend, and holiday use are issued in advance, during normal office hours. A given vehicle may be scheduled for several trips over a weekend, with each group having keys in their possession. Vehicles may be used only during the hours reserved.

Vehicles are to be parked in the Eby parking lot next to the Natatorium. If spaces are not available at that location, note where the vehicle is parked on the reservation form.

At the conclusion of the trip, the keys, clipboard, all vehicle/driver related forms must be promptly returned to Campus Information.

Cancellations

Cancellation of a vehicle reservation must be emailed to Reservations (reservations@coe.edu) at least three (3) business days in advance. Any cancellation fees are at the discretion of the rental agency and will be charged to the student activity group/organization.

Driver Qualifications

Only authorized faculty, staff, students, or volunteers will be granted driving privileges for the College, whether a rental vehicle or a personal vehicle is used. Students must reapply annually for authorization to drive. Authorization is valid only for the activity group/ organization for which travel has been approved.

To be authorized, complete an Authorized Driver Application and Agreement form (available at the Business Office), provide a valid U.S. driver's license and proof of automobile insurance (to be photocopied so that a driving record may be requested), and meet the following requirements:

- Be at least 21 years' old
- Have a valid U.S. driver's license
- Have at least two years of driving experience
- Be classified as other than a high risk driver
- Automobile insurance coverage will be a minimum of \$100,000 per person/\$300,000 aggregate

The College reserves the right to deny driving privileges to any person at its discretion.

Identification of High Risk Drivers

A driver will be classified by the College and/or its insurance carrier as a “high-risk driver” if the Motor Vehicle Record (MVR) check indicates, or if it is otherwise determined, that the driver has any of the following violations within the most recent three-year period:

- Conviction for an alcohol and/or drug related driving offense. Refusal to submit to a Blood Alcohol Content (BAC) test.
- Conviction for reckless driving.
- Any combination of three or more moving violations or chargeable (at fault) accidents. Citation for leaving the scene of an accident.
- Conviction of fault in a fatal accident.
- Felony, assault or homicide arising out of operation of a motor vehicle.
- License suspension or revocation within the past three years.
- Requirement to obtain high-risk personal auto insurance, as classified by an insurance carrier.
- Failure to stop or report when involved in an accident.

Management Control for High-Risk Drivers

The College will not grant a high-risk driver driving privileges for the College whether a college vehicle, rental vehicle or their personal vehicle is used.

Driver Responsibility

The driver must operate the vehicle in a safe manner, observing all ordinances and laws pertaining to the operation of motor vehicles. The driver must also observe the Driver Application and Agreement form guidelines and the College’s driving and vehicle policies and assure adherence to its expectations. The driver must not use a phone for conversation or texting purposes while the vehicle is moving. Use of safety belts is required at all times by all vehicle occupants. It is recommended that vehicle headlights be turned on at all times while vehicle is in operation.

All vehicles owned or rented by the College are smoke free. No person may drive when his or her ability to do so is impaired in any way (such as being affected, impaired or influenced by alcohol, illicit drugs, medication, illness, fatigue or injury). If a driver has any doubt about his/her ability to drive safely, he/she should not drive.

The driver must, at all times, maintain a substance-free vehicle. If a driver discovers someone has an unauthorized substance, stop the vehicle and ask to have the substance removed. If the driver’s request is refused, consider it an emergency and call Student Development.

Vehicle load capacities must not be exceeded, including number of passengers, cargo weight, or any combination thereof. Large 15 passenger vans can accommodate a maximum of eleven (11) people including the driver. All other vehicles can accommodate their stated maximum occupancy. Roof storage is NOT allowed on passenger vans or SUV’s. Use of 15 passenger vans are not recommended and if used, the following guidelines MUST be adhered to:

- A maximum of 10 passengers plus 1 driver (total 11) are allowed.
- All van drivers will have their driver’s licenses checked (MVR’s).
- A minimum of 3-5 years of driving experience is required.
- Experience driving 15 passenger vans or viewing a 15 passenger van safety video is required.
- Vehicle maintenance and tire inflation will be checked rigorously.
- Pre-trip checks by drivers.
- Seat belts are to be worn by ALL occupants at ALL times.
- Length and duration of trips will be limited.

- Bags or luggage will not be allowed on top of the vans.
- Passengers or luggage will not be allowed on the seat behind the rear axle (last seat).

On long trips, the driver must check and maintain fluid levels, tire pressure, and operation of lights. This should be done every 300 miles or before a new driver begins to operate the vehicle. Drivers should not drive for more than 10 hours per day without taking the proper rest periods as necessary.

The driver must ensure that all interior and exterior lights are turned off and all doors and windows are locked when the vehicle is parked.

The driver must record the beginning and ending odometer readings on the vehicle reservation form. Accidents must be promptly reported to law enforcement authorities, Coe College Reservations Office (319) 399-8200, and the Business Office (319) 399-8643.

Fines resulting from traffic or parking violations will be the obligation of the driver.

The driver is responsible for providing a complete and accurate passenger list of all occupants to the Reservations Office immediately before departure when traveling more than 30 miles one way.

Driver Reporting Responsibilities

Drivers are required to notify their supervisor/advisor, campus Reservation Services, and the Business Office immediately of:

- Any illness, injury, physical condition or use of medication, which may impair or affect the ability to safely drive a college-provided vehicle or a personal vehicle on College business.
- Any accident involving a college-provided vehicle or a personal vehicle being used on College business.
- Any charge of a moving violation by an employee, which might result in being classified as a “high-risk driver” according to this program.
- The suspension, revocation or administrative restriction of the student’s driver’s license. If this occurs, the student must discontinue use of the college-provided car and/or driving a personal car on college business. Otherwise, College driving privileges will be permanently revoked.

Trips Over 300 Miles (One Way)

When traveling more than 300 miles (one way), additional authorized drivers are required for each vehicle. Each driver should drive no more than 4 hours at a time without taking the proper rest periods as necessary. No single driver should drive more than 10 hours in a 24-hour period. If the driver is not able to arrive at the destination before 1:00 a.m., prior arrangements must be made for an overnight stay.

A faculty or staff advisor must be identified on the Travel Plan Request form. The advisor is required to go along on the trip if any one of the following apply:

- The trip is longer than two consecutive nights
- The destination is more than 300 miles from campus Vehicles are rented through the College

If the trip does not meet any of the criteria above, the sponsor is required to provide written acknowledgement of responsibility to serve as emergency contact on campus. The sponsor must support the programmatic goals of the trip.

All trips also require a student to be identified as the Student Trip Leader. Regardless of the presence of an advisor, the Student Trip Leader will consult with the advisor and facilitate the planning and implementation of the trip.

The Student Activity Travel Plan Request must be submitted to the advisor for review. The advisor and the Student Trip Leader for the organization should have a discussion about the trip. This discussion should include the route, distance, time frame, programmatic goals, and safety/security issues. The advisor, Business Office, or Reservations Office may deny use of a vehicle if the trip does not meet the policies and insurance requirements of the College.

Inclement Weather

Layovers are required in the event of adverse weather and unsafe road conditions. When Storm Advisories, Storm Warnings, and/or reports of adverse driving conditions include the planned driving route for a Coe-sponsored trip, the trip advisor overseeing that trip and Student Services will consult to determine whether to continue the trip as planned, delay the trip, or cancel the trip. In order to have an informed conversation, the trip advisor should consult resources such as the following in order to ascertain the current and future weather and road conditions:

- www.weather.com
- Iowa Department of Transportation: <http://hb.511ia.org/main.jsf> or 511 on your phone.
- County sheriff and municipal police departments

Based on the available information on weather and road conditions, the trip advisor and Student Services will weigh the risks associated with running the trip, as well as any options for altering the trip route or itinerary. Student Services will then make the final decision on the disposition of the trip.

Vehicle Maintenance

All vehicle maintenance is the responsibility of the rental company. Exceptions include long trips when it is the responsibility of the driver to check and maintain fluids and tire pressure as recommended by the manufacturer.

If the vehicle is damaged or needs repairs, the driver should notify the Reservations Office and note the items on the vehicle reservation form.

Users of rental vehicles are asked to return the vehicle clean, free of all trash and with a full tank of gasoline.

If Driver Has An Accident

- When conditions and/or regulations permit, move onto the shoulder or side of roadway to prevent further damage/hazards. Place warning signals promptly.
- Ask someone to summon the police and medical assistance if anyone is injured. Repeat after five minutes if help hasn't arrived.
- Keep calm. Be courteous. Don't argue. Make no statement concerning the accident to anyone except a police officer. Get the officer's name and badge number. Do not accept responsibility. Law enforcement and/or insurance claim adjusters will determine fault.
- Complete accident report, located in the glove compartment, at the scene. Fill in all information or write down pertinent information about the accident on paper and complete an accident report at a later time.
- Obtain the names and addresses of all persons injured regardless of how minor the injury. Try to learn where injured parties are treated.

- Do not administer first aid, unless qualified to do so.
- Report accident immediately to Reservations at (319) 399-8200 and to the Business Office at (319) 399-8643.
- Before leaving the accident scene, driver should check to see that he/she has all the facts, names and contact information of those involved as well as any eye witnesses.
- The accident should be reported as soon as possible to the driver's supervisor.
- Note: Any damage to a vehicle that occurs during the trip, the renting activity group/organization will be responsible for the cost of the College's insurance deductible which is currently \$500.

Insurance for Personal Vehicles Used for College Business

When using your personal vehicle for College business the primary liability coverage shifts from Coe College to your personal auto insurance. Your personal auto insurance is the primary payer in the event of a liability loss. Coe College's auto liability insurance may be in excess of the employee's personal auto liability insurance.

Coe College Web Publishing Guidelines

The Coe College website is a shared resource that supports and reflects the institution's mission and programmatic goals. The primary audience of the Coe College website is prospective students and their families. The site plays a vital role for the college in its effort to educate students.

The Office of Marketing in partnership with the departmental Vice Presidents/Provost manage the Coe College home page (www.coe.edu), department sites/pages and office sites/pages.² The Office of Marketing is responsible for the structure and development of the Coe College web presence, as well as determining guidelines for consistent graphic design, writing style and accuracy of information.

To ensure a useful, current, interesting and content-rich site that meets institutional needs, faculty, staff, and others are encouraged to contribute to and participate in the development and maintenance of the website. At the same time, it is important that all web pages on the College web server conform to certain basic guidelines for consistency, access, and content to promote a consistent image of the College. It is critical that all information be regularly reviewed for relevance and accuracy.

Official Pages

All pages housed on the institutional website (www.coe.edu) are considered official pages.

Official Pages - Quality and Content

Any electronic publication produced at Coe College is a reflection of the institution and thus must be of good quality and responsible content. These pages will be regularly reviewed so that the College's electronic image reflects the same excellence as its print publications attempt to convey.

Copyright laws apply to electronic publishing as well as to print publishing. Publisher must have permission to publish the information, graphics, or photographs on their pages if the publisher is not the author or creator. Electronic publications are subject to the same College policies and standards as print publications.

Official Pages include:

- **The College Home Pages** - The "main entrances" to the College's electronic communications network. The Office of Marketing is responsible for their look and content.
- **Departmental Web Pages** - The pages for College academic departments and administration offices. They are the responsibility of the department/office heads and the home page must contain the correct College nameplate and other items. At the discretion of the Provost or department chair, these pages may be required to include a clarifying statement. Clarifying statements could include the follow or a variation of any sort: "This site is maintained by a student organization."; "This site does not reflect the views of Coe College as a whole."
- **Centrally Supported Web Pages** - Pages that run across department or department/office lines, such as "news and events" pages. Prior to the startup it must be decided which office is immediately responsible for any page. These pages also must contain the College's visual identity elements and follow an approved template.
- **Student Organization Web Pages** - Pages for the use of Student Senate-chartered organizations, found under the Campus Life Home Page, and reviewed annually by the organization's faculty or staff advisor. These pages must contain the College visual identity elements, and may – at the request of the mentor or College administration – include an additional clarifying statement. Clarifying statements could include the follow or a variation of any sort: "This site is maintained by a student organization."; "This site does not reflect the views of Coe College as a whole."

Personal Pages

Personal pages are those pages that represent individual faculty, staff and students of the college. These rules apply to any web page linked from the official Coe College website (www.coe.edu).

- Personal websites must be reviewed annually and conform to the current web standards determined by the Coe Office of Marketing.
- Use of the College's content management system is the most efficient way to ensure that the site meets college standards for design.
- College websites are hosted internally. Any requests for an exception to this rule should be sent to the Office of Marketing and the senior staff member in question.
- Each personal website must include a home page which includes the following disclaimer:
"The views and opinions expressed on the following personal web pages are strictly those of the page author. The contents of these pages have not been reviewed or approved by Coe College."

The College may request that such pages be modified, and reserves the right to – at its discretion – remove from the server any pages that it deems to be in violation of these precepts. The College also reserves the right to suspend the personal web page publishing privileges of any individual who knowingly violates college policy or governmental statute pertaining to electronic publishing, libel or decency.

Website Removal

When a website owner is no longer affiliated with the College, at the request of a senior staff member the Coe College webmaster will remove the site. It is the responsibility of the site owner to relocate the pages if they wish to keep the site active.

Website Restrictions

Regardless of the type of website, the following restrictions apply unless senior staff or its designee approves an exception:

- must be hosted on the Coe.edu CMS.
- must not be commercial in nature.
- must not process payment transactions of any kind.
- must have a designated Coe College owner.
- must comply with the Coe College Acceptable Use Policy.

Intellectual Property/Copyright

Materials that are owned by others may not be placed on web pages without the expressed permission of the owner.

Commercial Activities

No employee, student, or guest may use systems on the Coe network for profit-making ventures unless such use is directly related to Coe courses, to faculty/staff/student research or professional activities. The appropriate senior staff member involved must approve any uses for profit-making and the College reserves the right to withhold hosting of such activities if they are not in keeping with the College's mission.

Privacy

The usage of personal information on Official Pages is restricted to that allowed by federal, state, and local laws and by College standards for print publications.

Pictures, video, audio, or personal information of or about a person or persons may not be placed on college web pages without the subject(s)'s expressed permission. The burden of demonstrating consent is on the designated owner of the page on which the material appears.

Weapons

Possession of weapons and materials that endanger the campus are prohibited in college owned housing, college buildings, college property or vehicles on campus. These items include, but are not limited to firearms, pellet guns, air guns, knives/swords with blades over 3" long, bow/arrows, ammunition, prop/play guns, and explosives.

Employment Policies

These policies provide employment information that applies to all faculty and staff. Additional information may be found in faculty or staff handbooks.

At-Will Employment

Employment at Coe is voluntarily entered into, and as an employee you are free to resign at will at any time, with or without cause, and with or without notice. Similarly, the college may terminate the employment relationship at will at any time, with or without cause, and with or without notice. None of the policies in this handbook are intended to alter the at-will nature of your employment, nor does anyone at the college have authority to alter the at-will nature of the employment relationship, except through a written agreement signed by a member of Coe College administration.

The policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Coe College and any of its employees.

Americans with Disabilities Act (ADA)

To ensure equal employment opportunities to qualified individuals with a disability, Coe College will make reasonable accommodations for the known disability of a qualified individual whenever possible. Employees who may require a reasonable accommodation should contact the Human Resources Department.

Background Checks

Coe College is committed to ensuring the safety of its faculty, staff, students, and members of the public who have a relationship with the college, and will deny employment or volunteer appointment of any individual with a criminal conviction that may create an unacceptable risk to the institution. Determination of risk includes consideration of the relationship of the conviction and the position for which the person has applied and whether the position has access to students and minors.

As part of the employment process, a background check will be conducted for all applicants hired as regular employees of Coe College, which includes faculty, administrative and support staff. Temporary, seasonal, work study and volunteer appointments will be considered based upon the nature of work duties and interaction with students and minors. Hiring supervisors are responsible for communicating background check requirements to applicants prior to beginning work. In addition to a criminal background check, a credential/licensure, driving, or financial review or verification may be required as part of the background check for employment when appropriate.

Background and credential checks are performed by an external vendor with national search results, and all background checks include sex and violent offender search, multi-state criminal search, and federal/global government watch lists. If driving is an essential function of the position, a motor vehicle report (MVR) will be included in addition to the background check. If financial or senior leadership responsibilities are essential functions of the position, the background check may also include a credit report, civil litigation, bankruptcy and tax lien records.

In determining the appropriate type and extent of a background check, the hiring supervisor and Human Resources will consider the following parameters:

- Direct responsibility for the care, safety and security of people (especially minors and other vulnerable populations) and personal information.

- Direct access to or control over, cash, checks, credit cards, account information, or significant budgetary responsibilities.
- Essential functions of the position include driving or operating a Coe-owned vehicle.
- Essential functions of the position require particular certification, licensure, or education.
- The nature of work duties and interaction with students and minors.
- For questions or concerns regarding the type of background check required for each position, the applicant or hiring manager may contact Human Resources.

Specific information discovered through the background check will not be shared with the hiring department and will not be included as part of the personnel file. If questions arise in determining eligibility for employment, Human Resources may consult with the Executive Vice President or President of the College.

Background Check Procedure for Hiring New Employees:

- Position requirements and advertisements on the Coe website must contain a notification stating “Employment is contingent upon successful completion of a background check.”
- It is recommended that the hiring manager reiterate requirements for successful completion of a background check is required for employment.
- Following authorization of employment offer by Human Resources, disclosure and notification documents will be issued to the candidate selected for the position prior to beginning work.
- Once the background authorization is signed and returned by the candidate, Human Resources will conduct the appropriate background check dependent upon parameters described above and determine whether the candidate is eligible for hire.
- If the background check is satisfactory, Human Resources will inform the hiring manager/search committee chair and the candidate may begin working.

Unsuccessful Background Check

When a background check reveals information that renders the candidate ineligible for hire, Human Resources will notify the hiring department and the candidate of such ineligibility. Human Resources will distribute a copy of the report to the candidate with a summary of rights and formal notification of the hiring decision in writing. The candidate will then be provided three (3) business days to contact Human Resources and dispute or provide satisfactory explanation of the event/conviction. Absent notification of dispute, the employment offer will be withdrawn and the hiring manager may proceed with the hiring process and select another candidate.

In review of background check results, Human Resources will consider the nature and gravity of the finding, nexus to the position hired, amount of time passed, rehabilitation efforts since the event, and any other appropriate individual circumstances.

Procedure for Current Employees

If an employee’s work duties may include operation of a motor vehicle and the employee is charged with a violation of laws governing operations of motor vehicles, or if any employee is charged with a felony or a serious misdemeanor, the employee must notify Human Resources. This notification requirement includes convictions that occurred prior to dissemination of the policy. Members of management who have credible knowledge of such a conviction are expected to disclose the information to Human Resources. When administration becomes aware of a charge, conviction, or event that may create institutional risk, Human Resources may conduct an administrative investigation and, in consultation with Coe College administration, will determine the appropriate course of action.

Additionally, a background check may be appropriate when an employee is offered a promotion or new position within the organization that warrants a criminal, credential, driving or credit review as described in the policy.

Volunteers, Independent Contractors and Coe Sponsored Programs/Events

Coe College may contract vendors, host or sponsor events, and utilize volunteers or members of the public to provide staffing. It is the responsibility of the program coordinator or Coe employee contracting the vendor to notify Human Resources if through the nature of the work, it can be reasonably expected he or she will directly interact with minors or other vulnerable populations, particularly in a one-on-one environment. If it is determined that a background check is required and must be conducted by the College, a successful background check must be complete prior to the event to ensure safety and compliance with insurance requirements. Contact Human Resources for specific questions or concerns.

Equal Employment Opportunity

Coe College has a tradition of being committed to providing equality of opportunity for all persons, and believes that equal employment opportunity and affirmative action help to create a diverse community of faculty and staff at the College which enriches the campus for students and staff. The Equal Opportunity and diversity policy embodied in this document describes the current practices of the College in recruitment and hiring of academic and non-academic personnel. The College embraces the concept of equal employment opportunity set forth by federal law, which requires employers to base hiring, retention, promotion and salary decisions on the merit of each candidate or employee. The College is committed to actively seeking equal employment opportunities based on merit for all persons, without regard to sex, sexual orientation, race, creed, color, national or ethnic origin, sexual orientation, religion, age, pregnancy, veteran status or disability, which includes taking action and instituting policies and procedures in conformity with federal, state and local laws to conform to federal, state and local laws regarding equal employment opportunity and to increase the diversity of its faculty and staff.

General Recruitment and Hiring Procedures

The procedures set forth below shall be followed with regard to the recruitment and hiring of all academic and non-academic personnel. Please refer to Sections III. and IV. of this Policy for additional procedures relating to these two groups.

Policy Dissemination. This Equal Opportunity and Diversity Policy will be disseminated to all college employees (via the College's intranet and handbooks), contractors, subcontractors, and recruitment sources.

Recruitment Notices. In recruiting personnel, recruitment notices shall be listed in those print and on-line sources and publications which are appropriate for the position. These listings may include internal posting, local and regional newspapers, higher education journals and national organization publications. There are two approved uses of the equal opportunity notice. "Coe College is an equal opportunity employer" or "Coe is committed to increasing the diversity of its campus community and encourages applications from individuals who will help fulfill that goal. Coe College is an equal opportunity employer." which will be included in each recruitment notice, whether in print or electronic form. Notices may only specify qualification criteria based upon merit.

Job Descriptions. A current job description or detailed advertisement for the position to be filled shall be available prior to the notice being posted. All applicants shall be provided access to the job description via request. Objective and subjective criteria may be listed and shall be based on the functions of the position. Essential functions of the position shall be noted.

Recruitment process. The hiring manager will select advertising sources believed to provide a qualified and diverse pool of candidates, and will choose at least one applicant source dedicated to underrepresented populations. Where applicable, internal candidates who qualify and apply for higher level positions within the professional, technical, and physical plant staff will be interviewed.

Recruitment Records. Efforts of hiring personnel will be kept electronically, including the number of applications received, self-identified demographic data, and the rationale for selecting a particular candidate for a position.

Annual Diversity Report. To the extent known, an annual update identifying the diversity characteristics of College employees will be compiled to permit an analysis of the diversity of the College's academic and non-academic personnel, the development of diversity initiatives and completion of any government reporting requirements.

Employment of Family Members. The College will adhere to the principle of merit in its recruiting, hiring, promotion, and salary policies. To this end, family members may be hired based upon merit only, and conflict of interest situations, or the potential or appearance of such situations, shall be avoided when making such decisions.

Salary. To achieve appropriate salaries for all employees in every job category or faculty discipline and rank, for both new and existing employees, periodic salary reviews will be conducted of existing personnel. Salaries for personnel in each job, category or faculty discipline and rank will be compared to each other to determine whether employees' salaries are commensurate with their qualifications, experience and work. Salaries shall be determined using these factors with merit as a consideration.

Application/ Interview Information. Information obtained from applicants on application forms and during interviews shall conform to federal and state laws.

Accommodation. In the event a qualified applicant has a disability which is a qualifying disability under the Americans with Disabilities Act, the College shall determine whether the applicant can perform the essential functions of the position, and what accommodations may be made to permit the applicant to perform these functions.

Dissemination of this Policy

This Equal Opportunity and Diversity Policy will be communicated and disseminated to all College employees in written form, and via the College's intranet website. Statements of the College's commitment to this Policy will be included in each revision of the employment handbook.

The guidelines on notices and recruitment activities contained in this Policy will be communicated and disseminated to all outside agencies used by the College in the recruitment of personnel to permit these agencies to act in accordance with the Policy when engaged in recruitment activities for the College. In addition, the existence of this Policy will be communicated to organizations and entities which may be involved in the recruitment and hiring process, including, but not limited to, professional organizations and those groups representing diverse persons within these organizations, employment agencies, newspapers, and other entities used in recruiting personnel. The existence of this Policy will also be communicated to all college vendors, contractors, and subcontractors.

Policy Implementation and Compliance

The Director of Human Resources will have the responsibility to oversee the implementation of this Policy and compliance with its terms, and currently serves as the EOD Officer for the college. The EOD Officer shall be a member of the college faculty or professional staff and shall be appointed by the President to serve in that role at the discretion of the President. The duties of the EOD Officer shall be

determined by the President from time to time, and shall include annual review of this Policy; retention of records required by applicable federal and state regulations, review of salary equity issues; and oversight of diversity initiatives in hiring, promotion and retention matters.

Reporting of Possible Policy Violations

In the event an applicant or employee feels that this Policy has been violated, he or she should contact the Director of Human Resources/EOD Officer. The EOD Officer shall conduct a review of the allegations, involve the necessary College personnel and oversee any corrective action that may be warranted.

Family Medical Leave Act (FMLA)

Coe College complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The College also abides by any state and local leave laws. The more generous of the laws will apply to the employee if the employee is eligible under both federal and state laws.

Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact the Human Resources department to discuss options for leave.

The FMLA requires private employers with 50 or more employees and all public agencies, including state, local, and federal employers, and local education agencies (schools), to provide eligible employees up to 12 weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave, except for leaves to care for a covered service member with a serious illness or injury. For those leaves, the leave entitlement is 26 weeks in a single 12-month period, measured forward from the date an employee first takes that type of leave.

Basic Leave Entitlement The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or child birth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

Military Family Leave Entitlements. Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to seven days of leave); (2) attending certain military events and related activity; (3) arranging childcare and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to five days of leave); (7) attending post-deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties and for which the service member is

undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections During FMLA Leave. During FMLA leave, the College will maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Employee Eligibility. The FMLA defines eligible employees as employees who: (1) have worked for the College for at least 12 months; (2) have worked for the College for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite which has 50 or more employees or is within 75 miles of College worksites that taken together have a total of 50 or more employees.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school, work, or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies also may be taken on an intermittent or reduced work schedule basis.

Substitution of Paid Leave for Unpaid Leave. Employees may choose or employers may require the use of accrued paid leave while taking FMLA leave. Accordingly, the College requires employees to use any paid leave benefits outlined in the faculty or staff handbook prior to unpaid FMLA leave taken because of the employee's own serious health condition or the serious health condition of a family member or to care for a seriously ill or injured family member in the military. In order to use paid leave for FMLA leave, employees must comply with the College's normal paid leave procedures found in its Vacation and Sick Leave policies.

Employee Responsibilities. Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the College's normal call-in procedures.

Employees must provide sufficient information for the College to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform

daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the College if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees may also be required to provide a certification and periodic recertification supporting the need for leave. The College also may require a second, and if necessary, a third opinion (at the College's expense) and, when the leave is a result of the employee's own serious health condition, a fitness for duty report to return to work. The College also may delay or deny approval of leave for lack of proper medical certification.

College Responsibilities. The College will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If employees are not eligible, the College will provide a reason for the ineligibility.

The College will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's FMLA leave entitlement. If the College determines that the leave is not FMLA-protected, the College will notify the employee.

Unlawful Acts by Employers. The FMLA makes it unlawful for any employer (1) to interfere with, restrain, or deny the exercise of any right provided under the FMLA; or (2) to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

HIPAA Privacy Policy

It is the policy of Coe College as the Plan Sponsor of various benefit plans, to take reasonable steps to ensure the privacy of your protected health information ("PHI") (all individually identifiable health information transmitted or maintained by the Plan, regardless of its form – written, oral, or electronic) in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The entire HIPAA Privacy Practices Policy may be obtained from the Coe College Business Office or viewed online at my.coe.edu.

Nursing and Lactation Support

In recognition of the well-documented health advantages of breastfeeding for infants and mothers, Coe College provides a supportive environment to enable breastfeeding employees to express milk during work hours.

Breaks

Employees who wish to express milk during the work period shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the department. Breastfeeding employees are allowed to express milk during their normally scheduled breaks. If lactation does not coincide with break times, employees may arrange alternate plans for making up the lost work time with their supervisor.

Lactation Rooms

The College has assigned rooms on campus for nursing or lactation purposes. We wish to provide space that is suitable for lactation while also respecting the employee's privacy in a secure and comfortable area. Each employee using the lactation room is responsible for cleaning up the room after use. These rooms are located in the meditation room in Gage Memorial Union and the family room in the Athletics and Recreation Complex. A map is available on the next page of this document for the location of these buildings.

It is the goal of the College to provide a positive working environment that promotes health and family wellness. It is the responsibility of all employees to uphold a tolerant attitude, and refrain from harassment, hostility, or interference of any employee utilizing the lactation room.

For more information concerning nursing mothers, visit:

<https://www.dol.gov/whd/nursingmothers/faqBTNM.htm>

Organizational Benefit Eligibility

For the purposes of determining organizational benefit eligibility, full-time employment is defined as working an average of 30 hours per week over at least 9 months (not withstanding academic breaks for those whose positions would otherwise be 12 month appointments), or 75% FTE (full-time equivalent) or greater for benefit purposes. Ongoing full-time employees are eligible for all college benefits offered within the classification (e.g. faculty or staff). Some benefits are pro-rated for positions working less than 40 hours or 100% FTE (e.g. vacation, sick leave).

Part-time employment is defined as working less than 30 hours per week or 75% FTE for benefit purposes. Ongoing part-time employees who average between 20 and 29 hours per week, 1,000 hours per year or more, or 50-74% FTE are eligible for personal days (hourly employees), sick leave, vacation, retirement contributions, and all federally or state mandated benefits (e.g. Worker's Compensation, unemployment insurance, social security contributions), at pro-rated amounts. Part-time employees working less than 20 hours are eligible for federally or state mandated benefits.

Temporary, seasonal and student employees are not generally eligible for organizational benefits unless otherwise specified in writing. However, if it is estimated upon offer of employment that an employee will work more than 30 hours per week in accordance with health insurance eligibility policy, or it is determined during the stability measurement period (as defined in the Health Insurance eligibility policy) that average work hours have exceeded 30 hours, health insurance will be offered.

Health Insurance Eligibility

Health insurance eligibility is outlined in accordance with the Affordable Care Act (ACA) and terms associated with ACA. For additional information or questions, please consult the Office of Human Resources.

Relevant ACA definitions:

Measurement Period - a period of time, no less than 3 and no more than 12 months, used by an employer to evaluate eligibility for health insurance based upon hours worked. Coe College utilizes a 12-month measurement period. This 12-month measurement period applies to the initial measurement period for new employees (the first 12 months of employment) as well as the stability measurement period (an ongoing measurement period to evaluate continuing eligibility for health insurance).

Administrative Period – A period of time, no longer than 90 days, during which an employee becomes eligible for health insurance and insurance begins, or when an employee drops below eligibility for health insurance and when it ends. Coe College utilizes an administrative period of the fraction of the month between the 1st day of employment or of known health insurance eligibility and the 1st of the following month.

Offer of Employment

Prior an offer of employment, the hiring office shall estimate an employee’s work schedule or FTE % over a 12-month period (less any period not worked due to academic or organizational breaks) and a determination will be made regarding health insurance eligibility for all ongoing and annual appointments, as well as temporary appointments that may reach eligibility during the initial measurement period. If it is determined that an employee will meet or exceed the definition of full-time, health insurance will be offered immediately, less the administrative period. Part-time employees, seasonal and student appointments will not be offered health insurance upon the start of employment.

Variable Hour and Part-time Employees

Following the administrative period, Coe College will utilize an initial measurement period of 12 months, which begins the 1st of the month following an employee’s start date for all variable hour employees, as well as part-time employees. The College will review hours worked during the initial measurement period using a 12 month look back period. If at the end of 12 months’ average hours worked exceeds 30 hours per week during that time period (notwithstanding academic or organizational break periods) and health insurance has not previously been offered, the employee will be notified and offered coverage immediately, less the administrative period. Conversely, if an employee has been offered health insurance and average work hours have not exceeded 30 hours per week during the initial measurement period, health insurance coverage will end immediately, less the administrative period.

Stability Period

Once initial health insurance eligibility is determined at the start of employment, or following the initial measurement period for variable hour and part-time employees, Coe College will utilize a 12-month ongoing stability measurement period that aligns with open enrollment in health insurance. If it is determined through a 12 month look back at that time, that an employee’s average hours worked are greater than 30 hours per week or 75% FTE during the stability period (not withstanding academic or organizational break periods), health insurance will be offered immediately, less the administrative period. Conversely, if an employee’s average work hours have not met or exceeded 30 hours per week during the stability period health insurance coverage will end on the 1st of the month following a 90-day administrative period.

Change in Status

If an employee’s position changes and it includes a change in status from full-time to part-time status occurs, once the change in status occurs, health insurance coverage will end on the 1st of the month following a 90-day administrative period.

Severe Weather Protocol

As a general policy, Coe College will not close because of adverse weather conditions. All members of the faculty and staff are expected to make every effort to come to the campus for normal operation of the institution—recognizing that in the event of adverse conditions individual discretion will have to be used—and a decision that travel would constitute a serious risk will be recognized. In that event, faculty members should communicate with Provost and Dean of the Faculty as early as possible to determine options and communication. Staff members should communicate such information to their supervisors.

Communication

In the event the school is closed, an all-campus email the Emergency Alert system will be utilized to communicate with faculty, staff and students, and regional television and radio stations will be advised.

Facilities

When school is closed for normal business, special staffing arrangements will be made to ensure that essential facilities are open (e.g. cafeteria). Also, staffing arrangements will be made to ensure that the switchboard is open from 7 a.m. to 7 p.m. Any decisions regarding evening classes will be made and communicated by 4 p.m.

Reporting to Work and Paid Time Off

Individuals who are unable to get to work due to weather when the college is open will be expected to communicate with their supervisor to determine arrangements for a solution, which may include alternate work arrangements or vacation use.

Whistleblower – Fraudulent or Dishonest Conduct Policy

Coe College is committed to maintaining the highest standards of conduct and ethics. Coe College expects all employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. The College is committed to having policies and procedures that comply with the laws and regulations to which it is subject to. The College's internal controls and operating procedures are intended to detect and prevent or deter improper activities. However, even the best system of controls cannot provide absolute safeguards against irregularities.

The College encourages employees to report concerns of possible **financial wrongdoing** to their immediate supervisor or other appropriate administrator or supervisor within the department. However, when there is a potential conflict of interest or when an employee may feel it is necessary to report a concern of financial wrongdoing outside of the traditional reporting mechanism, the College has adopted a **Whistleblower Policy**. The Whistleblower Policy allows allegations to be made outside of the immediate area that the suspected employee is associated with and allows for a degree of confidentiality for the reporting person, if requested.

This Whistleblower Policy governs only the reporting and investigation of suspected violations of law, external regulations or College policy of a financial nature or misuse of College resources. Such violations may include, but are not limited to, theft or inappropriate use of cash or other College property, falsification of hours worked for payroll purposes and inappropriate spending of cash through the accounts payable process. The policy is not intended and may not be used for personal or employment grievances, general compensation and benefit complaints, opinions on policy, etc.

Reporting

To make a report under this policy, an employee may submit concerns confidentially and anonymously in a sealed envelope marked "confidential" to the Chair of the Audit and Compliance Committee of the Board of Trustees c/o Coe College Office of the President. Sufficient information should be provided in order that an investigation may be conducted. Written reports will be forwarded, unopened to the Chairman of the Audit and Compliance Committee of the Coe College Board of Trustees.

Process of Investigation

The Chair of the Audit and Compliance will initiate the investigation if it is determined sufficient corroborating evidence is available to justify the commencement of an investigation. The Budget and Audit Subcommittee may enlist outside legal, accounting or advisors, as appropriate, to conduct any investigation. If the investigation establishes that a violation of law, external regulation or College policy occurred, appropriate action will be based upon law and College policy.

Confidentiality

Whistleblowing complaints will be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law. Generally, this means that whistleblower complaints will only be shared with those who have a need to know so that the College can conduct an effective investigation, determine what action to take based on the results of any such investigation, and in appropriate cases, with law enforcement personnel.

Although an employee's report may possess merit, comments made to others regarding another employee could constitute defamation, invasion of privacy or other grounds for civil liability. Employees should not discuss allegations outside of the reporting and investigation process. This is especially the case should the investigation prove that the suspected employee's actions were lawful or within College policy.

Workers' Compensation

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment. Coe College pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

The College abides by all applicable state workers' compensation laws and regulations.

If an employee sustains a job-related injury or illness, it is important to notify a supervisor and Human Resources immediately. The supervisor will complete an injury report with input from the employee and return the form to the Human Resources department. Human Resources will file the claim with the insurance company. In cases of true medical emergencies, report to the nearest emergency room. Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law. In addition, employees will not be paid vacation or sick leave for approved absences covered by the college's workers' compensation program, except to supplement the workers' compensation benefits such as when the plan only covers a portion of the employee's salary as allowed by state law.