

**If you are caught in an open or exposed area and you cannot get into a dormitory, classroom or office you must decide upon a course of action:**

**Hiding.** Look for a safe and secure hiding area. Once in place try and remain calm. Stay hidden until you can make contact with emergency personnel.

**Running.** If you think you can safely make it out of the area, then do so. If you decide to run, stay low and do not run in a straight line. Attempt to keep objects (trees, vehicles, trash cans, etc.) Between you and the hostile person. When away from immediate area of danger, summon help and warn others.

**Playing dead.** If the intruder is causing death or physical injury to others and you are un-able to run or hide you may choose to assume a prone position and lay as still as possible.

**Fighting.** Your last option if you are caught in the open and are in close proximity of the intruder is to fight back. This is dangerous, but depending on your situation this could be your last option. If you are caught by the intruder and are not going to fight back, obey all commands and avoid eye contact.

Once emergency personnel have arrived and taken over the situation, obey all commands. Once the threat is over, render first aid to injured near you and summon emergency aid responders.

## OTHER EMERGENCY SITUATIONS

The Dean of Student Development shall have authority and discretion for action in any other type of emergency. The Dean will seek advice in an emergency from local authorities, the PIU President, and Vice Presidents of PIU. The families of the students shall be informed and consulted whenever possible.

## Grievance Policy

The PIU Grievance Policy will be used if a student feels unfairly treated or is in conflict with another student. Grievance action may be initiated by a student in regard to another student, an instructor, an administrator, any member of the PIU staff, or persons from ministry centers where students do outreach and field training.

Some reasons a student might file a grievance include:

- Unfair treatment by prejudice
- Harassment or intimidation
- Verbal or physical aggression
- Any violation of the PIU standards

## PROCEDURES

Step 1. Try to work out the problem directly with the person involved. If this does not solve the problem, one or two others should be brought along for a second attempt. (Matt. 18:12-16)

Step 2. If the situation does not get resolved after step one, report the situation to the Dean of Student Development. If the problem involves the Dean of Student Development or Student Development staff, the student should report the incident to the Academic Vice President.

Step 3. If this situation remains unresolved through informal discussion, request in writing a formal meeting and give the request to the Academic Vice President for additional action. The written request should be forwarded to the Academic Vice President within (5) five normal business days (Monday through Friday). The written request must include the time, place, the basic problem, and a list of witnesses.

Step 4. If the Dean of Student Development is not involved in the incident a Student Grievance Committee will be formed and convened within (5) business days after receipt of the request. If the Dean of Student Development is party to the incident, the Academic Vice President shall within (5) business days convene the Student Grievance Committee. This committee shall be chosen by either the Dean of Student Development, or if necessary by the Academic Vice President and consist of:

- One student from the Junior and Senior academic class level.
- The Student Council President.
  
- Two members of the faculty or staff.
- Note- the accused person may be present or represented by a person of his/her choice. The accuser must be present to explain the charges.

Step 5. The Student Grievance Hearing Committee has the authority to meet with the conflicting parties in hopes of graciously resolving the issue. In the effort to best understand the situation, all people involved will have the opportunity to speak about the situation, and after thorough and fair discussion, the committee will make a written recommendation at the end of the Grievance Hearing, to the Dean of Student Development or Associate Vice President and once approved, will be implemented.

## Discipline Policy

Any discipline will be based on Scriptural principles with the purpose of correcting the quality of our relationships with Christ and one another. The key to all of this is Christian love, which compels us to submit to God and to one another.

We understand that we should submit to authorities as we would to Christ. Students are expected to respond with obedience and respect to each other and to authorities regardless of culture, age, nationality, clan, or gender. We should resist the temptation to show scorn or ridicule one another.

This Discipline Policy is meant to be a basic guideline so students know what is expected of them and how they will be held accountable for their behavior.

### **STANDARDS OF BEHAVIOR FOR PIU STUDENTS**

Personal spiritual growth is a basic purpose of PIU. The faith, attitudes and behavior of all members of the PIU family need to grow more like Christ inside and outside the classroom. This means that each individual at PIU must agree to accept the word of God as authority and humbly submit in heart, mind and life to our Master, Jesus Christ. In addition, it is important to learn to live in a community. God calls staff and students from different cultural and church backgrounds. This complicates daily life on PIU campus, for Christians are not in agreement about some aspects of Christian life.

The Board of PIU has carefully considered cultural and ecclesiastical concerns and agreed upon some standards of behavior for PIU students. For the sake of maintaining a healthy campus community, PIU specifically prohibits the possession and use of tobacco, illegal drugs, alcohol, and betel nut on school property or at school sponsored activities. Furthermore, PIU expects students to live lives that are consistent with biblical principles. We understand drunkenness, sexual immorality, gossip, slander, profanity, ethnic or cultural discrimination, dishonesty, stealing, plagiarism, etc. to be inconsistent with biblical living. We expect all PIU students to be active participants in the life of a local church and to strive for academic excellence.

When necessary, there are policies for addressing concerns and for disciplinary responses. These policies and procedures are thoroughly described in the Student Handbook. Any discipline will be based on scriptural principles with the purpose of correcting the quality of our relationships with Christ and with one another. The key to all of this is Christian love, which compels us to submit to God and to one another.

Suspected violation of PIU community standards will be referred to the Student Development Team for investigation and appropriate action. Resident Assistants or any other PIU staff or faculty may be invited to be a part of the process, and at the team's discretion, the matter may be delegated to a specific team member. Disciplinary responses are based upon the nature and severity of the issue and may be imposed by the Student Development Team. The Student Development Team shall gather and review all the relevant information on the situation, make a determination, and notify the student.

### **DISCIPLINARY COMMITTEE**

The Disciplinary Committee (DC) is convened at the discretion of the Dean of Student Development. The Committee is convened when students' actions may lead to suspension or dismissal. A student may request to address the DC in the event that the student believes his/her situation involved extenuating circumstances. The committee is comprised of a resident student, a commuting student, and a faculty member who is not part of the Student Development team. The DC only provides a recommendation to the Dean of Student Development.

When a student's behavior has been deemed to be inconsistent with PIU standards, the following may be recommended by the Student Development Team and/or the Disciplinary Committee. Any

actions taken by the Student Development Team, will be forwarded in writing (except possibly Level One) to the student within (3) three business days of the infraction.

**Level One - Verbal/Written Warning.** When the Student Development Team determines that the student's behavior reflects a Level One concern, the Team will recommend a verbal or written warning that will be presented to the student. The record of the Team's decision and the recommended actions will be part of the student's official record. The Student Development Team will determine if, and the extent to which, local legal authorities will be informed of disciplinary actions on campus, unless local laws require notification for specific instances. The Student Development Team will comply with local laws requiring the reporting of specified offenses. The Student Development Team is also responsible for monitoring any recommended actions.

Level One concerns may include:

- First offense of any actions inconsistent with biblical living
- Behaviors that have minimal impact on the relationships with other members of the community or minimal harm to the student exhibiting the behavior

**Level Two – Probation.** The Student Development Team may determine that a student's behavior reflects a Level Two concern. The Team will then recommend a Disciplinary Probation period for the student. The Team will recommend the duration of the probation and the conditions on which the probation can be rescinded.

Level Two Concerns may include:

- Repeated Level One offenses
- No responses to the recommended actions imposed in addressing Level One concerns.
- Behaviors that have serious impact on relationships among students, that have caused minor physical or emotional harm to students, or other behaviors of serious concern on campus.

**Level Three – Dismissal.** Upon extensive investigation and deliberation, the Student Development Team may recommend dismissal for a PIU student. The Team recommendation will include a clearly articulated justification that balances the well-being of the student as well as the best interests of the entire PIU community. The Team may recommend conditions on which the student may be considered for readmission to PIU.

Level Three concerns may include:

- Continuous repetition of previous offenses
- Defiance of faculty, staff, or administrative directives aimed at protecting the well-being of any members of the community
- Egregious examples of behaviors inconsistent with biblical living
- Behaviors that pose an immediate threat or have incurred harm to any members of the community

## APPEAL FOR BEHAVIORAL DISCIPLINE

The decision for implementation of the Disciplinary action may be appealed to the Provost within (3) business days. The appeal by the student must be in writing (within 3 business days of the decision).

If a student has been dismissed due to behavioral issues as decided upon by the Student Development Team he or she is eligible and has the right to appeal the decision. He or she must write a letter to the Provost outlining the complaint leading to the dismissal as well as the student's version of the issues that resulted in the dismissal. The Provost will review the reports from the Student Development Team and the Discipline Committee to determine if the decision for dismissal will be upheld, reversed, or addressed in a completely different manner. The decision made by the Provost is final and can only be appealed to through the accrediting agency.

## **VIOLENCE IN THE WORKPLACE POLICY**

This section describes PIU's policies for preventing and responding to bullying, disruptive, threatening or violent behavior involving anyone on the PIU Campus or a PIU Teaching Facility. This pertains to actions on the campus or through use of PIU's internet site. This policy will pertain to faculty, staff, students or general community members. This policy serves as guidance for protecting the PIU community from and responding to, such conduct when directed toward them by unaffiliated visitors.

### **Definitions**

A. Disruptive Behavior disturbs, interferes with, or prevents normal work functions or activities. Disruptive behavior includes bullying (either virtual or actual), yelling, using profanity, stalking, waving arms or fists, or verbally abusing others; making inappropriate demands for time and attention; making unreasonable demands for action (demanding an immediate appointment or a response to a complaint on the spot); or refusing a reasonable request for identification.

B. Threatening Behavior includes physical actions short of actual contact and/or injury (i.e. moving closer aggressively), stalking, general oral or written threats to people or property ("You'd better watch your back or I'll get you!") as well as implicit threats ("You'll be sorry!" or "This isn't over!").

C. Violent Behavior includes physical assault, with or without weapons; behavior that a reasonable person would interpret as being violent (i.e. throwing things, pounding on a desk or door, or destroying property); and specific threats to inflict physical harm (i.e. threat to shoot or harm a named victim).

### **Policy**

A. PIU can best perform its mission of providing accessible, excellent, transformational Christian higher education when faculty, students, staff, and visitors share a climate that supports a safe learning environment. PIU is committed to creating and maintaining an environment that is free from disruptive, threatening and violent behavior.

B. PIU will not ignore, condone or tolerate disruptive, threatening or violent behavior by any member of the PIU community or by visitors. Faculty, staff, students or outside visitors engaged in such

behavior will be subject to appropriate disciplinary action (i.e. suspension, put on leave, removal from campus), up to and including dismissal, under the appropriate policy or contract.

C. Disruptive, threatening or violent behavior is prohibited under criminal or civil law. When appropriate, PIU will refer cases for civil action or criminal prosecution.

D. An individual may be excluded from PIU premises for disruptive, threatening or violent behavior. Additionally, members of the PIU community and individuals not directly associated with the University (i.e. a spouse or former spouse) may also be excluded pursuant to a court ordered restraining order. (Other applicable law or penal code-notice of withdrawal of consent).

E. All University personnel and students are committed to upholding and implementing the University's policy relating to disruptive, threatening or violent behavior, including reporting such behavior through normal lines of administrative responsibility or to the Office of Student Development.

F. PIU maintains Health and Safety response teams to assist department chairpersons, other faculty, staff, administrators and other members of the PIU community. Additional information regarding guidelines and procedures for dealing with Violence in the Workplace incidents can be seen in Pacific Islands University Handbooks. Printed copies can be viewed at the Administration Building or the Student Development Office.

## Off-Campus Opportunities

PIU's location on Guam enables students to participate in various cultural, educational, and religious opportunities. Although this list is not comprehensive, students are encouraged to discover other opportunities outside campus that would enlighten and encourage them in their educational experience.

### CULTURAL

#### **Richard F. Taitano Micronesia Area Research Center at University of Guam**

**Chamorro Village** is a local weekly fair that offers food, dancing, art, and other events. Every Wednesday night in Hagatna.

**Guam Council on the Arts and Humanities Agency (CAHA)** fosters the opportunity for participation in arts and humanities programs to benefit citizens of all ages and from every community on the island. Check the website for events and programs. [www.prel.org/programs/pcahe/PTG/terr-guam1.html](http://www.prel.org/programs/pcahe/PTG/terr-guam1.html)