

dismiss it. Should the investigation reveal that censure is indicated, the administrator may impose a variety of sanctions, which may include probation or dismissal from the University. Allegations of illegal conduct will be referred to the appropriate law enforcement authorities.

In all cases, the administrator shall inform the President and all interested parties of his actions in this matter in writing within 30 business days of the initial complaint.

A written appeal of the decision can be made to the President by either party within five business days after being informed of the decision. A decision will be made by the President or his designee within 10 business days of the written appeal. The decision of the President is final.

The time frames in this document can be extended by mutual agreement of both parties.

DIU prohibits reprisals or retaliation against any person (a) for alleging or complaining about discrimination or harassment, (b) for filing an internal complaint of discrimination or harassment, (c) for filing an agency action or lawsuit alleging discrimination or harassment, or (d) for participating in a harassment investigation. Any person who retaliates against a complainant will be subject to disciplinary action up to and including dismissal.

Knowingly making false allegations of discrimination or harassment or providing evidence during an investigation with knowledge that the evidence is false, is also a violation of DIU policy and will subject a person to disciplinary action up to and including dismissal.

### **Illegal Activities**

It is unlawful for any person to intentionally disrupt classes or other official school activities (TX Ed Code §37.123-124, §51.935). The term ‘disruption’ includes excessive noise.

Openly carried handguns are prohibited pursuant Section 30.07, Texas Penal Code. Concealed Handguns are prohibited, pursuant to section 30.06 of the TX Penal Code.

Conviction of any felony is grounds for dismissal from DIU.

### **Campus Security**

Tier One, whose main office is on the ILC campus in the Hunt building, is committed to providing police protection to the campus community and foster an atmosphere that enhances the campus learning experience while complementing the University's educational mission. You can learn more about them at their website [www.tieroneus.com](http://www.tieroneus.com), or contact them at [info@tieroneus.com](mailto:info@tieroneus.com).

In compliance with the federal *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (formerly the *Student Right-to-Know and Campus Security Act*), DIU has information available regarding specified campus crime statistics and campus security policies through the office of DIU Operations.

Information regarding local registered sex offenders can be obtained by contacting the local police departments:

[publicsite.dps.texas.gov/SexOffenderRegistry](http://publicsite.dps.texas.gov/SexOffenderRegistry)

[publicsite.dps.texas.gov/SexOffenderRegistry/Search](http://publicsite.dps.texas.gov/SexOffenderRegistry/Search)

[www.duncanville.com/departments/police/operations/criminal-investigation/sex-offenders/](http://www.duncanville.com/departments/police/operations/criminal-investigation/sex-offenders/)

### **Missing Student Notification Policy**

DIU considers the safety of its students to be essential to an environment where learning is encouraged and supported. In accordance with the Higher Education Opportunity Act of 2008, DIU will promptly investigate any reports of suspected missing students.

If a student is missing, notify the Dean of Students. The Dean of Students will notify the DIU Safety Officer and the appropriate law enforcement agency. The Dean of Students, in consultation with the safety officer and the appropriate law enforcement agency, shall notify members of the DIU community as is deemed appropriate to help in finding the missing student.

#### **The procedure for determining if a student is missing shall include—but is not limited to—the following:**

1. Call the student's personal cell phone number on record.
2. Check the student's class schedule and visit his/her scheduled classes.
3. Contact faculty members from the student's scheduled classes to obtain any information that might be of assistance in locating the student.
4. Check vehicle registration records for vehicle information and search the vicinity for any vehicle registered to the missing person.

Every student who is eighteen (18) years of age or older or who is legally emancipated shall in registering as a student identify an individual or individuals to be contacted whenever circumstances indicate that the student may be missing or otherwise endangered. In the event a student is under eighteen (18) years of age and is not emancipated, Dallas International University is required to notify the custodial parent(s) or guardian(s) of the missing student.

If the missing student is an international student attending DIU under the Study and Exchange Visitor program, the DIU Safety Officer will notify the appropriate program coordinator, who will adhere to and follow all provisions of the Study and Exchange Visitor Information System (SEVIS) for reporting missing students. (Ref. the Federal Higher Education Opportunity Act, Section 485(j) [20 U.S.C. 1092j] regarding missing person procedures).

### **Communicable Diseases Policy**

DIU adheres to the health and safety guidelines established by the Health Departments of the State of Texas, the City of Dallas, and the U.S. Center for Disease Control as the guidelines relate to communicable diseases. Since communicable diseases pose primary risk to the infected person and secondary risk to those who come in contact with an infected person, each case will be handled with a balance of concern for the individual and concern for the community.

Any staff, faculty member, or student who is aware he or she has a communicable disease, either through diagnosis or because of obvious symptoms, should report this condition immediately to the Dean of Academic Affairs.

The individual's right to privacy will be protected in all reported incidents. Only communicable diseases that are required by law to be reported to local health agencies will be reported.

All incidents of communicable disease will be handled on a case-by-case basis and with the strictest confidence. DIU reserves the right to restrict an infected individual from campus activities.

### **Drug and Smoke-free Environment**

The use or possession of controlled substances or prescription drugs without a legal prescription is prohibited. The owner of the campus, from whom Dallas Int'l University leases its facilities, has declared that the Int'l Linguistic Center is a smoke-free campus, and that alcohol may not be consumed on the premises.

Sanctions for violations of this policy may range from mandatory participation in counseling and rehabilitation programs to dismissal/termination from DIU. Each case will be determined separately on its merits.

In addition to any institutional penalty that might be imposed, DIU may also refer any evidence of illegal activities by any student, faculty, or staff to the proper authorities for review and possible criminal prosecution.

For further information, please refer to DIU's *Alcohol and Drug Abuse Education* document available in the Dean of Students Office.

### **Animals/Pets**

Animals are not permitted in buildings on campus. Exceptions include service animals assisting individuals with disabilities and those being trained by a qualified trainer.

### **Bicycles**

Bicycles are to be parked only in the spaces provided for them. For those riding bikes to the Center, bike racks are provided near building entrances. In addition, DIU owned mountain bikes are available to check out from locked storage behind the Event Center. These may be accessed by checking out bikes at the ILC Guest House.

### **Children on the ILC**

Parents are responsible for the supervision of their children while they are on the International Linguistics Center (ILC). Small children may use the playground area near the Activity Center, provided their play is supervised. Please note that construction sites are off-limits.

### **Erosion and Environmental Concerns**

DIU is located on the International Linguistic Center (ILC) which is located on the edge of an escarpment -- a flat-to-hilly plateau that drops off rather abruptly on one side into a valley. Consequently, the environment of the local area is fragile. Please stay off the grass and use the walkways provided. Trees and shrubs are not to be cut except with authorization and under the supervision of the SIL Building & Grounds Manager.

### **Poisonous Snakes, Spiders and Plants**

Rattlesnakes, copperheads, and coral snakes are common in this part of Texas. There are also scorpions, tarantulas, and poisonous spiders. Poison ivy, poison oak, and poison sumac grow in the woods. Please educate yourself and your children and use caution!

Sightings of harmful animals should be reported to ILC Facilities Management on weekdays at 972-708-7425 or on nights and weekends at 469-831-9990.

North Texas Poison Center: 1-800-222-1222

### **Parking Regulations**

All vehicles, including motorcycles, must have parking permits. These may be obtained from the ILC Welcome & Information Center in Mahler 100. All cars and motorcycles are to be parked in the parking lots, not in the fire lanes or off the roads. The Dallas Fire Marshall does not permit parking in a fire lane. Violators will be subject to a fine. Campers, trailers, and other towed vehicles may be parked only in the RV area. Contact the SIL Housing Office for details. Vehicles may not be stored on ILC property without prior approval of the Center Director. No maintenance or repair of vehicles (changing oil, etc.) is permitted in the parking lots on campus.

### **Inclement Weather Procedure**

In the event of inclement weather, you may access information regarding DIU campus closing through the following avenues: