

DAYBREAK UNIVERSITY



2019-2020

Student Handbook

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DISCLAIMER

Although every effort has been made to ensure the accuracy of the information in the Daybreak University Student Handbook, students and others who use the Student Handbook should note that laws, rules, and policies change from time to time and that these changes may alter the information contained in this publication. Changes may come in the form of government statutes, rules, and policies adopted by the Board of Directors of Daybreak University, or by the President or designee. More current or complete information may be obtained from the appropriate department, school, or administrative office.

The information this document contains was accurate when it was published and placed on the Internet. Fees, deadlines, academic requirements, courses, degree programs, academic policies, and other matters described in this Student Handbook may change without notice.

The Student Handbook is updated regularly. Students are subject to the provisions of the most recent Student Handbook; however, if the student maintains continuous enrollment, every effort will be made to ensure the continuity and consistency of his or her degree program. If a student does not maintain continuous enrollment, his or her degree program is subject to change in alignment with the most recent provisions in the Student Handbook.

As a prospective student, you are encouraged to review the Catalog and Student Handbook prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding the Catalog and student Handbook that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market, Suite 225, Sacramento, CA 95834/ PO Box 980818 West Sacramento, CA 95798-0818, <http://www.bppe.ca.gov/>, telephone number (916) 574-8900 or toll free at (888) 370-7589.

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STATE AUTHORIZATION

Daybreak University is a private institution approved to operate as a non-accredited institution by the California Bureau for Private Postsecondary Education (BPPE). “Approved to operate” or “approved” means that an institution has received authorization, pursuant to the California Private Postsecondary Education Act, to offer the public and to provide postsecondary educational programs.

In accordance with the provisions of California Education Code 94866 or 94890, BPPE approves Daybreak University to offer following programs.

- Master of Arts in Counseling
- Doctor of Philosophy in Counseling

The graduation of this institution does not guarantee or imply any possible future employment.

An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted at 1747 North Market, Suite 225, Sacramento, CA 95834/ PO Box 980818 West Sacramento, CA 95798-0818, <http://www.bppe.ca.gov/>, telephone number (916) 574-8900 or toll free at (888) 370-7589.

The California Board of Behavioral Sciences (BBS) has determined that Daybreak University’s Master of Arts in Counseling program with the Specialization in Marriage and Family Therapy (MFT) meets the statutory requirements for a Licensed Marriage and Family Therapist and registration as Associate Marriage and Family Therapist under Business and Professions Code section (BPC) 4980.36.

If an individual may contact the Board of Behavioral Sciences (BBS) for any questions about the BBS’ evaluation. The board may be contacted at 1625 North Market Blvd., Suite S-200, Sacramento, CA 95834, <http://www.bbs.ca.gov/>, telephone number (916) 574-7830, (800) 326-2296 or by fax (916) 574-8625.

PRESIDENT'S GREETING

Dear Daybreak Community,

I would like to first welcome and thank you for the opportunity to serve as your president. Our time together will offer us many opportunities to engage, dream, and deliver on the many opportunities that lie in front of us.

Daybreak University strives to cultivate a professional, compassionate, and excellent learning community. It offers high quality academic programs, impressive academic facilities, and a very dedicated, well-qualified faculty who truly care for our students.

Daybreak University offers graduate programs in Counseling, emphasizing specialized education within in the scientist-practitioner model. We are committed to building a community that is devoted to student success and values individual learning, growth, and service.

Engagement will be a key ingredient as we seek to position Daybreak as a truly excellent place to learn and work. Through heightened communication, a spirit of collaboration, and a fierce commitment to our mission, we will help you learn, enhancing the overall student-centered learning experience, and executing necessary strategies that will position Daybreak University for generations to come.

Thank you and best wishes for a productive academic year.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jea Eun Oh', with a stylized flourish at the end.

Jea Eun Oh, Ph.D.
President

1. GENERAL INFORMATION

1.1 Mission Statement

The Mission of Daybreak University is to be a facilitator for the students' self-actualization, in spite of the darker sides of their lives. Daybreak University provides rigorous education that inspires transformational change in individuals, couples, families, and communities through professional research, academic and practical excellence, and a compassionate heart. Our vision is transforming the world by changing one relationship at a time.

1.2 Institutional Objectives

In pursuing its Mission, Daybreak University seeks to achieve these four university wide objectives:

1. Achieve excellence in education and research.
2. Develop innovative and effective practitioners.
3. Develop a lifelong commitment to service and learning.
4. Promote cultural and individual diversity and attitudes of respect for all.

1.3 Philosophy of Education

In order to achieve the institutional objectives, Daybreak University utilizes the scientist-practitioner learning model while also valuing the praxis-oriented, student-centered, and self-reflective models of learning.

Scientist-Practitioner Model

The scientist-practitioner model urges clinicians to allow empirical research to influence their applied practice; while simultaneously, allowing their experiences during applied practice to shape their future research questions. Daybreak students are encouraged to continuously advance and refine their clinical competence while integrating theory, field work, and research.

Praxis-Oriented Learning

“Praxis” is the process by which a theory, lesson, or skill is enacted, embodied, or realized. Praxis is also the act of engaging, applying, exercising, realizing, or practicing ideas, which is always entwined with communication. The Praxis-oriented learning allows Daybreak students to reflect on and revise their clinical work as they develop their understanding. The Praxis-oriented model will promote students' learning as an ongoing process through communication.

Student-Centered Learning

“Student-centered” learning puts students' interests first, acknowledging student voice as central to the learning experience. The student-centered learning will give students opportunities to lead learning activities, participate more actively in discussions, design their own learning projects,

explore topics that interest them, and generally contribute to the design of their own course of study.

Self-Reflective Approach

The “person-centered” approaches (by Dr. Carl Rogers) emphasize increasing self-awareness, identifying personal issues, and implementing the self of the therapist as an effective therapeutic tool. This learning model allows student trainees to achieve a greater mastery of self for a more active, conscious and purposeful use of self in the clinical practice.

1.4 Faith Statement

Daybreak University is dedicated to providing a value-based education with a vision grounded in Christian social teachings. Students are encouraged to explore how faith and reason are compatible in education, and to develop strong moral convictions.

The Bible

We say that the Bible is vital to our faith and life. The Bible is a collection of sixty-six books, thirty-nine in the Old Testament (or Hebrew Bible) and twenty-seven in the New Testament. We say that God speaks to us through the Bible and that it contains all things necessary for salvation.

The Trinity

When we say the Apostles' Creed, we join with millions of Christians through the ages in an understanding of God as a Trinity—three persons in one: Father, Son, and Holy Spirit. God, who is one, is revealed in three distinct persons.

The Son

We believe in Jesus as God's special child. We call this the Incarnation, meaning that God was in the world in the actual person of Jesus of Nazareth.

The Holy Spirit

The Spirit is mentioned often throughout the Bible. In Genesis a "wind from God swept over the face of the waters," as if taking part in the Creation (1:2). Today we continue to experience God's breath, God's Spirit. As one of our creeds puts it, "We believe in the Holy Spirit, God present with us for guidance, for comfort, and for strength."

Human Being

We believe that God created human beings in God's image. We believe that humans can choose to accept or reject a relationship with God. We believe that all humans need to be in relationship with God in order to be fully human.

Christian Faith

Christian faith is, in part, a matter of hoping. We believe in and trust the Lord of the future, and we lean into the future that God has promised. God goes before us, beckoning us into the new world that is already being created, calling us to join in the challenging work of fashioning it. Our hope is in the Lord of all creation and all history-God who is still in charge and is actively at work transforming the world.

The Coming Kingdom

For Jesus, the shalom of God was the kingdom of God, the coming reign of God in human hearts and in all human affairs. In fact, he proclaimed that this reign already "has come near" (Mark 1:15) and that the decision about one's part in it was an urgent necessity: "Strive first for the kingdom of God and his righteousness" (Matthew 6:33). For those who see with the eyes of faith, it is apparent that our common human future on earth is indeed the promised reign of God.

1.5 Ethical Values and Standards

Daybreak University's ethical values and standards define the character of the institution and are active ingredients in all that the University does. Through our commitment to these values and standards the University can better serve and be more responsive to its students, staff and community:

Community

Building a community of scholars and students where we encourage each other to grow academically and spiritually.

Leadership

Serving the community with integrity, respect and cultural sensitivity.

Teamwork

Working together to encourage input and dialogue in a collegial manner befitting higher education.

Accountability

Continuously assessing where we are as a Christian institution and to assume responsibility for all that we do.

Participation

Fostering and encouraging faculty, staff and students in various university decision-making processes and practicing shared governance.

Excellence

Seeking high standards for teaching, scholarship, and performance with a commitment to continual development.

Spiritual Vitality

Moving together in personal relationship with Christ Jesus and knowledge of God's calling, we dedicate ourselves to Spirit-filled service.

1.6 About Daybreak University

Daybreak University is a not-for-profit university located in Los Angeles, California. Daybreak is dawn: the time of day when sunlight first begins to appear. As our great teacher of Systemic Thinking, Dr. Gregory Bateson, said, "The major problems in the world are the result of the difference between how nature works and the way people think." Everyone has a dark side in their lives, whether it is a small or big. Throughout our life journey, sometimes we lose our way to a dark night. However, what we are supposed to remember is how nature works. Dr. Bateson pointed out that no matter how dark the night is, the dawn will always come. The crack of dawn will brighten up even our darkest night. This is what Daybreak University always wants to be.

1.7 Non-Discrimination Policy

Daybreak University is committed to maintaining a community which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the university seeks to develop and nurture diversity. The university believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life.

Daybreak University views, evaluates, and treats all persons in any university related activity or circumstance in which they may be involved, solely as individuals on the basis of their own personal abilities, qualifications, and other relevant characteristics. Daybreak University prohibits discrimination against any member of the university community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. The university will conduct its programs, services and activities consistent with applicable federal, state and local laws, regulations and orders and in conformance with the procedures and limitations as set forth in Daybreak's Equal Opportunity, Equal Access and Affirmative Action Policy, which provides specific contractual rights and remedies.

Any question of interpretation regarding this Nondiscrimination Policy Statement shall be referred to the academic dean for final determination.

1.8 Accessibility Accommodations

Daybreak University is committed to providing all students with equal access to academic courses, programs, and school activities. In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), the University will facilitate reasonable accommodations for a student with a disability that substantially affects a major life activity. The University will meet the needs of the student to the extent that the student is able to perform the essential portions of the classwork and that the accommodations will not impose an undue burden on the school and/or fundamentally altering the nature of the course, program, or activity at issue. Reasonable accommodations may include adaptations in the way specific course requirements are accomplished, the use of auxiliary equipment and support staff, and other modifications including testing procedures.

After acceptance and prior to entering classes, a student with disability must submit written requests for modifications or auxiliary aids to the office of Student Services. Documentation of disability may be required in order to receive appropriated modifications. Students with documented disabilities may park in the reserved spaces in the parking lot.

Daybreak University cannot make substantial adjustments in existing programs beyond those necessary to eliminate discrimination against otherwise qualified students, and will not modify existing programs to the extent it places an undue financial or administrative burden on the University. Daybreak University assumes no responsibility for personal care attendants, health-care providers, personal devices, individually prescribed devices, and readers for personal use or study, or private tutors.

2. ACADEMIC INFORMATION

2.1 New Student Orientation

New Student Orientation is offered for all newly admitted students and is designed to assist them in their transition into a new learning environment. Daybreak faculty and staff realize that new students have special needs and are devoted to fully preparing them for their integration into the Daybreak community. At New Student Orientation helps students

- Meet other new students, faculty, and staff.
- Become familiarized with Daybreak policies and procedures
- Be introduced to academic information
- Enroll for their first quarter of classes.

2.2 Academic Advising

All incoming students will be assigned a faculty member as academic advisor. This advisor will offer counseling in course choice and scheduling, maintain GPA, and other academic issues.

2.3 Registration

All students are expected to maintain continuous enrollment during the full academic year, and to register for courses prior to the start of the related term. Any student who does not register in any courses will be administratively withdrawn from the University by the registration/add deadline as published on the academic calendar in the Catalog.

There are four registration periods for the fall, spring, summer, and winter sessions. Open registration is for students who are unable to register early and for students who may need to adjust their schedules. Late registration is held during the first week of classes (special schedule for summer and winter) to allow students to make section and class changes.

2.4 Grading System

Instructors will assign a grade for each course in which the student is enrolled at the close of a session. The student shall be responsible for the completion of all required work by the time of the last scheduled meeting in the course unless the assignment to the course has been properly cancelled. The grade shall indicate the student's achievement with respect to the objectives of the

course. Grades offered at Daybreak University are listed below:

Grade	Grade Points	Numerical Grade	Descriptions
A+	97-100	4.0	Outstanding
A	94-96	4.0	Excellent+
A-	90-93	3.7	Excellent
B+	87-89	3.3	Good+
B	84-86	3.0	Good
B-	80-83	2.7	Good-
C+	77-79	2.3	Satisfactory+
C	74-76	2.0	Satisfactory
C-	70-73	1.7	Satisfactory-
D+	67-69	1.3	Poor
D	64-66	1.0	Very Poor
D-	60-63	0.7	Extremely Poor
F	Below 60	0	Failure
P	N/A	N/A	Pass
I	N/A	N/A	Incomplete
AU	N/A	N/A	Audit
W	N/A	N/A	Withdrawal
R	N/A	N/A	Repeated Course
TC	N/A	N/A	Transferred Credits
In Progress	N/A	N/A	In Progress

2.5 Grade Appeal

In the event a student questions the appropriateness of a grade assigned for a course, the student must first discuss the matter with the faculty member. The discussion should be initiated by the student as soon as possible after the grade is assigned, but no later than five academic days into the next quarter. The faculty member concerned in the appeal is expected to respond within five academic days of the initiation. In the event that the faculty member(s) concerned agrees to change the grade/decision, the normal process for changing a grade shall be followed.

If there is no response from the concerned faculty or the student wishes to appeal the faculty's decision after the discussion, the student may present the issue directly to the Academic Dean. The student may appeal in writing to the Academic Dean within 15 academic days of the first day of the next quarter if a satisfactory resolution is not reached with the faculty. The Dean will become familiar with the facts of the case by communicating with the student and the faculty member. The parties have a right to meet with the Dean without the other party being present. The faculty member will respond in writing to the Dean concerning the student's appeal. The

Dean may either accept or deny the student's appeal. The Dean will notify the student and faculty member of his/her decision in writing within ten academic days of receiving the appeal. In the event that the Dean accepts the student's appeal, he/she will initiate a grade change.

2.6 Student Attendance Policy

Academic credit for a course requires regular class attendance and is not just a matter of completing the assignments. Attendance means being present in the class for the entire scheduled class meeting, not just some part of it. In the event of absence for any reason, students are responsible for any class content or information missed.

- **Absence:** Absence will be considered excused under the following circumstances: illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the class instructor, program director, department chairperson or school dean, as is appropriate. All other absences will be considered unexcused.
- **Tardiness:** Tardiness is a disruption of a good learning environment and is to be discouraged. Tardiness without legitimate reason on two occasions in one class will be considered as one unexcused absence.
- **Make-Up Work:** Make-up work may be required for any absence. However, hours of make-up work cannot be accepted as hours of class attendance.

This class attendance policy is predicated on the belief that enrollment in the University assumes maturity, seriousness of purpose and self-discipline. A student will be placed on attendance probation if he or she is below 85% attendance in any given subject/class. Frequent tardiness and/or unexcused absences will result in placing the student on probationary status.

2.7 Overview of the Family Educational Rights and Privacy Act (FERPA) including Amendments

Student Rights under FERPA

FERPA, shorthand for the Family Educational Rights and Privacy Act of 1974 [20 U.S.C. 1232g] is a federal regulation that protects the privacy of student education records. It applies to all schools that may receive funds from the U.S. Department of Education. Daybreak University fully complies with the FERPA which affords students certain rights with respect to their education records, including:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

- The right to request an amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
- The right to provide written consent before the University’s disclosure of personally identifiable information from the education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the FERPA. Complaints can be directed to the Family Policy Compliance Office, U.S. Department of Education.

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue SW, Washington, DC 20202-5920

Phone: 1-800-USA-LEARN (1-800-872-5327)

Students should submit requests for review or amendment of their education records to the Academic Dean. Should the University decide not to amend the record as requested, the student has a right to request a hearing.

Our academic and administrative personnel have access to education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. Officials have a legitimate educational interest if they need to review an education record in order to fulfill their professional responsibilities for Daybreak University.

Confidentiality of Education Records

Education records are defined as records, files, documents, data and other materials that contain information directly related to a student and are maintained by Daybreak University. Students have the following rights regarding their education records:

- To have access to their education records.
- To consent to release a record to a third party.
- To request nondisclosure of directory information.
- To seek amendment of information which the student indicates is inaccurate.
- To be notified of their privacy rights.
- To file complaints with the Family Policy Compliance Office of the U.S. Department of Education concerning alleged failures by the institution to comply with FERPA.

In accordance with FERPA, certain information designated as “directory information” may be released without prior consent of the student, unless the student has forbidden its disclosure, in writing, to the Office of Registrar. Typically, “directory information” includes information such as name, id number, gender, date and city of birth, address, telephone listing, participation in officially recognized activities and sports, and dates of attendance. major field of study, awards, honors (includes Dean’s List), degree(s) conferred.

The written request must be submitted no fewer than two weeks prior to the beginning of any academic term. It will stay in effect until rescinded in writing by the student. The University will assume that a student does not object to the release of Directory Information unless the student files this written notification. Students may waive their rights under FERPA by completing a Waiver Form, available in the Office of Registrar.

Daybreak University's recordkeeping complies with CEC 94900.5. The institution maintains, for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all of the following information:

- The educational programs offered by the institution and the curriculum for each.
- The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty.
- Any other records required to be maintained by the Act.

Daybreak University maintains a file, including records of the name, address, e-mail address, and telephone number, for each student who enrolls in the University whether or not the student completes the educational service. The University maintains, for each student granted a degree or certificate by that institution, permanent records of all of the following (transcripts):

- The degree or certificate granted and the date on which that degree or certificate was granted.
- The courses and units on which the certificate or degree was based.
- The grades earned by the student in each of those courses.

3. ACADEMIC STANDARDS AND DISCIPLINE

Students who fail to meet Daybreak University's academic expectations and rules (including attendance) may be placed on probation, suspension or dismissed. The length of suspension is subject to determination by the Academic Dean (in consultation, with the student's academic advisor). Decisions regarding lengths of suspension may not be appealed. Students on academic suspension or dismissal status are not eligible for refunds of tuition or fees.

3.1 Satisfactory Academic Progress (SAP)

It is in the best interests of both student and institution that students maintain good academic standing at Daybreak University. Students may do this demonstrating that they are making Satisfactory Academic Progress (SAP); in other words, that they are working to the standard expected of them as evidenced by their Grade Point Average (GPA). Students are required to maintain a minimum cumulative GPA of 3.0 (equivalent to a “B” Average) to meet Daybreak University standards of SAP.

Any student who fails to maintain a minimum cumulative grade point average (GPA) of 3.0 will be automatically placed on academic probation. Academic probation is designed to help the student to cope with academic difficulty. The academic advisor will provide assistance to improve the student’s academic proficiency.

Any student who fails to maintain a minimum cumulative GPA of 3.0 for one academic year may be academically dismissed. A student dismissed for academic reasons may appeal to the Academic Dean for reinstatement. Such an appeal should be made in writing and include an account of the student’s circumstances and a reasonable plan for successful completion of course work if reinstatement is granted.

3.2 Academic Probation and Dismissal

Academic Integrity policies govern classroom behavior and maintenance of grade point averages. Penalties for violation of academic integrity, academic discipline, and/or Code of Conduct policies range from warnings to permanent expulsion from Daybreak University. All students are required to sign a document attesting to the fact that they have read, understood, and will abide by the Code of Conduct. Any questions regarding these policies should be directed to the office of Academic Dean.

Academic Probation

There is no Academic Warning policy nor is there a formal process for developing an Academic Recovery Plan. One overall quarter GPA of less than 3.0 will automatically place the student on

Academic Probation status. The student will remain on probationary status until such time as the student has raised the GPA to at least the minimum, subject to the limitations below. The process for addressing graduate-level academic deficiency is begun and controlled by the student. A graduate student whose GPA drops below the minimum is expected to arrange meetings with his or her academic advisor, and/or the Academic Dean as soon as possible (generally within the same quarter that the reduction in GPA occurs) in order to remedy the situation. Note that a student may not graduate or participate in commencement while under any probationary or disciplinary action, and that any and all documentation pertaining to academic disciplinary action will be kept permanently in the student's file at Daybreak University, and probations, suspensions, and dismissals will be noted on the student's transcript.

If a student on academic probation fails to meet SAP requirements or fails to meet with their advisor or/and the Academic Dean within the quarter that the slipping GPA first occurs, the student may be subject to immediate dismissal from Daybreak University, without appeal. Once so dismissed, no re-enrollment to Daybreak University will be approved.

Academic Probation Review

After the student approaches their academic advisor for help with a slipping GPA, an ad hoc Academic Discipline Committee will be convened by the Academic Dean, comprised of the student's academic advisor or major professor, and such other members of Daybreak University graduate faculty or administration. The student will be allowed to present evidence of any special circumstances that may have affected their GPA at the first meeting of this Committee. Once any such evidence is presented, it will be reviewed by the Committee, along with the student's academic performance history, to determine further actions. The Committee may come to any of several decisions:

- They may accept the student's explanations as to special or extenuating circumstances, and elect to allow the student to continue their coursework contingent upon the student maintaining SAP from that point on.
- They may elect to keep the student in Academic Probation status for a period which may be limited or indefinite, subject to re-evaluation at a later date set by the Committee.
- In extreme circumstances, the Committee may elect to dismiss the student from Daybreak University.
- Other decisions and subsequent actions may be made by the Committee, as circumstances warrant. In all events, the Committee's decision shall be final, and the student will not be allowed to appeal the decision.

4. STUDENT RESOURCES

4.1 Student Financial Aid

Daybreak University does not participate in federal or state financial aid programs. However, the University offers a limited number of scholarships to help qualified students of every race, ethnicity, gender, and creed meet the financial requirements of attending the University. All current students who maintain an overall GPA of 3.0 or higher and are enrolled full-time are eligible to apply for scholarships. A scholarship application must be submitted to the Office of Academic Dean during the registration period. The faculty scholarship committee determines the recipients in light of students' academic achievement and financial needs. Scholarships are awarded at the beginning of each quarter and will apply toward the student's tuition.

4.2 Campus Employment

Daybreak University has on campus job opportunities for a limited number of students. Students will be hired as part-time employees of the university after an application and interview process is completed. Under normal circumstances, students will be awarded 8 to 12 hours per week. Students are eligible for on-campus employment after fulfilling the following requirements:

1. Complete a job application and submit it to the Office of Student Services
2. Interview for the position and be offered the position
3. Attend a work orientation session led by the supervisor
4. Demonstrate an ability to maintain a high level of work performance while also maintaining a normal academic load.

4.3 Technology Information

Daybreak University is committed to promoting an environment of learning that encourages students to use modern technology to enhance their experience. Wireless internet can be accessed throughout the campus. Students are encouraged to use a laptop/notebook computer that complies with the minimum system requirements. Students will be oriented to the IT use policies during student orientation.

4.4 Library Services

The library assists students, faculty, and staff attain their educational and informational goals in a supportive library environment. They have access to resources in the library.

Daybreak University has a librarian professionally experienced in the electronic retrieval of information, who shall provide support for faculty in curriculum matters and actively serve as a resource guide for students. Librarian is given the responsibility of managing the library and insuring that policies for library operation are effectively developed and implemented. Librarian assures that faculty and students have access to the library collections and resources of another institution, organization, or library. The librarian provides individual and group instruction that helps our students develop information competence skills.

Library hours are from 9:30 a.m. to 7:30 p.m. Monday through Friday. Library is closed on the following national holidays:

- New Year's Day
- Martin Luther King's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Description of Library Service and Holdings

The library assists students, faculty, and staff attain their educational and informational goals in a supportive library environment. They have access to resources in the library.

- Total Number of Volumes: about 5,000 physical books and 100,000 e-books
- Volumes on counseling and psychology: about 3,500
- Volumes on religious subject: about 1,500
- Periodicals: 10,000 e-journals with 40 databases

Online Database Systems

- LIRN database
- EBSCO single, authoritative source for interdisciplinary research, PsycINFO unlocks vital behavioral and social science linkages to a vast array of fields of study
- Quickly locate trusted peer-reviewed research, with the help of professional indexing by APA experts
- Shorten the amount of time spent searching by easily identifying:
- Document types, such as journal articles, book chapters, book reviews, and editorials
- Specific research methodologies, such as clinical case reports, empirical studies and literature reviews
- Documents that have tests or assessment instruments appended
- Research from a specific grant or funding source

5. STUDENT SERVICES

5.1 Student Services Purpose and Vision

The Office of Student Services exists to support the development of the student by

- facilitating student learning;
- encouraging social, emotional, and spiritual growth

Because we believe that Christ Jesus called us to love the Lord with all our heart, soul, mind, and strength, we seek to foster a community of learning and faith. It is Daybreak University's vision to be a community that grows both in academic and spiritual life. The central focus of the University's leadership is to build and maintain a caring environment for students, staff, faculty and other members of the University community, in which the well-being of the whole person can be nurtured. Daybreak University encourages the faculty, students, and staff to nurture spiritual life in formal and informal ways through the practice prayer, regular devotions, and expressions of faithfulness, justice and compassion.

Career Counseling

Daybreak University provides support for students through the appointment The Center for Career & Professional of Student Services Career counseling regarding degree requirements

- Career guidance
- Personal and spiritual counsel as needed

The Center for Career & Professional of Student Services is available to provide advising for current students regarding career goals and planning, job search, resume writing, and interview skills. The director is normally available for advising during regular office hours. The director and faculty members offer career consultations but there is no guarantee of employment.

Technology

Daybreak University is committed to promoting an environment of learning that encourages students to use modern technology to enhance their experience. Wireless internet can be accessed throughout the campus. Students are encouraged to use a laptop/notebook computer that complies with the minimum system requirements. Students will be oriented to the IT use policies during student orientation.

5.2 Community Life Principles

Students, along with the rest of the University community, are encouraged to demonstrate personal moral integrity in all the areas of their lives and work as part of that community.

Our students have a lot to offer the world, and we recognize that the world has a great deal to offer them. That is why we incorporate global and cross-cultural perspectives into our curriculum, and encourage all students to reflect on how they can make a positive impact on the systems in which we all live, work and learn. Our program shares a commitment to putting this knowledge into action locally, nationally, and globally to serve diverse and underserved populations. We train our students to employ evidence-based approaches, and to critically evaluate the impact of their practices. Students are encouraged to apply the integration of Christian social teachings and empirical research outcomes into their personal and professional lives.

5.3 Community Opportunities for Ministry, Outreach, and Volunteering

There are many churches, charitable organizations, animal shelters, and other volunteer services in the Los Angeles area. You can volunteer here at the University helping in the Library with grounds maintenance, and other opportunities. If you want to get out and make a difference, please contact the Office of Student Services, and they will assist you in finding opportunities for engaging in ministry and mission work, counseling service or other volunteer service.

Social Activities

A balanced life includes recreation and opportunities to build friendships. Therefore, a variety of activities are planned by the student government. Additional social activities are provided through student clubs.

Cultural Activities

A balanced life includes cultural activities. Various cultural activities are provided for all students. Cultural explorations are provided occasionally.

Spiritual Enrichment

We intend to promote the spiritual life at Daybreak University through academic advising, mentoring, field education, chapel or any other form. We intend that prayer, worship, dialogue about God and fellowship flow through the community of Daybreak University.

Special Days

The administration and faculty of Daybreak University seek to be sensitive to both the needs of the students. Periodically, a special day of prayer and worship may be called for the purpose of spiritual reflection and renewal, with the entire school community uniting together for the day.

Small Groups

As part of his or her spiritual development, each student is expected to regularly participate in a small group. These groups provide an opportunity for Bible study, fellowship, and accountability. Many students meet in a small group; others participate in various groups that meet on campus and online.

5.4 Chapel Services

Through the convocation, chapel, orientation and other services, we plan to offer services as dynamic times for responding to the Holy Spirit. Passionate worship marks these strong times together. Guest speakers as well as faculty members and selected students bring messages of encouragement and challenge from God's Word.

5.5 Student Clubs and Organizations

Daybreak University students are encouraged to establish and facilitate clubs and organizations that provide outlets for their special interests. All clubs must, however, be sanctioned by the Director of Student Services to receive funds, conduct fund-raising, or advertise events on campus. The general requirements of the club are that

- it must have accountability (faculty/staff advisor);
- it must build unity (membership is open to all applicable persons); and
- it must serve the greater community (one community event per year).

5.6 Student Government

All registered students are members of the Student Council. The purpose of the student government is to promote fellowship among students and the mission of Daybreak University. Activities of the Student Council are supported through a student fee and individual gifts. The officers of the Student Council are President, Vice president, Treasurer, and Secretary who are elected annually by the members. These students serve as a "sounding board" for the administration regarding policies that affect the students. They are also responsible for planning certain student activities such as clubs and social events.

5.7 Information Concerning Automobiles and Parking On Campus

Students are welcome to park their vehicles on campus during classes. Parking spaces immediately in front of the campus building are reserved for faculty and staff. Marked handicapped spaces are reserved for the use of handicapped drivers. Anyone parking in faculty or handicapped spaces without suitable tags on their vehicle is liable to be towed, at the owner's expense.

No vehicles may be left in the parking lot overnight. Cars are to be locked when on campus. Daybreak University accepts no liability for any damages incurred by parking in campus parking lots.

5.8 Residential Life Information and Student Housing Services

Daybreak University does not have any dormitory facilities under our control. It is the responsibility of students to find appropriate housing. While Daybreak University does not maintain dormitory facilities and has no responsibility to find or assist a student in finding housing, information on housing is available in the office of Student Services. Costs vary for students as some live alone and others share housing with friends or relatives. Living modestly, one should expect to pay between \$1,500 to \$2,500 for living expenses including rent. Students who need assistance in finding housing near the University may contact the Director of Student Services for general information, but the University does not assume the responsibility for finding or securing housing.

5.9 Health Insurance and Services

Health Insurance

Daybreak University does not require students to have health insurance coverage, nor does it offer student insurance. However, Daybreak University Office of Student Services will do everything it can reasonably do to assist students in finding health care coverage if requested.

Medical Provisions

Daybreak does not and cannot provide any health care except immediate first aid. If you need medical help, please consult the Campus Emergency Plan, elsewhere in this Handbook, for contact information for local hospitals.

If you have a minor accident, a first aid kit is kept in the office to help you. If you have a more serious medical need that demands immediate attention, the office will arrange for your transportation to a doctor, urgent care clinic or hospital. If you have a medical need that does not require immediate attention, please discuss the issue with the Student Services.

Medical Facilities Near Main Campus

- The nearest emergency room to our main campus is 3.4 miles away.
The Good Samaritan Hospital Emergency Room
1225 Wilshire Blvd, Los Angeles, CA 90017 / (213) 977-2420
- The nearest urgent care provider to our main campus is 1.2 miles away.
Vermont Urgent Care & Multi Specialty Center
1435 Vermont Ave #100, Los Angeles, CA 90006 / (213) 386-2511

5.10 Student Complaints and Due Process Procedures

Members of the Daybreak University community may bring complaints or concerns about harassing or discriminatory behavior to the Academic Dean. The University may seek informal resolution when it receives allegations of unlawful discrimination or harassment. If an informal resolution does not result, a formal process may be initiated by submitting a complaint or grievance to the Dean. Initially, concerns may be communicated orally; however, they should be submitted in writing before any formal review takes place. The written complaint should specify the University policy violated and all relevant factual details.

1. The Academic Dean shall read the complaint, and if it warrants further investigation, then a copy of the complaint should be forwarded to the person against whom the complaint is made (“respondent”). If the allegations would not constitute a violation of a policy, then the dean should inform the grievant in writing that the allegations are not subject to further investigation.
2. The respondent shall be given 14 calendar days from receipt of the complaint to return a written response to the dean, who then shall initiate a reasonable investigation into the matter. The investigation may include meeting with the parties, talking with witnesses, and reviewing any supporting documents. A grievant may elect to withdraw a formal complaint at any time; however, the university reserves the right to investigate all complaints in order to protect the interests of the University and its community.
3. Within a reasonable time, the Academic Dean shall make a decision based on the formal complaint, response, and any other relevant information. This decision shall be in writing and shall consist of factual findings, conclusions, and a remedy if one is appropriate. All parties shall receive a copy of the decision.
4. Any party may submit a written request for appeal of the decision to the President of the University within 14 calendar days from receipt of the decision. The request for appeal must specifically set forth all grounds for appeal. The non-appealing party must be given the opportunity to respond in writing to the request for appeal. Within a reasonable time, the president shall make a decision based on the complaint, response, decision, request for

appeal, any response to the appeal, and any meeting the president held in regard to the appeal. The decision of the president shall be final. All parties shall receive a copy of the president's decision.

5. All written decisions made and materials produced in a grievance conducted under this procedure shall be retained by the Academic Dean for at least two years from the date that the final decision was issued.
6. If the student is not satisfied with the President's final decision, the student may then appeal to BPPE by contacting them at the address:

Bureau for Private Postsecondary Education (BPPE)
1747 North Market, Suite 225, Sacramento, CA 95834
telephone number (916) 574-8900 /toll free at (888) 370-7589.
<https://www.bppe.ca.gov/enforcement/complaint.shtml>

Please note that BPPE regulations require that the University's internal grievance policies must be followed completely before a student complaint will be considered.

Transnational Association of Christian Colleges and Schools (TRACS)
15935 Forest Rd., Forest, VA 24551

A student may also contact TRACS Accrediting Agency by completing the TRACS Complaint Form found on https://tracs.org/documents/3.TRACSComplaintForm-AgainstInstitution_000.pdf and submitting it to the President of the TRACS.

6. STUDENT CODE OF CONDUCT

Daybreak University expects its students to be of high moral character, and to behave accordingly. Daybreak University Code of Conduct governs student behavior on- and off-campus, and its Academic Integrity policies govern classroom behavior and maintenance of grade point averages. Penalties for violation of academic integrity, academic discipline, and/or Code of Conduct policies range from warnings to permanent expulsion from Daybreak University. All students are required to sign a document attesting to the fact that they have read, understood, and will abide by the Code of Conduct. Any questions regarding these policies should be directed to the Academic Dean.

6.1 Community Conduct

Staff and faculty communicate with the students electronically through email and through announcements posted on the Daybreak University website and Moodle. Students are expected to check their email and the website and Moodle regularly. In order for any community to thrive, positive communication needs to be practiced by all members. When communicating with staff and faculty, students need to show respect for both the individual's position and time. For example, appointments should be made and kept to respect the person's time.

6.2 Right to Privacy

All members of the Daybreak University community have a right and a high expectation of personal privacy and security. Highly personal and sensitive materials exist in classes and offices that must be protected. Therefore, it is strictly forbidden for students, without permission, to access another's computer, files, exams, bag, or similar item.

The Daybreak University is committed to protecting student privacy for students enrolled in all courses. All of the University policies regarding student privacy and information security apply to distance education courses. Faculty teaching distance education courses are expected to uphold these policies and follow these procedures:

- Teach distance education courses using Moodle, the University's learning management system, in order to ensure security of student work and grades.
- Use the University's secure student management system site to report student grades.
- Use Moodle or the University's email system for all official, confidential communication such as providing feedback on student work, releasing grade information to students, etc.
- Keep student work, scores or grades confidential. Students in the course should not have

access to other students' work or grades.

- Keep your Moodle or email account information secure. Do not share your login information with anyone, give anyone unauthorized access to the Moodle course or assign a student the role of instructor or graduate assistant in Moodle.
- Follow the University's guidelines for sharing student educational record information with other faculty, staff, parents or others outside the University.

6.3 Online Forums

Students often choose to participate in online forums including social networking sites, virtual communities, blogs, online journals, and other websites (familiar examples of this type of forum include Facebook, Twitter, and Tumblr). While the university recognizes that these forums are an integral part of modern communication, we caution students to consider carefully the information and comments they post in online forums. For their own safety and success, students should assume that any information they publish online is visible and accessible to everyone. Students are as responsible for their words and actions in online forums as they are in any interpersonal interaction, private forum, or public forum. Behavior inconsistent with Daybreak University's mission, community standards will not be exempted from disciplinary action simply because it occurred or originated in an online forum.

6.4 Policies against Discrimination and Harassment

Daybreak University does not discriminate against any person on the basis of race, color, religion, national origin, disability, age, veteran status, sex, marital status, sexual orientation, or gender identity. The University shall adhere to all applicable state and federal regulations. Consistent with its mission, Daybreak University seeks to assure all community members are able to learn and work in an atmosphere free from harassment. Harassing conduct is contrary to the nurturing community of learning the University wishes to foster. Harassment threatens the well-being of the University community.

This policy applies to all community members, including faculty, staff, and students. The University will take appropriate action when this policy is violated. For the purpose of determining whether particular conduct constitutes a violation of this policy, the following definition will be used:

Harassment

All students, staff, and faculty members of Daybreak University should be able to work in an atmosphere free of discriminatory intimidation based on sex, race, color, age, national origin, disability, religion, or any other factor. Such intimidation is considered harassment, is a violation

of the victim's civil rights, and is against Daybreak University policy. All such behavior is expressly forbidden and will not be tolerated by Daybreak University.

Any member of the Daybreak University community who threatens, upsets, irritates, persecutes, or in any other way disturbs others; or who creates or attempts to create a hostile environment or the perception of a hostile environment on University premises is subject to disciplinary action under this policy, up to and including dismissal from the University. This includes physical threats, intimidation, teasing, bullying, etc.

If you feel that you have been a victim of any kind of harassment, please report it to the Director of Student Services or another member of Daybreak University administration. Daybreak University will promptly and thoroughly investigate all complaints and take corrective or disciplinary action when appropriate.

6.5 Sexual Harassment Policy

Sexual harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964. Sexual harassment of students, staff, or faculty members by any member of the University community is against University policies, and may be considered illegal in some cases. Sexual harassment includes any repeated or unwanted verbal or sexual advances, sexually-explicit derogatory remarks, or offensive statements made by someone in the workplace or university environment when

- Submission to the conduct is either explicitly or implicitly a condition of employment, grades, or good will;
- Submission to or rejection of the conduct is used as a basis for grading or relational decisions affecting any person; or
- The conduct has the purpose or effect of substantially interfering with student, staff, or faculty performance of duties, or of creating an intimidating hostile, or offensive work or learning environment.

The above are examples of behavior that constitutes sexual harassment, but other behavior of a sexual nature may be considered harassment as well. Sexual harassment on Daybreak University premises will not be tolerated under any circumstances, and will be severely punished, up to and including dismissal from the University and, if applicable, legal actions against the harasser.

Anyone experiencing or observing sexual harassment as a described in any of the above categories should report the incident immediately to the Director of Student Services or another member of Daybreak University administration. For complete details regarding harassment of any sort and the disciplinary actions that may be taken, please refer to the Daybreak University Policies and

Procedures Manual.

Under the direction of the appropriate administrator, the university will fully and effectively investigate any such report and will take whatever corrective action is deemed necessary, including disciplining or discharging any individual who is found to have violated this prohibition against harassment. The reporting student, staff, board members or faculty will be informed of the action taken. University officials will also take action to protect the reporting student, staff, board members or faculty, to prevent further harassment or retaliation and, as appropriate, to redress any harm done.

It is the policy of Daybreak University not to tolerate sexual harassment, and appropriate disciplinary action will be taken whenever such harassment is demonstrated. Individuals engaging in such conduct contrary to university policy may be personally liable in any claim brought against them.

6.6 Academic Misconduct

All members of the Daybreak community are expected to be truthful in all their work. Failure to represent one's work truthfully undermines one's character and the integrity of our community. Students are responsible for knowing what constitutes dishonesty in academic work and what constitutes plagiarism and collusion.

- **Dishonesty** is exhibited through lying, cheating, or deceiving. Its examples include copying from the examination papers of other students and submitting as one's own work papers obtained from another person or from the Internet.
- **Plagiarism** is misrepresentation of another person's work as one's own, involving other persons' ideas, articles, books and other intellectual property without proper citation. It ranges from a failure to acknowledge one's indebtedness to another for an idea or ideas to using words or sentences from others' work without proper citation.
- **Collusion:** A student colludes when he or she works without the permission of the instructor with another person or persons to produce work which is then presented as work completed independently by the student.
- **Other:** A student commits an act of academic misconduct when he or she inhibits or prevents other people from legitimate learning or teaching.

Any member of our community who violates the academic integrity policy will be subject to discipline. Academic integrity is under the supervision of the faculty, acting through the Academic Dean.

Faculty members are required to report all incidents of academic misconduct, and every incident will be investigated by an Academic Discipline Committee, convened by the Academic Dean and the President, and comprised of such members of faculty and administration. This Committee will consider the facts of each particular case and make a recommendation as to its disposition. Penalties for academic misconduct range from failing the piece of work in question to expulsion from the university. The Committee's decision in these cases will be final.

7. CAMPUS SAFETY & EMERGENCY PLAN

Daybreak University is adamant about providing a safe and healthy work and learning environment. The University's goal is to provide safe areas, equipment and materials. To protect their own others' safety, all members of the University community are expected to observe safety rules and immediately correct or report unsafe conditions.

All employees must immediately report a work-related injury or illness to their supervisor. Supervisors must report any job-related accident or illness to the business manager or president within 24 hours. All members of the university are required to complete an emergency contact form. In an emergency, the information is used to notify next-of-kin and medical personnel.

If you notice any needed repair (especially if it poses a safety hazard), suspicious activity, or suspicious stranger, please inform the office.

7.1 Drug and Alcohol Free Campus Policy

Alcohol and drug consumption causes changes in behavior, ranging from impaired judgment and coordination to inhibiting a person's ability to learn and use higher mental functions. Repeated use may lead to dependence, and long-term use can cause permanent damage to the brain, liver, and other vital organs. This is inconsistent with Daybreak University's desire for all its constituents to be healthy and sound as possible, in mind and body. As mandated by federal regulations (Drug-Free School and Community Act Amendments of 1989), Daybreak University maintains certain policies regarding a drug- and alcohol-free campus. These policies are outlined below.

General Policy on Possession of Controlled Substances

The unlawful possession, use, or distribution of controlled substances is prohibited on Daybreak University property or as part of any University activity. Employees or students found to be in violation of this drug- and alcohol-free environment policy will be subject to appropriate action, including but not limited to termination or dismissal. Any employee or student who becomes aware of a violation of this policy should report it immediately to the Director of Student Services, or any administrators so that the matter can be investigated. Daybreak University will report any illegal activities to relevant local, state, or federal authorities, and will cooperate to the best of its ability with such authorities in investigations of violations of this policy.

Drugs and Medications

Unlawful manufacturing, distribution, dispensing, possession or use of controlled substances is prohibited by state law under the California Uniform Controlled Substances Act (California Health & Safety Code). Any Daybreak University constituent who violates the above policy is therefore subject not only to disciplinary action under the Daybreak University Code of Conduct, but to

possible criminal prosecution. The only exception to this policy is for medications that have been legally and properly prescribed by a physician. Those in possession of such medications and related paraphernalia (e.g. insulin needles) must keep these items on or near their persons at all times, and should only use or take such medication when necessary and as privately as possible. Used medical paraphernalia must be removed from campus and disposed of properly. Daybreak University waste receptacles are not for medical waste, and disposal of medical waste in these receptacles constitutes a biohazard. This policy does not apply to legal, over-the-counter, non-controlled medications, such as aspirin, acetaminophen, cold remedies, etc., although such medications should also be used privately and only when necessary.

Alcohol

Daybreak University abides by all state and local laws regarding the possession, consumption, sale or distribution of alcoholic beverages. No alcoholic beverages of any kind are to be brought onto Daybreak University campuses or properties without authorization. The legal drinking age in California is 21. Any Daybreak University student or employee under the age of 21 who purchases, attempts to purchase, or knowingly possesses an alcoholic beverage, on-campus or off-campus; or a student or employee over 21 who purchases, attempts to purchase, or otherwise furnishes alcoholic beverages for a person under the age of 21, is in violation of state law and of University policy, and subject to discipline under the Daybreak University Code of Conduct and to possible criminal prosecution.

Tobacco

Tobacco use (including cigarettes, cigars, pipes, e-cigarettes or vaping devices, chewing tobacco, snuff, dip, snus, gutka and paan), is prohibited on in all Daybreak University buildings and on all Daybreak University premises, except in designated outdoor areas. These areas contain fireproof ashcans for disposal of cigarette butts. Tobacco-related rubbish, such as cigarette butts, empty cigarette or tobacco packets, etc. must be disposed of properly so as to avoid litter and the risk of fire. Students or employees not properly disposing of used smoking or other tobacco materials are subject to disciplinary action.

Weapons

Weapons of any kind or facsimiles thereof are prohibited on Daybreak University property. This includes but is not limited to firearms, explosives, fireworks, incendiary devices, pellet guns, and non-utility knives or other sharp blades. Those found to be in possession of such items on Daybreak University property are subject to disciplinary action up to and including dismissal from the University and legal action where appropriate.

7.2 Communicable Disease Policy

Daybreak University follows the health and safety guidelines set forth by the California Department of Public Health (CDPH) and by the US Centers for Disease Control and Prevention (CDC) as they relate to communicable diseases. Communicable diseases prevalent in the US and Canada include influenza, infectious mononucleosis, hepatitis A and B, measles, meningitis, mumps, chicken-pox, tuberculosis, acquired immune deficiency syndrome (AIDS; including ARC and HIV), other immunodeficiency-related viral infections such as Human T-cell lymphotropic virus types I and II (HTLV-I and II), and sexually transmitted diseases such as Chlamydia, herpes, syphilis, and gonorrhea. These diseases pose primary risks to the infected person and secondary risks to those who come in contact with the infected person.

Cases of communicable diseases at Daybreak University will be handled with concern for the individual as well as for the University community. Any student, staff, or faculty member who is aware he or she has a communicable disease, either through diagnosis or because of obvious symptoms, should report this immediately to the Academic Dean and to the Director of Student Services. All information thus reported shall be strictly confidential. The individual's right to privacy shall be protected in all reported incidents. Only communicable diseases that are required by law to be reported to local health agencies shall be reported.

In all cases of communicable disease, Daybreak University reserves the right to impose restriction of campus activities on the infected individual, based on all available relevant information. Such decisions will generally be made by the Academic Dean and to the Director of Student Services.

7.3 Campus Visitor Policy

Children on Campus

Daybreak University cannot be responsible for children on campus. Therefore, for reasons of safety and insurance, children are not allowed on the Daybreak University campus (apart from those accompanying short-term visitors). Students may not bring their children to the campus while classes are in session. All children brought by visitors must be under adult supervision at all times.

Animals on Campus

No pets or animals of any other kind are allowed on Daybreak University property without prior authorization from Daybreak University Administration. Service animals are permitted on the Daybreak University campus with the prior authorization of Daybreak University Administration. If you have a service animal, please contact the Main Office for details on obtaining authorization.

Visitors to the Campus

Visitors are welcome to Daybreak University. Visitors are responsible for any children that accompany them. All visitors (i.e. anyone who is not a student, faculty member, or staff member of Daybreak University) must sign in at the front desk. Visitors who have not signed in may be asked to leave the premises. Daybreak University is a private business, and therefore reserves the right to refuse entry to anyone for any reason.

7.4 General Emergencies

Daybreak University has an emergency plan that gives procedures to follow in case of fire, weather, earthquake, or lockdown emergencies. In the event of a medical emergency, the situation should be reported immediately to the University office, and 911 must be called. Only trained personnel should provide any type of medical care. A first aid kit is kept in the business office for minor needs.

In an emergency, you should:

- Upon discovering an emergency, or potential emergency, immediately get to a safe place if possible and CALL 911; then call the Office at (310)-739-0132.
- Give the Office as much information as possible regarding the emergency.

The Daybreak office will:

- Identify the nature and scope of the emergency;
- Establish priorities and coordinate crisis response efforts;
- Interact with outside agencies including, but not limited to, the American Red Cross, law enforcement, fire department, and the Federal Emergency Management Agency
- Determine the times and means to report efforts and progress to the campus community.

Every effort is made to ensure a safe and hazard-free work and study place. Unforeseen circumstances may occur, however, and every contingency cannot be anticipated. Daybreak University Campus Emergency Policy, outlined below, gives information as to what to do in the event of an emergency, crime, or natural disaster.

In an emergency, disabled persons are to be given priority in the use of elevators.

During emergencies, tune to a local radio or television station for safety instructions and other official information, or wait for school officials to give the “all clear.”

Emergency Exit Routes

Emergency Exit routes are posted around the campus building in various places.

Fire Extinguishers

Fire extinguishers are located throughout the building. They are regularly inspected and maintained. Do not operate or handle a fire extinguisher except in an emergency.

Fire Drills

Fire drills are explained during new student orientation. Expect at least one fire drill per quarter. In the event of a fire drill or fire, walk to the nearest exit and wait at the outskirts of the front parking lot. Be careful to stay out of the way of fire engines or other emergency vehicles.

Campus Closings

Campus closings will be reported via email, social media, the Daybreak University website, and internet. If there is any doubt regarding a school closing. Do not come to school until you have checked and verified that Daybreak University is open and operating.

7.5 Emergency and Crisis Procedures

Fire

In all cases of fire, Daybreak University Administration must be notified as soon as possible. Fire alarm pulls are located throughout the building; pull the alarm and then call 911.

- During a fire alarm in any building, you are required to evacuate immediately.
- If you become trapped in the public area of a building during a fire, find a room, preferably with a window (keep window closed as much as possible), place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there are no windows, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.
- If you are in a room when a fire alarm sounds, feel the door. If it is hot, do not open it. Seal the cracks around the door with a wet towel or other cloth fabric; place an article of clothing or a sheet outside the window or try to use the telephone for help. If you can safely leave your room, do so and proceed to the nearest exit. Shout and pound on doors to alert others as you leave.
- Know the locations of fire extinguishers, fire exits, and alarm systems in your area. Know how to use them in case of an emergency.
- If a minor fire appears controllable, use one of the fire extinguishers located throughout the building. Pull the pin, aim, squeeze, and sweep the fire extinguisher toward the base of the flame.
- If an emergency exists, notify Daybreak University Administration and activate the

building alarm. Call 911 and report the fire.

- If a large fire or one that appears uncontrollable is present, evacuate all rooms, closing all doors to confine the fires and reduce oxygen. Do not lock doors or open windows.
- When the building evacuation alarm is sounded to signal that an emergency exists, follow the evacuation maps posted throughout the building. Walk quickly to the nearest marked exit and alert others to do the same.
- Assist the disabled in exiting the building. Do not use the elevators during a fire. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- A campus emergency command post may be set up near the emergency site. Do not return to an evacuated building until instructed to do so by a University official.

Earthquakes

Southern California is prone to earthquakes. If you are inside a building when an earthquake occurs, remember to “Duck, Cover, and Hold.”

1. DUCK down
2. Take COVER under a sturdy desk or table or against an interior wall.
3. HOLD this position until the earthquake is over.

Illness or Injury

In the event of a serious injury or illness:

- Immediately dial 911 for assistance. Give your name, the campus location of the victim, and describe the nature and severity of the medical problem. Only trained personnel should provide advanced first aid treatment or CPR.
- Keep the victim still and as comfortable as possible.
- Ask the victim, “Are you ok?” and “What is wrong?” If the victim can speak, take note of what they say and report it to medical professionals when they arrive.
- Check breathing and give CPR if necessary and only if you are properly trained. Do not attempt CPR unless you have been trained.
- Control serious bleeding by direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical ID, question witnesses, and give all information to the paramedics.
- In case of minor injuries, such as small cuts and scrapes, a first aid kit is located in the office.

Gas Leak

In the event of a gas leak:

- Call 911 and notify Daybreak University Administration.
- Evacuate the building if the safety of faculty, staff, and students is threatened.
- Open doors to promote cross-ventilation.
- Emergency services will establish a safe perimeter. Do not return to an evacuated building until instructed to do so by a University official.

Severe Weather

The Los Angeles area is not prone to a high number of tornadoes. However, it is necessary to have an organized method by which to provide ample warning of the possibility of a tornado and to respond in the event a tornado has been spotted or the campus is struck. In the event Los Angeles area comes under a tornado warning and the tornado is heading toward the campus, the academic dean will immediately notify the President. All classes will be immediately informed. General precautions should be followed:

- Remain indoors
- Go to the safest area in your building (see list below).
- Stay away from windows. Windows need not be opened.
- Close and vacate all offices with outside windows.
- If your building is hit, lay flat on the floor and cover your head with your arms and hands.
- After the tornado hits, do not leave your building until word is given by proper authorities, unless your life is threatened by remaining in the damaged building.
- Remain in the safest areas: Stairwells and hallways on the first floor. If a tornado watch (meaning that weather conditions are right for a tornado, but no tornado has yet been spotted) is issued for the metro Los Angeles area, the academic dean will notify the President, who will determine if further action should be taken.

In the event of severe weather:

- Shut down all computers and electrical equipment that might be damaged by a lightning strike.
- The decision to evacuate a building will be announced by Daybreak University Administration. Evacuate the building if the safety of persons inside is threatened.
- Meet at a predetermined location away from the building.
- Check all areas to ensure that everyone is evacuated.

If weather conditions become hazardous during normal business hours, a decision to close the campus early will be shared via e-mail announcement, telephone calls to each department, and posting on the Daybreak University website. If weather conditions deteriorate overnight, then the

administration will make a decision either to close the campus for the day or open later in the day. Announcements will be made via Daybreak University website, the main campus telephone number, and broadcast over major television and radio stations. If severe weather conditions arise while classes are in session, remember to be extremely careful when exiting the building.

Chemical Spill or Radiation Release

Daybreak University is located near Freeway 10, a major traffic route into and out of Los Angeles. Dangerous substances are transported daily on this highway, and are susceptible to accidental release in the aftermath of collisions or fire. These toxic substances can be carried in cloud form and, depending upon variable winds, could affect the Daybreak campus.

In the event of a chemical spill or radiation release:

- Immediately call 911 and give the location, material(s) involved, and the extent of any injuries, if known.
- Report the incident to Daybreak University Administration.
- Activate the building alarm.
- Evacuate the affected building or area and leave clear access for arriving emergency personnel.
- Always move uphill, upstream, or upwind to avoid contamination.
- Assist the disabled in exiting the building. Remember that elevators are reserved for the disabled person's use. Do not use elevators in case of fire.
- If requested, assist emergency crews as necessary.
- Do not return to an evacuated building until instructed to do so. In case of a spill of potentially hazardous chemicals in or near campus buildings, notify Daybreak University administration immediately. Do not touch or approach any potentially hazardous substance.

Bomb Threat

In the event of a bomb threat:

- Do not handle any suspicious object or package!
- Do not open drawers or cabinets, turn lights on or off, or utilize 2-way radios or cell phones until safely out of the building.
- Clear the area, assisting disabled person(s) in exiting the building. Immediately call 911, and contact Daybreak University Administration. Once outside, move to a clear area at least 500 feet away from the affected building.
- Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- Do not return to an evacuated building until permitted to do so by Daybreak University Administration or other proper authority.

If a bomb threat is received by phone, the recipient should ask:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?

If possible, keep talking to the caller and take note of the following for the authorities:

- Time of call.
- Gender and likely age of the caller.
- Speech patterns, accent, possible nationality, etc.
- Emotional state of the caller.

Violent or Criminal Behavior

In the event of violent or criminal acts, immediately dial 911 and report the following to the dispatch operator:

- Nature of the incident
- Location of the incident
- Description of person(s) involved
- Description of property involved
- Weapons involved, if any
- Welfare of the victim

Daybreak University students or employees who witness a crime are expected to assist authorities insofar as they are able. Should gunfire or discharged explosives threaten the campus, move to a place of safety immediately using all available cover and concealment. After the disturbance, seek emergency first aid, if necessary. If an emergency text of a shooting is received, turn out all lights and lock the door. Please immediately report suspicious situations or persons to Daybreak University Administration.

Active Shooter Situations

In the extremely unlikely event of an active shooter on the Daybreak University campus, take all precautions to ensure your safety and that of others. Try to remain calm. If possible, move to a room that can be locked and lock yourself and others in. If the room has windows, keep on the floor so as not to be seen from outside. Call 911 as soon as possible and report the situation.

Do not leave a safe space until you are instructed to do so by the police or a campus administrator.

If a shooter enters your classroom or office, try to remain calm. If it is possible to dial 911, do so, and leave the line open so the dispatcher can hear what is being said in the room. It may be

possible to negotiate with the shooter, but direct confrontation should be avoided, and attempts to overpower the shooter should be made only as a last resort. If the shooter gives instructions, try to do exactly as they say. If the shooter leaves, move as quickly as possible to a safe area. Do not touch anything the shooter has handled or that was in the shooter's vicinity.

If you decide to flee, make certain you have an escape plan and route in mind. Do not take anything with you, and keep your hands in view at all times. If you encounter a police officer, immediately follow their instructions, without question or hesitation. Do not attempt to move injured persons, but notify authorities as to their location as soon as possible.

Understand that police officers are trained to react as quickly as possible to such situations. They may be dressed in protective gear and may be armed with automatic or other heavy weaponry. Regardless of how the police officers appear, remember that they are there to stop the shooter and ensure your safety. Do not be afraid of them, but follow their instructions instantly and to the letter. Keep your hands visible at all times. The police may handcuff or otherwise detain you – remember that they may not know who the shooter is, and must take every possible precaution. Do not argue with or question the police in such a situation. Do exactly as the police say.

Bear in mind that the entire campus will be designated as a crime scene, and you will likely not be allowed to leave the area. Do not attempt to do so until given the go-ahead by the police. The police will establish a safe zone, and will generally order you to stay within it. Again, Do exactly as the police say, without argument or hesitation.

Hostage Situations

Hostage situations are also extremely rare, but nonetheless, preparation is wise. If you are taken hostage:

- Be patient! Time is on your side. Avoid drastic action. The initial 45 minutes are the most dangerous.
- Follow instructions.
- Do not speak unless spoken to and then only when necessary (e.g., medications, first aid, or restroom use).
- Do not speak confrontationally to the captor, who may be in an agitated state. Maintain eye contact with the captor at all times if possible, but do not stare.
- Be observant. You may be released or have the opportunity to escape. The personal safety of others may depend on your memory
- Be prepared to answer questions from the police on the phone.

Campus Crime

Daybreak University asks that all members of its community be proactive in looking out for and reporting crimes. It is our duty as conscientious citizens to be aware of our surroundings and to take responsibility for our personal safety and that of those around us. While the campus and

associated locations have historically been safe and secure, the possibility always exists that a crime could occur. If you witness or are the victim of any crime, even a “minor” crime such as theft or vandalism, you should report the incident immediately to Daybreak University administration and to the police. The Emergency Plan detailed in this Handbook explains appropriate actions in a variety of emergency situations, but obviously every situation cannot be anticipated. Daybreak University therefore asks all members of its community to be alert, use common sense, obey all Daybreak University rules and regulations, and to follow all requisite local, state, and federal laws.

Remember: All Daybreak students and personnel have the right to safety and to feel unafraid on the Daybreak university campus.

7.6 Special Information Regarding Sexual Assault

It is extremely unlikely that crimes of a sexual nature will be committed at Daybreak University. The Jeanne Clergy Disclosure of Campus Security Policy and Campus Crime Statistics Act (known as the Clergy Act) defines two kinds of sex offenses:

Forcible Sex Offenses

- **Forcible rape:** the carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his or her youth or because of temporary or permanent mental or physical incapacity.
- **Forcible sodomy:** oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- **Sexual assault with an object:** the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- **Forcible fondling:** the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

Non-Forcible Sex Offenses

- Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent. The California Age of Consent is 18 years old.

Daybreak University will not tolerate any such activities on its premises. Any reports of such crimes will be taken very seriously and investigated thoroughly. Law enforcement will be contacted; and those found culpable for such crimes, whether through internal Daybreak University investigation or through legal action, will be summarily and permanently expelled from Daybreak University. Daybreak University will cooperate completely with all federal, state, and local law enforcement agencies in the prosecution of these crimes. All daybreak university investigation of these crimes will be conducted with the utmost respect for your privacy. No information will be released to anyone except law enforcement officials.

Do not hesitate to call 911 if you feel you are in any danger. If you need an escort to your car, speak to a member of Daybreak University staff or faculty. We will be happy to escort you.

If You Are Sexually Assaulted:

- Get to a safe place and call local law enforcement or the emergency room immediately.
- Notify Daybreak University administration, who will do everything they can to assist you.
- Do not shower, bathe, douche, change clothes, brush your teeth or hair, or otherwise “clean up.”
- Do not eat or drink anything; you could destroy evidence.
- Do not clean up the area where the assault took place.
- Call a friend for support.
- If you prefer, go directly to the hospital emergency room.
- Take a change of clothing with you - the clothes you wore at the time of the assault will be kept as evidence.

Get Help

Help is available! If you need support, do not hesitate to contact an advocacy group:

- National: Rape, Abuse & Incest National Network (RAINN) Telephone: (800) 656-HOPE (4673) or Online chat: online.rainn.org
- State: California Coalition Against Sexual Assault (CALCASA) Telephone: (916) 471-6174 or Homepage: <http://www.calcasa.org>
- County: Los Angeles County District Attorney’s Office Victim Programs Sex Crimes Division Telephone: (213) 257-2054 or Homepage: <http://da.lacounty.gov/vwap/services>



DAYBREAK UNIVERSITY

1818 S. Western Ave. #200, Los Angeles, CA 90006

Phone:(310)739-0132 Fax: (270)714-0317 Email: info@daybreak.education

Faith Statement

Daybreak University is dedicated to providing a value-based education with a vision grounded in Christian social teachings. Students are encouraged to explore how faith and reason are compatible in education, and to develop strong moral convictions.

The Bible: We say that the Bible is vital to our faith and life. The Bible is a collection of sixty-six books, thirty-nine in the Old Testament (or Hebrew Bible) and twenty-seven in the New Testament. We say that God speaks to us through the Bible and that it contains all things necessary for salvation.

The Trinity: When we say the Apostles' Creed, we join with millions of Christians through the ages in an understanding of God as a Trinity—three persons in one: Father, Son, and Holy Spirit. God, who is one, is revealed in three distinct persons.

The Son: We believe in Jesus as God's special child. We call this the Incarnation, meaning that God was in the world in the actual person of Jesus of Nazareth.

The Holy Spirit: The Spirit is mentioned often throughout the Bible. In Genesis a "wind from God swept over the face of the waters," as if taking part in the Creation (1:2). Today we continue to experience God's breath, God's Spirit. As one of our creeds puts it, "We believe in the Holy Spirit, God present with us for guidance, for comfort, and for strength."

Human Being: We believe that God created human beings in God's image. We believe that humans can choose to accept or reject a relationship with God. We believe that all humans need to be in relationship with God in order to be fully human.

Christian Faith: Christian faith is, in part, a matter of hoping. We believe in and trust the Lord of the future, and we lean into the future that God has promised. God goes before us, beckoning us into the new world that is already being created, calling us to join in the challenging work of fashioning it. Our hope is in the Lord of all creation and all history - God who is still in charge and is actively at work transforming the world.

The Coming Kingdom: For Jesus, the shalom of God was the kingdom of God, the coming reign of God in human hearts and in all human affairs. In fact he proclaimed that this reign already "has come near" (Mark 1:15) and that the decision about one's part in it was an urgent necessity: "Strive first for the kingdom of God and his righteousness" (Matthew 6:33). For those who see with the eyes of faith, it is apparent that our common human future on earth is indeed the promised reign of God.

I understand and respect the Faith Statement.

Name (Print) _____

Signature _____

Date _____



Our vision is transforming the world
by changing one relationship at a time.



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