

Annual Security Report- Campus Crime Statistics

School	Centura College
Address	131 Berkshire Drive, Columbia SC 29223
Calendar Year Reported	2018 (reporting data on 2015, 2016, and 2017)

In compliance with the Campus Security Act (Public Law 102-26), we are required to disclose certain information regarding crimes that have occurred on campus, on property owned or controlled by us, and on public property adjacent to the school. We do not recognize any student organizations nor is there any property owned or controlled by student organizations. This report is published no later than October 1st each year. One may obtain a copy of this report from the campus executive director, student services or from our consumer information website: http://www.aviationmaintenance.edu/Your_Rights/index.html (aviation maintenance schools); or http://centuracollege.edu/Your_Rights/ (business schools); or http://www.tidewatertechtrades.edu/Your_Rights/ (trade school).

For purposes of this report, “campus” means “Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).”

This means that the campus includes buildings and properties that meet all of the following criteria:

- ✓ We own or control them;
- ✓ They are reasonably close to each another; and
- ✓ They directly support or relate to our educational purposes.

The campus consists of the area encompassed within the following boundaries:

All of the property defined as 131 Berkshire Drive, Columbia, SC 29223: The south side of the building is bordered by Nates Road, S-40-2917; the west side of the building by Berkshire Drive, S-40-2916, 101-299 block; and the north and east sides by 7510 Two Notch Road.

Campus Crime Statistics Reporting Table

Campus Name and Location: Centura College, Columbia SC

Date of Report: September 6, 2018

Offense	Year	On-campus*	Public Property	Hate Crime Number/Bias**
Murder/non-negligent manslaughter:	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Negligent manslaughter:	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Sexual Assault:	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Robbery:	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Aggravated Assault:	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Burglary:	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Motor Vehicle Theft:	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Arson:	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Dating Violence:	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Domestic Violence:	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Stalking:	2015	0	0	0
	2016	0	0	0
	2017	0	0	0

Offense	Year	On-campus*	Public Property	Hate Crime**
Arrests: Weapons: carrying, possessing, etc.:	2015	0	0	n/a
	2016	0	0	n/a
	2017	0	0	n/a
Disciplinary Referrals: Weapons: carrying, possessing, etc.:	2015	0	0	n/a
	2016	0	0	n/a
	2017	0	0	n/a
Arrests: Drug Abuse Violations:	2015	0	0	n/a
	2016	0	0	n/a
	2017	0	0	n/a
Disciplinary Referrals: Drug Abuse Violations:	2015	0	0	n/a
	2016	0	0	n/a
	2017	0	0	n/a
Arrests: Liquor Law Violations:	2015	0	0	n/a
	2016	0	0	n/a
	2017	0	0	n/a
Disciplinary Referrals: Liquor Law Violations:	2015	0	0	n/a
	2016	0	0	n/a
	2017	0	0	n/a
Unfounded Crimes:	2015	0	0	0
	2016	0	0	0
	2017	0	0	0

Additional Hate crime information:

Offense	Year	On-campus*	Public Property	Hate Crime Bias**
Larceny- Theft	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Simple Assault	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Intimidation	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Destruction/damage/vandalism of property	2015	0	0	0
	2016	0	0	0
	2017	0	0	0

**We do not offer or maintain on-campus housing;*

*** Hate Offenses: Indicates the number of incidents and bias of each based on race(ra), gender(ge), religion(re), national origin(no), sexual orientation(so), gender identity(gi), ethnicity(et) or disability(di) per the Hate Crimes Statistics Act (28 USC 534). For example, 2 instances of hate crimes based upon gender would be reported as "2/ge".*

Annual Emergency Response and Evacuation Testing- Calendar Year: 2017

<i>Test performed</i>	<i>Date</i>	<i>Time</i>	<i>Announced (yes/no)?</i>
Fire Drill	8/31/2017	10am, 7pm	NO

Annual Security Report (ASR) Policies and Information

The Clery Act- what's required

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal mandate requiring all institutions of higher education (IHEs) that participate in the federal student financial aid program to disclose information about crime on their campuses and in the area immediately adjacent to the campus. The Clery Act, formerly known as the Crime Awareness and Campus Security Act, was signed in 1990 and is named after 19-year-old Jeanne Clery, who was raped and murdered in her Lehigh University residence hall in 1986. Clery's parents lobbied Congress to enact the law after they discovered students at Lehigh had not been notified about 38 violent crimes that had occurred on campus in the three years prior to Clery's murder.

The Clery Act requires schools to issue notice of certain identified crimes, by providing timely warnings of these crimes that are determined to represent a threat to the safety of students or employees. Additionally the act requires us to make the campus security policies available to the public. The act requires us to collect, report, and disseminate crime statistics to our campus communities and to file these statistics annually with the U.S. Department of Education. The Higher Education Opportunity Act (HEOA), signed into law in 2008, amended the Clery Act by adding a number of safety- and security related requirements to the Higher Education Act of 1965. To be in compliance with the law, all post-secondary schools must:

- ✓ Publish and distribute an Annual Security and Fire Safety Report to current and prospective students and employees by October 1 of each year. The report must provide crime statistics for the past three years, describe our safety and security policies, describe our crime prevention programs, and list the procedures to be followed in the investigation and prosecution and/or adjudication of alleged sexual assaults, dating violence, domestic violence, and stalking offenses.
- ✓ Provide students and employees with emergency notifications of certain on-campus crimes that are determined to represent an immediate ongoing threat to their safety. We must also keep and make available to the public a detailed crime log of all crimes reported in the past 60 days. Crime logs must be kept for seven years, and logs older than 60 days must be made available within two business days upon request.
- ✓ Maintain the past three years of crime statistics detailing reportable crimes that have occurred: on-campus; in school residential facilities (none of our schools has residential facilities); in public areas on or near campus; and in certain non-campus buildings, if they are located within the confines of the campus on land that is owned by the school, and in satellite sites. We must also report liquor and drug law violations and illegal weapons possession if they result in an arrest or a disciplinary action.
- ✓ Submit the collected crime and fire statistics to the Department of Education each fall.
- ✓ Inform prospective students and employees about the availability of the Annual Security and Fire Safety Report.

Clery Crime Definitions

Pursuant to the Clery Act, crimes must be classified based on the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting Handbook (UCR). For sex offenses only, the definitions are found in the FBI's National Incident-Based Reporting System (NIBRS) edition of the UCR. The Clery Act requires the disclosure three of general categories of crime statistics: Criminal Offenses, Hate Crimes, and Arrests and Referrals for Disciplinary Action.

Criminal Offenses- Definitions

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (Simple assaults are excluded.)

Arson

Any willful or malicious burning or attempt to burn, with or without the intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Consent

Defined as a voluntary and positive affirmation that all parties involved want to engage in sexual activity. Consent is knowing, voluntary and clear permission, by word or action, to engage in mutually agreed upon sexual activity. Silence does not necessarily constitute consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Diminished capacity of an individual to consent to sexual activity, whether caused by age, disability, use of drugs or alcohol, or any other reason, may result in a determination that the individual was unable to provide necessary consent.

Dating Violence

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

Domestic Violence

A felony or misdemeanor crime of violence committed: (i) by a current or former spouse or intimate partner of the victim; (ii) by a person with whom the victim shares a child in common; (iii) by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the victim under the law of the governing state; or (v) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family laws of the governing state. Domestic violence can be a single event or a pattern of behavior that includes, but is not limited to, sexual or physical abuse.

Forcible

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. This includes attempts.

Forcible Fondling

The touching of the private parts of another person for the purpose of sexual gratification, forcibly and against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

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/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible Sodomy

Oral or anal sexual intercourse with another person; forcibly and against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Incest

Non-forcible sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (This does not include thefts from motor vehicles.) This includes all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joyriding.

Murder and Non-negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter

The killing of a person through gross negligence.

Non-forcible

Any unlawful, non-forcible sexual intercourse.

Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Sexual Assault

An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

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 against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. (An object or instrument is anything used by the offender other than the offender's genitalia.)

Stalking

Engaging in a course of conduct directed at a specific person that would cause a "reasonable person" (a person under similar circumstances and with similar identity to the victim) to: (i) fear for his or her safety or the safety of others; or (ii) suffer substantial emotional distress, meaning significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. A "course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through

third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Statutory Rape

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Hate Crimes

Any criminal offense (as listed above) committed against a person or property which is motivated, in whole or part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

Clery Act Bias Categories

Disability: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Ethnicity: A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).

Gender: A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

Gender Identity: A performed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

In conjunction with the Clery Act, hate crimes include any of the offenses listed above and the offenses motivated by bias below:

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

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

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

National Origin: A performed negative opinion or attitude toward a person or group of persons based on the country from which they or their ancestors came.

Race: A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).

Religion: A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., atheists, Catholics, Jews, Protestants).

Sexual orientation: A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).

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

Arrests and Referrals for Disciplinary Action

The Clery Act requires reporting of arrests and referrals for disciplinary actions for the following violations:

Weapons (carrying, possessing, etc.)

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification also encompasses weapons offenses that are regulatory in nature.

Drug Abuse Violations

The violations of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Liquor Law Violations

The violation of state or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and **drunkenness**.

Notice of Availability of Annual Security Report (ASR)

Our Annual Security Report is always available for your review and is filed each year no later than October 1st. This report includes statistics for the previous three calendar years on reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by the school; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this completed report in the school library, by contacting student services, the campus director, on the campus intranet, through the student portal or at <http://ope.ed.gov/security/>.

Each year, we obtain crime statistics from our local police department and report that data to include any data reported directly to school officials. Our collected statistical information, as well as campus policy and procedure on reporting crime and obtaining assistance if one is the victim of a crime, is reported each year by October 1st and made available to all students, faculty and staff. It is further made available to potential students and employees upon request and via our consumer information website. Each campus submits an electronic report via the Department of ED's Campus Security reporting website. In compliance with the Clery Act requirements:

- The campus security report shall be made available to all active students and employees via the methods outlined below, and copies of the report maintained in the school library for review by employees and students.
- All prospective students are made aware of the availability of this report when inquiring about enrollment through the informational packet distributed to all potential students.
- All prospective employees shall be made aware of the availability of this report during the interview process.
- A posting on the corporate intranet website informs all current employees of how to obtain this report, including a link to the website offering statistical information for all campuses.
- The Campus Security statistics reports from all Centura College, Centura Institute, Aviation Institute of Maintenance and Tidewater Tech schools are posted to the intranet, available for review by all employees.

- A notice to students and employees is posted on the student and faculty portals advising availability of the report and when it is published each year. This notice includes links to the Campus Security statistics and our policy statements.

Emergency Evacuation & Response; Timely Warning & Emergency Notification

Emergency Notification

In the event of a developing situation that may threaten the welfare of faculty, students or guests of the campus, the entire campus community must receive timely, accurate warning. This institution will identify and respond to an emergency and if necessary, implement an evacuation. Procedures are outlined in our School Emergency Response Plan below:

- Process to confirm significant emergency- anyone (student or staff) who becomes aware of a potential emergency will immediately notify the Campus Executive Director, Assistant Director or Senior Coordinator, who will confirm the existence of an emergency.
- Determine community to be notified- the above named campus official will next employ either loudspeaker, web alert and/or text messaging to notify those deemed potentially in danger.
- Determine content of notification- the above named campus official will compose a warning applicable to the situation in hand, detailing the nature of the emergency, what action the community should take and how the community will know when the emergency is over.
- How immediate notification is accomplished (unless this would compromise the situation)- the above named campus official will next employ either loud-speaker, web alert and/or text messaging to notify those deemed to potentially be in danger.
- How to initiate notification- the above named campus official will either initiate notification or request that this notification be made by the appropriate authority.
- Our procedure is at minimum *annually* tested- in conjunction with the campus safety committee and/or campus security, the campus Executive director (CED) will initiate annual evaluation and testing of the above notification procedures. The most recent calendar year test results are on page 4.

Testing Procedure: We conduct at minimum one emergency drill annually. An emergency drill is initiated via continuous ringing of the class bell and emergency announcement on the public address (PA) system. Upon evacuation, instructors take attendance to verify that all students are accounted for and the campus executive director (CED) confirms all administrative staff are accounted for. Once the building is confirmed empty, the CED reenters the building, turning off the warning bell thereby signaling the all-clear to return to the building.

Emergency Notification vs. Timely Warning

An immediate threat to health and safety constitutes an emergency requiring rapid notification/response. Specific crimes that have occurred (theft, for instance) would warrant a timely warning. A timely warning is not necessary if an emergency notification has been initiated. A timely warning may be communicated via public address system, verbally, or by any other means deemed appropriate by the Executive Director, Assistant Director or senior Coordinator present. The warning must include at a minimum:

- Description of the nature of the threat
- Time the incident occurred or was reported
- Pertinent instructions for the campus community
- Follow up assessment of the threat/incident

If criminal activity occurs on campus grounds the Director, Assistant Director or senior Coordinator will notify local law enforcement by the most expeditious means available. If the criminal activity places the student

body, faculty members and facilities in jeopardy, the Director, Assistant Director or senior Coordinator must take appropriate steps to protect the lives of all those present. This can include either a lock-down of the building or evacuation of the building, and immediate notification to appropriate emergency response agencies (911) in the local area.

Annual disclosure of Crime Statistics

Each campus will prepare a report of crime statistics for that campus that complies with the federal Jeanne Clery disclosure of Campus Security policy and Crime Statistics Act. Students and staff are notified via email blast when the report is published each October 1st. A written copy of this report will be made available to students and staff upon request, and a copy will be maintained in the campus library and on the corporate website. An electronic copy of this report is also forwarded to the Corporate Director of Financial Aid for posting on the intranet, available for review by all employees. Finally, the report is posted on each of our consumer information websites (see statistics section on the last two pages of this report for URLs).

Campus procedure to report a crime or emergency

Anyone who observes a crime, or is the victim of a criminal act should immediately report this fact to a member of the school faculty. All are encouraged to report suspected criminal activity or other emergencies to the nearest official or, in the case of an emergency, contact local emergency response agencies by calling (911). Faculty must report to the Campus Executive Director. As campus personnel are not an investigatory arm of law enforcement the report of a crime will be immediately communicated to the appropriate local law enforcement agency or other emergency response agencies by dialing (911). The school Executive Director will notify the Regional Director as soon as practical, and will forward a complete copy of the police report and any supporting documentation within five working days. All incidents shall be recorded in the institution's incident log, maintained by the Executive Director. The log includes the date, time and location of the incident, the nature of the incident and the name of the person who reported the incident. All incidents must be logged within two days of occurrence unless disclosure is prohibited by law or would endanger confidentiality.

Confidential reporting and limited voluntary confidential reporting procedures

In situations where a witness to a criminal act occurring on or near school property does not wish to be identified, they will be encouraged to make an anonymous report using the local Crime Line. School personnel do not have the legal authority to guarantee the anonymity of a witness if they make a third-party report for the witness. This should be stressed to a person who reports a crime and desires to remain unnamed. In such instances, the employee should make every effort to encourage and assist the witness in this important civic duty. It should also be noted that nothing in the law shall be construed to permit the school to take retaliatory action against anyone with respect to the implementation of any reporting requirements. Wherever, and to the extent possible, the school will make every effort to maintain confidentiality.

Campus access

All property of Centura College, Centura Institute, Aviation Institute of Maintenance and Tidewater Tech is privately owned; therefore, the schools have the legal right to restrict access to students, faculty, staff and guests. Visitors to any of our locations must check in with the receptionist, and be escorted within the facility by the person being visited.

Persons who have no legitimate business on campus property will be asked to leave by a staff or faculty member. If the school employs private security, the officer on duty should accomplish this task. If, after being asked to leave campus property the individual refuses, local law enforcement will be contacted and asked to remove the offending person. Employees must not get into an argument with a person who refuses to comply

with a request to leave the school grounds, as this type of argument can easily escalate into a physical confrontation.

Facility maintenance, specifically regarding outdoor lighting, external locks, windows, etc. is regularly checked by the Campus Safety Committee and/or Security Officer as applicable.

Campus security personnel

Those schools that choose to contract for the services of a private security officer on campus must be aware of the regulatory requirement of the state in which the school is located. Most states have specific requirements that a person must meet in order to be certified or registered to perform private security duties. These requirements must be followed at all times by the contracting security company and the individual security officer. Campus security personnel do not have the authority to make arrests.

Of key concern is the concept that private security is primarily an observe and report function, and schools contracting for private security services must have a set of operating procedures for the security officer that stresses this concept. The private security officer will be responsible for responding to calls for assistance anywhere on campus, and protecting the human and material assets thereon from harm. This officer must wear a distinctive uniform that makes him/her recognizable, and must be physically capable of rendering assistance in the event it is necessary. However, any calls for assistance must be handled as quickly as possible, and with a minimum of confrontation.

Security awareness and crime prevention programs

Crime Prevention and Awareness

We take the safety and security of our students and employees very seriously. In order to enhance awareness and promote safety, we strongly encourage the following behaviors:

Call the police IMMEDIATELY if you see or hear anything suspicious, program the number into your phone,

Always lock your car and keep your keys with you,

Do not keep valuables in your car, and do not bring extremely valuable items to school,

Park in well-lit, highly populated areas,

Always travel well-lit, well-traveled routes, avoiding unfamiliar and unpopulated areas,

Avoid travelling alone wherever possible,

Keep your personal belongings close to you and in your sight at all times,

Avoid carrying more cash than you need,

Carry your purse/backpack/briefcase close to your body,

Clearly identify your property including books, computers, phones, etc. with traceable identification,

Never bring any kind of weapon onto school property,

Be alert to suspicious behavior and persons, report any concerns to the campus director or other supervisor immediately,

Be mindful always of the need to protect each other, if you see something, say something,

Stay in groups and avoid deserted, secluded areas

Never prop open inside or outside doors

Bystander Action

Bystanders greatly outnumber perpetrators and victims and play a large role in prevention. While we do not advocate risking one's own personal safety, there are ways to be an active and helpful bystander.

- CALL 911
- Watch out for your friends and fellow students/employees
- If you see someone who looks like they could be in trouble, ASK

- Believe someone who tells you they have been a victim of crime, sexual assault, abuse or stalking
- Refer people to resources that can help

Crime Prevention Programming

The school offers regularly scheduled crime awareness or prevention programming in orientation and at least twice per calendar year. As part of onboarding, new employees are made aware of safety policies and procedures, including advising them that they may be approached by another employee or student in need of assistance and what to do in that instance.

During orientation students are made aware of our consumer information website and the annual security report and policies on that site. Students may also print their own or request a paper copy of the report at any time. Each year we provide at least one crime prevention and awareness, and one sexual assault and prevention awareness training session. These sessions focus on building students' and employees' awareness of their responsibility for protecting their own and others' safety. This includes promoting safe behavior, providing resource information and practical guidance on what to do in a variety of situations. The sessions could include CPR training, first aid, crime prevention, self-defense and discussions/demonstrations led by local police, fire and other experts. Finally, the training includes information on how the school responds to and handles safety and sexual assault (and related) matters.

National Hotlines

National Center on Drug Abuse Hotline- 1-800-622-HELP (4357)

National Domestic Violence Hotline- 1-800-799-SAFE (7223) or TTY 1-800-787-3224

National Sexual Assault/Online Message Service- 1-800-656-HOPE (4373) or www.rainn.org

National Suicide Prevention Hotline- 1-800-273-TALK (8255)

Campus alcoholic beverage and illegal drug policy

The possession, use and distribution of alcoholic beverages and illegal drugs on campus is strictly forbidden. This policy is contained in student enrollment packages and in the employee handbook for corporate employees.

Any activity that violates this policy must be reported immediately to the Director, Assistant Director, or senior Coordinator present. All such reports must be reviewed thoroughly and appropriate disciplinary action taken as appropriate. Additionally, the presence of a controlled substance on campus property, or drunkenness is violation of criminal law and must be reported to local law enforcement.

In accordance with institutional Drug Free Policy, the following should be noted. There is help available to our employees and students. Students may confidentially contact the Student Services Office for a list of area rehabilitation centers. Hotline numbers are also available. Employees should contact Human Resources. Any employee or student who is a drug or alcohol offender will have disciplinary action imposed by the school. Sanctions include:

Appropriate action up to and including termination of status,

Required participation in a drug abuse assistance or rehabilitation program approved by law enforcement or other agencies.

Students should note that a prior history of drug and/or alcohol use offenses might affect employability. Student Services may be limited in their ability to assist with employment efforts after graduation. Students should also be aware that conviction of a drug related offense while receiving Title IV Federal Student Aid might result in loss of eligibility for aid. For more information on eligibility, please refer to [Our Guide to Financial Aid](#), available on our consumer information website and from the financial office at your campus.

Campus sexual assault prevention and response

The school educates the student community about sexual assaults and date rape through mandatory orientations. This orientation includes an emphasis on how the school prohibits any crimes, but specifically crimes of dating violence, domestic violence, sexual assault and stalking. These terms are defined as:

Dating Violence: An act or acts of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and the existence of the relationship is determined based on the consideration of the length of the relationship, type of relationship and the frequency of interaction between the persons involved.

Domestic Violence: Crimes of violence that are a felony or misdemeanor that are committed by a current or former spouse, a person with whom the victim shares a child in common, a person who is or has cohabitated with as a spouse and/or person, adult, or youth, who is protected under the domestic or family violence laws of the state.

Sexual Assault: An offense that is classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or who has suffered a substantial amount of emotional distress.

Both the Employee Handbook and the Student Code of Conduct are tools used by the school's administrators to ensure that the academic and cultural environments at the campus are consistent with our mission. By having a defined Code, as well as identified and consistent outcomes to address violations, we recognize it is imperative to uphold the values supporting non-discrimination and to create a safe environment that inspires academic achievement. Employees must annually review and provide written acknowledgement they have read, understand and will comply with the Employee Handbook. Students sign a code of conduct upon enrollment.

The expectations of our community regarding sexual misconduct can be summarized as follows: *In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity.* Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you don't. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence--without actions demonstrating permission--cannot be assumed to show consent.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates established conduct policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this policy, "No" always means "No," and "Yes" may not always mean "Yes." Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a "no."

The Police Department offers sexual assault education and information programs to students and employees upon request. Literature on date rape education, risk reduction, and school response is available through Student Services. Women are especially vulnerable in the evening hours and school officials should be

particularly alert to strangers in and around campus facilities during these hours. If the school employs private security, that officer should be stationed near the parking area when classes let out so that immediate response to a call for help is available. Women students and faculty members should be cautioned to go to the parking areas in groups, and at least two faculty members should be assigned responsibility for securing the school building after evening classes are concluded.

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk experiencing a non-consensual sexual act.

- If you have limits, make them known as early as possible.
- Trust your instincts, if something seems wrong, go with your gut.
- Tell a sexual aggressor “NO” clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you DO NOT have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

In campus conduct investigations and hearings, legal terms like “guilt,” “innocence” and “burdens of proof” are not applicable, but the Institution never assumes a student is in violation of its policy. Campus investigations and hearings are conducted to take into account the totality of all evidence available, from all relevant sources.

The Institution reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to, modification of working, transportation, and living situations as applicable, interim suspension from campus pending an investigation and, potentially, a hearing, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses. The Institution will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The school strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a school official. *Filing a police report with a school official will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officials.* Filing a police report will-

- ✓ ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim,
- ✓ provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam),
- ✓ ensure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts a school official, they may choose how to proceed with the matter. The victim of a sexual assault may choose for an investigation to be pursued through the criminal justice system and the school disciplinary council, only one, or neither of these entities. Should a victim choose to pursue the assault, the victim may request, and will be provided, assistance in notifying proper law enforcement authorities, (on campus and local police). *The victim has the right to refuse all such assistance.* The student services representative or another school official will guide the victim through the available options and support the victim in his or her decision. Wherever, and to the extent possible, the school will make every effort to maintain confidentiality. Information on various counseling options is available from the school through Student Services. Information on counseling and support services outside the Campus system can also be obtained directly through the Rape and Sexual Abuse Center and the Victim Intervention Program of the local Police Department.

School disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the *Catalog*. The *Catalog* provides, in part, that the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing in writing. The outcome will include the Institution's procedures for the accused and the victim to appeal the result of the hearing. If an appeal is completed, then both the accused and accuser will be notified of any change to the result when the results are final. In the event the alleged victim is deceased because of the crime, the results shall be provided to the victim's next of kin, if requested. Student victims have the option to change their academic situations after an alleged sexual assault, if such changes are reasonably available. Go to <https://www.notalone.gov/students/> for excellent information on what to do, local resources, how to help a friend and more.

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the school is providing a link to the US Department of Justice National Sex Offender public website. This act requires institutions of higher education to issue a statement

advising the campus community where law enforcement information concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the Commonwealth of Virginia, convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry maintained by the Department of State Police. The Sex Offender and Crimes Against Minors Registry (SOR) for VIOLENT SEX OFFENDERS is available via Internet pursuant to Section 19.2-390.1 , (D), of the Code of Virginia. Registry information shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. **Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.**

Follow this link to access the [US Department of Justice National Sex Offender Public Website](#).

Possible Sanctions

A student found guilty of violating the school sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the school for the first offense. The Institution reserves the right to impose discipline based on its conduct policies ranging from written warning to expulsion, depending on the severity of the offense.

Missing Student policy

The institution does not provide on-campus housing as defined in 668.41(a) of the Code of Federal Regulations. Therefore, the institution has no missing student policy apart from established procedures regarding student withdrawal.

Fire Safety

The institution does not provide on-campus housing as defined in 668.41(a) of the Code of Federal Regulations. Therefore, the institution has no fire safety policy apart from information provided upon enrollment regarding general campus safety.

Vaccination Policy

We do not have an institutional vaccination policy; however, some programs and/or courses may require certain vaccinations. Students enrolling in the Medical Assisting and Phlebotomy programs should be aware that, because of the nature of their training, they could be exposed to blood borne pathogens and/or Hepatitis B. Hepatitis B vaccination is *recommended* but not required for all programs except Dental Assisting.

Dental Assisting students are *required* to have proof of Hepatitis B immunity, from either vaccination records or titer results. If immunity cannot be determined, they need to receive the Hepatitis B series of injections. Tuberculosis (PPD) and Diphtheria, Tetanus, and Pertussis (DTap) are suggested but not mandatory.

Practical Nursing students must have a physical exam and proof of the following:

- Negative PPD (tuberculosis) test, or if positive, a negative chest X-ray
- DTap (diphtheria, tetanus and pertussis) within the last 10 years
- Proof of immunity to measles, mumps and rubella through documented illness, vaccination or titer results. If immunity cannot be determined, a booster shot is required.
- Proof of immunity to chicken pox, (varicella) through documented illness, vaccination or titer results. If immunity cannot be determined, a booster shot is required.

Nurse Aide students must have a physical exam and proof of the following:

- Negative PPD (tuberculosis) test, or if positive, a negative chest x-ray

We encourage all students to take responsibility for their own wellbeing. If you need vaccinations or are not sure, check with your medical provider. You can also check out this site for more information:
<http://www.vaccines.gov/getting/where/>.