

## Annual Security Report - Altierus Career College - Norcross

### Policy Statement

The safety and security of Students, Employees, and Visitors at **Altierus Career College-Norcross** is imperative. This document has been prepared to provide knowledge and awareness of safety policies and procedures as well as timely warnings and emergency notifications arising under the Clery Act.

Campus safety and security is looked at as an on-going matter that includes the development and enforcement of regulations, procedures, and practices. Each member of the employee and student body is responsible for carrying out campus regulations, notifying the administration and supervisory personnel of any suspicious behavior and concerns, and shall comply with federal, state, and local law related to conducting institutional business.

Henceforth, the primary Campus Security Authority (CSA) at Altierus Career College- Norcross are the Campus Director and the Security Guard. In the absence of the Campus Director, the Vice President, Campus Operations will act as the Campus Security Authority. The Employee, Student and Visitor population will be referred to as the Campus community.

### Preparing the Annual Disclosure of Crime Statistics

Altierus Career College- Norcross publishes an Annual Security Report (ASR) in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (The "Clery Act"). The information included in the ASR includes the reported number of instances of criminal homicide, sexual assaults, robbery, aggravated assault, burglary, motor vehicle theft, arson, domestic violence, dating violence, stalking, hate crimes, arrests, and student code of conduct violations relating to weapons, drugs, and alcohol. This report is prepared in cooperation with the local law enforcement agency surrounding the campus and other campus sites, and Campus Security Authorities.

### Reporting of Crimes

In emergency situations, the person reporting the crime should call 9-1-1 for an immediate response from the local law enforcement agency. Thereafter, the crime should be reported to the Campus Security Authority and/or the Campus Security Guard.

Atlanta, Georgia: (770) 921-1085  
Houston, Texas: (713) 772-4200  
Tampa, Florida: (813) 879-6000

In non-emergency situations, the crime should be reported as soon as possible to the Campus Security Authority, the local law enforcement agency and the appropriate management.

All students, employees, and campus guests are encouraged to accurately report all crimes and public safety-related incidents to the Campus Security Authority and the appropriate local police agencies in a timely manner whenever the victim elects to, or is unable to, make such a report. The Campus Security Authority shall document each incident reported. All incident reports shall be reviewed by the Campus Director and Corporate Security Department, who shall determine an appropriate response based on the nature of the incident.

Bystanders and witnesses are encouraged to not remain silent, and to take an active role in promoting a positive school environment. Bystanders can help in several different ways, particularly in situations involving dating violence, domestic violence, sexual assault, or stalking; including direct intervention, seeking assistance from an authority figure, notifying campus security, or calling state or local law enforcement.

All victims of crime that occur on campus property, on public property within or immediately adjacent to the campus and on or in non-campus buildings or property that the institution owns or controls shall be provided with the opportunity to report the incidents to the local law enforcement authority. Zenith Education Group (ZEG) reserves the right to treat an offense as a disciplinary matter whether or not it is reported to the local law enforcement agency. In the event the Institution has officially recognized a student organization, criminal activity by students at non-campus locations of any such student organizations should be reported to local police agencies, and would be monitored and recorded for inclusion in this disclosure.

Victims of or witnesses to crimes may report crimes on a voluntary and confidential basis for inclusion in this annual disclosure of crime statistics by reporting the crime to the Campus Director and requesting confidentiality in writing. Victim requests for confidentiality in instances of sexual violence will be subject to the following sections, “Options for Reporting and Confidentially Disclosing Sexual Violence,” and “Requesting Confidentiality From the School: How the School Will Weigh the Request and Respond.”

### **Options for Reporting and Confidentially Disclosing Sexual Violence**

In this notice, the terms “sexual offenses” and “sexual violence” are deemed to include sexual assault, domestic and dating violence, and stalking.

ZEG encourages victims of sexual violence to talk to somebody about what happened, so victims can get the support they need, and so the School can respond appropriately. Different employees on each campus have different abilities to maintain a victim’s confidentiality.

- Some may be required to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.” These people would include any Professional or Pastoral Counselors, as described below.
- Some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX Coordinator<sup>1</sup>. A report to these employees (called “responsible employees”) constitutes a report to the School – and generally obligates the School to investigate the incident and take appropriate steps to address the situation. These employees include the Campus President and the Regional Vice President of Operations.

<sup>1</sup>Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. The Title IX Coordinator’s purpose is to ensure that an institution maintains an environment for students that is free from unlawful sex discrimination in all aspects of the education experience, including academics and extracurricular activities. The contact information for the Coordinator is as follows:

Susan Samek  
 Zenith Education Group  
 111 South Washington Avenue Minneapolis, MN 55401  
 (714)-825-7161  
 Email: [TitleIXquestions@Zenith.org](mailto:TitleIXquestions@Zenith.org)

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a victim of sexual violence. The School encourages victims to talk to someone identified in one or more of these groups.

#### The Options

##### A. Privileged and Confidential Communications

*Professional and Pastoral Counselors* - Professional, licensed counselors and pastoral counselors who

provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX coordinator without a victim's permission.

A victim who speaks to a professional counselor or advocate must understand that, if the victim wants to maintain confidentiality, the School will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

Even so, these counselors and advocates will still assist the victim in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A victim who at first requests confidentiality may later decide to file a complaint with the School or report the incident to local law enforcement, and thus have the incident fully investigated. These counselors and advocates will provide the victim with assistance if the victim wishes to do so.

NOTE: While these professional counselors and advocates may maintain a victim's confidentiality vis-à-vis the School, they may have reporting or other obligations under state law, such as mandatory reporting to law enforcement in case of minors; imminent harm to self or others; or the requirement to testify if subpoenaed in a criminal case.

ALSO NOTE: If the School determines that the alleged perpetrator(s) pose a serious and immediate threat to the campus community, the CSA may be called upon to issue a timely warning to the community. Any such warning should be timely, aid in the prevention of similar crimes and not include any information that identifies the victim.

#### B. Reporting to Responsible Employees

A "responsible employee" is a School employee who has the authority to address sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty. When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the School to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX Coordinator and Corporate Security Department all relevant details about the alleged sexual violence shared by the victim and that the School will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the School's response to the report. A responsible employee should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.

The following employees (or categories of employees) are the School's responsible employees:

- Campus Director
- Executive Director Campus Security Officer
- Safety Coordinator

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim

understands the employee's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.

If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the School will consider the request, but cannot guarantee that the School will be able to honor it. In reporting the details of the incident to the Title IX Coordinator and Corporate Security Department, the responsible employee will also inform the Coordinator and the Security Department of the victim's request for confidentiality.

Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for the School to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to.

#### Requesting Confidentiality from the School: How the School Will Weigh the Request and Respond.

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the School must weigh that request against the School's obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If the School honors the request for confidentiality, a victim must understand that the School's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when the School may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students.

The School has designated the Title IX Coordinator to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence.

When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will work with the Corporate Security Department to consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
  - whether there have been other sexual violence complaints about the same alleged perpetrator;
  - whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
  - whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
  - whether the sexual violence was committed by multiple perpetrators;
  - whether the sexual violence was perpetrated with a weapon;
  - whether the victim is a minor;
  - whether the School possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
  - whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the School to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the School will likely respect the victim's request for confidentiality.

**If the School determines that it cannot maintain a victim's confidentiality**, the School will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the School's response.

The School will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or School employees, will not be tolerated. The School will also:

- assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health and mental health services, immigration services, financial aid information and legal assistance both on and off campus;
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- inform the victim of the right to report a crime to campus or local law enforcement – and provide the victim with assistance if the victim wishes to do so.

The School may not require a victim to participate in any investigation or disciplinary proceeding.

Because the School is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the School to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

If the School determines that it can respect a victim's request for confidentiality, the School will also take immediate action as necessary to protect and assist the victim.

All victims of crime that occur on campus shall be provided with the opportunity to report the incidents to the local law enforcement authority. ZEG reserves the right to treat an offense as a disciplinary matter whether or not it is reported to the local law enforcement agency.

At Zenith schools, the Campus Director shall be the primary Campus Security Authority, and typically designates another campus employee as a CSA Assistant. In the absence of the Campus President the Executive Director will act as the Campus Security Authority.

All students, employees, and campus guests are encouraged to report all crimes and public safety-related incidents to the Campus Security Authority in a timely manner. The Campus Security Authority shall document each incident reported. All incident reports shall be reviewed by the Campus Director and the Corporate Security Department who shall determine an appropriate response based on the nature of the incident.

### **Take Back the Night and other public awareness events**

Public awareness events such as “Take Back the Night,” the Clothesline Project, candlelight vigils, protests, “survivor speak outs” or other forums in which students disclose incidents of sexual violence, are not considered notice to the School or ZEG of sexual violence for purposes of triggering its obligation to investigate any particular incident(s).

### **Off-campus Counselors and Advocates.**

Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the School unless the victim requests the disclosure and signs a consent or waiver form.

NOTE: While these off-campus counselors and advocates may maintain a victim’s confidentiality vis-à-vis the School, they may have reporting or other obligations under state law, such as mandatory reporting to law enforcement in case of minors; imminent harm to self or others; requirement to testify if subpoenaed in a criminal case.

### **Campus Security Authority**

The Campus Security Authority has the authority to ask persons for identification and to determine whether individuals have lawful business at the school. The Campus Security Authority shall cooperate with law enforcement agencies that have jurisdiction over the campus as necessary to ensure campus safety. There is no written memorandum of understanding between the campus and the local law enforcement agencies. The Campus Security Authority does not have arrest power. All crime victims and witnesses are strongly encouraged to immediately report alleged crimes to the Campus Security Authority and to the appropriate law enforcement agency, but victims are not required to notify such authorities.

The Campus Security Authority is defined as any individual or an entity to which students and employees should report criminal offenses, including:

- A campus police department or a campus security department;
- An individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property);
- Any individual or organization specified in an institutional statement of campus security policy as an individual or organization to which students and employees should report criminal offenses (e.g., Campus Director, etc.);
- An official of who has the authority and the duty to take action or respond to particular issues on behalf of the institution and who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline and campus judicial proceedings.

Students may have the right to obtain protection orders from a court of competent jurisdiction. Where applicable, the institution shall uphold orders of protection, “no-contact” orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribunal court.

Additionally, all campuses maintain a daily crime log of all reported crimes. The crime log is maintained by the Campus President/CSA, and is available to the public.

### **Emergency Response and Evacuation Procedures**

Altierus strives to provide a safe work and campus environment and encourages personal health to the campus community. The Emergency Evacuation and Response Plan is a complement to the College Health and Safety Manual, and is designed to assist in crisis management situations. It is Altierus policy to be timely, accountable, and honest when communicating with the campus community in times of crisis.

Thorough procedures have been outlined in the Emergency Response and Evacuation Plan, which has been designed to assist in crisis management situations. The procedures emphasize Altierus College's policy on being timely, accountable, and honest when communicating with the campus community during a crisis.

In the case of an unforeseen event, the CSA and Security Guard will quickly respond to an incident or crisis following specific steps. The CSA will conduct a crisis assessment to determine the severity of the incident or crisis regarding: a crime on campus, campus violence, a threat made against the campus, serious security issues in the area surrounding the campus, or an IT breach of security. Upon assessment, the CSA will execute a chain of actions pertinent to the incident and determine the content and recipients of any required notification based on the assessment, transmit any required communication, instruct of safety measures, debrief, and document a resolution.

### **Emergency Response and Evacuation Plan**

Emergency evacuation escape route plans are posted in key areas throughout the campus the campus community has been trained concerning these plans. Unannounced emergency evacuation drills are conducted at least once annually. Documented records of drills and testing of communications, which detail whether it was announced or unannounced, the date, time, and length of each drill, are maintained for a period of seven years. The emergency evacuation route plans will be emailed out to students and staff after each evacuation drill.

### **Employee and Student Procedures after Evacuation**

In the event of an emergency all occupants will promptly exit the building according to the posted evacuation routes. Once clear of the campus, all occupants are required to go to the designated meeting point and immediately report to their Designee. After evacuation, each Designee is responsible for each member in the group assigned to them. The Designee must conduct a head count to ensure all individuals are accounted for. The head count must be recorded, documenting the names of each group member. Everyone is responsible for reporting to their respective meeting point so that an accurate head count can be completed.

### **Evacuation Re-entry Policy**

After an evacuation, no one is to re-enter the campus for any reason. Rescue personnel (if designated and properly trained) are excluded from this rule. When the Fire Department or other Emergency Response Team has provided communication that the campus is safe for re-try, then, and only then, can individuals return to their work-stations and classrooms.

### **Emergency Notification System**

Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community, the CSA will immediately notify the campus community using an emergency notification process, which includes the following systems:

InformaCast Mobile and person-to-person communication. Through the use of InformaCast Mobile, alerts are delivered to all Students and Employees via: email, SMS text message, as well as voice recorded messages to mobile and landline telephones.

Altierus Career College will, without delay, and taking into account the safety of the campus and local community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of the responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. When a serious incident occurs that causes an immediate threat to the campus/local community, the first responders to the scene are usually the local law agency and the local Fire and

Emergency Medical Services Department, and they typically respond and work together to manage the incident. Depending on the nature of the incident, other local departments or federal agencies could also be involved in responding to the incident and notifying the local community.

The emergency notification process involves the following actions:

- Determine if the entire campus or just a portion will receive the emergency notification.
- Content of the emergency notification.
- Activation of the emergency response and/or evacuation.
- Alert people to the emergency
- Tell people what they need to do

The following individuals, at a minimum, carry out the emergency notification process:

- Campus Security Authority (CSA)
- Campus Security Authority Assistant (CSAA)
- SafetyCoordinator

### **Access to Campus**

During normal operating hours, academic buildings on campus are open to the campus community. Because the campus is not open to the public, visitors must check in with the campus Receptionist at the front desk. When appropriate, the school may require visitors to be accompanied by a faculty or staff member. Access to administrative offices is by appointment only. When the campus is closed, all campus buildings are locked, and access is restricted to faculty and staff.

### **Maintenance and Campus Facilities**

The maintenance staff, in coordination with the CSA and other school administrators, is responsible for keeping campus facilities in good repair. This includes repairing or replacing damaged doors, windows, and locks, and maintaining adequate lighting for the classrooms, administrative offices, and common areas. Campus does not have campus residences or any officially recognized student organizations with off-campus locations.

All members of the campus community are encouraged to report any known hazards or damage to the facility to the CSA.

### **Timely Warnings**

In the event that a situation arises, either on or off campus, that is determined to warrant a “timely warning” for reportable Clery Crimes: criminal homicide, sexual assaults, robbery, aggravated assault, burglary, motor vehicle theft, arson, domestic violence, dating violence, stalking, hate crimes, arrests, and student code of conduct violations relating to weapons, drugs, and alcohol, the CSA and/or Safety Coordinator will issue the “timely warning”. “Timely warnings” will be issued to the campus community through InformaCast Mobile, student and staff bulletin boards, and person-to-person communication. “Timely warnings” notification will withhold as confidential the names and other identifying information of victims.

Anyone with information warranting a timely warning should report the circumstances to the CSA and/or Safety Coordinator by phone or in person. A timely warning may be warranted in situations where the alleged perpetrator(s) pose a serious and immediate threat to the campus community and that a warning to the campus community could aid in the prevention of similar crimes. Further procedures are included in the campus Emergency Response Plan (ERP) and Injury and Illness Prevention Program (IIPP) Health and Safety Manual.



### **Disclosure of the Annual Security Report**

A copy of the most recent ASR is distributed to all enrolled students and current employees by October 1 of each year. For all prospective Employees and Students, this information may be obtained by contacting the CSA at any given time and by accessing the link on the campus website.

### **Policy on Alcohol and Other Drugs**

The unlawful use, manufacture, distribution, dispensation, or possession of alcohol, controlled substances, or any drug on campus premises or while involved in campus-related activities is strictly prohibited. It is also unlawful to sell, furnish, or provide alcohol and other drugs to anyone under the minimum age limit as designated under both campus state and federal laws. Such laws are strictly enforced by the CSA and the local law agency. Students who violate the campuses prohibitions against alcohol, controlled substances, and drugs are subject to disciplinary action up to and including dismissal from the campus. Information on the disciplinary process may be found in the school catalog. When circumstances warrant, a violation of this policy may also be referred to the appropriate law enforcement authorities for investigation and prosecution.

Employees who violate the campuses prohibitions against alcohol, controlled substances, and drugs are subject to disciplinary sanctions up to and including immediate termination pursuant to the **Drug-Free Schools/Drug-Free Workplace Annual Disclosure**. As with student violations of this policy, a violation involving a member of the campus faculty or staff may be referred to the appropriate law enforcement authorities for investigation and prosecution.

### **Substance Abuse Education and Prevention Programs**

Students requiring or requesting information about substance abuse treatment should contact the CARE hotline (888-852-6238) or other designated campus officials for contact information of local substance abuse agencies and prevention programs. Employees requiring information about drug abuse treatment should contact the Employee Assistance Program using the toll-free Helpline (800-932-0034) or online at <http://www.acieap.com>. Additional substance abuse health risks can be found in the Drug-Free Schools/Drug-Free Workplace Annual Disclosure.

Additional helpful information and resources may be found by contacting the following organizations:

#### **Substance Abuse and Mental Health Services Administration National Helpline**

**1-800-662-HELP (1-800-662-4357)**

<http://www.samhsa.gov/>

#### **Suicide Prevention Lifeline**

**1-800-273-TALK (1-800-273-8255)**

<http://www.suicidepreventionlifeline.org/>

#### **Disaster Distress Helpline**

**1-800-985-5990**

<http://www.disasterdistress.samhsa.gov/>

#### **Veteran's Crisis Line**

**1-800-273-8255**

<http://www.veteranscrisisline.net/>

**National Council on Alcoholism and Drug Dependence, Inc.****1-800-NCA-CALL (1-800-622-2255)**<http://www.ncadd.org>**National Sexual Assault Hotline****1-800-656-HOPE (1-800-656-4679)**<https://www.rainn.org/get-help/national-sexual-assault-hotline>**Sexual Offences<sup>2</sup> Reporting and Disciplinary Procedures**

Sexual offenses and any acts of sexual violence are a violation of the Code of Student Conduct and the Sexual Harassment Policy as stated in the school catalog. Victim(s) of any sexual offenses and any acts of dating violence or sexual violence are strongly encouraged (but not required) to immediately seek assistance from and report sexual offenses to local law enforcement authorities, the local rape crisis center, and/or the Campus Security Authority. School personnel shall be available to assist the student in notifying these authorities if the victim chooses, as well as counsel the victim of the importance of preserving evidence for the proof of a criminal offense. Victims are similarly advised of the importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order. In such situations, victims shall also have the option, at their choosing, to decline to notify such authorities.

<sup>2</sup>“Sexual Offenses” as defined by the 2013 Violence Against Women Reauthorization Act include: Sexual Assault (Rape, Fondling, Incest, or Statutory Rape), Domestic Violence, Dating Violence, and Stalking.

Bystanders and witnesses are encouraged to not remain silent, and to take an active role in promoting a positive school environment. Bystanders can help in several different ways, including direct intervention, seeking assistance from an authority figure, notifying campus security, or calling state or local law enforcement.

All allegations of any sexual offenses and any acts of sexual violence incidents shall be investigated by the Title IX Coordinator and the Corporate Security Department. Allegations against students shall be investigated pursuant to the Code of Student Conduct, and disciplinary complaints may be filed, in writing, with the Campus Director.

Disciplinary procedures in cases of alleged sexual offenses and any acts of sexual violence incidents shall: (1) provide prompt, fair, and impartial investigation and resolution; (2) be conducted by officials who are trained annually (as arranged by the Corporate Security Department), on how to investigate and conduct hearings on domestic violence, sexual assault, and stalking; (3) give the accused and the accuser the same opportunities to have an advisor or others (e.g., witness or advocate) present during the proceeding and related meetings; (4) be conducted under a “preponderance of the evidence” standard, and (5) simultaneously notify the accused and accuser of the outcome, appeal procedures, changes to the results, and final results. Disciplinary procedures will include, at a minimum, an investigation and a right to be heard for the accused and the accuser. The Institution will endeavor to complete its investigation within sixty (60) calendar days, but circumstances may require that an investigation continue beyond a 60-day period. These circumstances may include the complexity and scope of the allegations and the investigation, the number of witnesses, the availability of the parties or witnesses, the effect of a current criminal investigation, and any intervening school breaks or holidays.

The Institution will protect the confidentiality of victims and other necessary parties by (1) completing publicly available record-keeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, and (2) maintaining as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of

the Institution to provide the accommodations or protective measures.

Students who are determined to have violated the school's prohibitions against sexual offenses and any acts of sexual violence are subject to disciplinary action up to and including dismissal from the school. Detailed information regarding the disciplinary procedure for sexual offenses and any acts of sexual violence incidents can be found in the Code of Student Conduct. As appropriate, the matter shall be referred to the appropriate law enforcement authorities for investigation and prosecution.

Employees who violate the school's prohibition against sexual offenses and any acts of sexual violence are subject to disciplinary sanctions up to and including immediate termination. As with student violations of this policy, a matter involving a member of the school faculty or staff may be referred to the appropriate law enforcement authorities for investigation and prosecution. For more information, faculty and staff should contact their Human Resources Designate.

The institution will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. The school shall change a victim's academic situation after a sexual offense and any acts of sexual violence or alleged sexual offenses if those changes are requested by the victim, and are reasonably available. The student may seek assistance in requesting a change from the Campus Security Authority whether the offense occurred on or off campus. Changes offered to student victims include the following:

- Transfer into the same program at another Zenith school;
- Transfer into a different academic program at the same school; Change in academic schedule;
- Change in externship location/assignment; Leave of absence/withdrawal from school; and
- Change in living situation (on campuses that offer housing.)

The school will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and the community.

### **Violence Against Women**

Zenith is committed to creating and sustaining a positive learning and working environment, free of discrimination, including sexual violence, dating violence, domestic violence, and stalking.

Such behaviors are not tolerated on any Zenith campus and are prohibited both by law and School policy. The School will respond promptly to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates School policy.

The School's primary concern is the safety of its campus community members. The use of alcohol or drugs never makes the victim at fault for sexual discrimination, harassment or violence; therefore, victims should not be deterred from reporting incidents of sexual violence out of a concern that they might be disciplined for related violations of drug, alcohol or other School policies. Except in extreme circumstances, victims of sexual violence shall not be subject to discipline for related violations of the Code of Student Conduct.

As required by the 2013 Violence Against Women Reauthorization Act, all Zenith Schools shall include subcategories for all Sexual Offenses reported to the Campus Security Authority. Sexual Offenses include: Sexual Assault (Rape, Fondling, Incest, or Statutory Rape), Domestic Violence, Dating Violence and Stalking.

The School will use its best efforts to ensure that:

- All publicly available safety and security records, reports, and disclosures shall not include any personally identifying information about the victim; and
- It will maintain as confidential any accommodation or protective measures to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodation or protective measures.

### **Sexual Offenses Prevention and Awareness Programs**

All new students will be provided training on VAWA and campus safety through the completion of a course administered through LawRoom.

To Promote Prevention and Awareness for all continuing students, each campus will conduct awareness activities throughout the year which include prevention and risk reduction.. Each activity will focus on overall awareness, prevention, risk reduction and reporting guidelines. Examples of the types of activities are as follows:

- Campaign to empower the campus community to support survivors of sexual violence and to prevent rates of sexual violence through education.
- Campaign to raise awareness and information on Bystander Intervention, Consent and Dating Violence.
- Campaign to raise awareness on stalking and threats of suicide.

Activities provided by PaperClip Communications - VAWA Prevention & Awareness Programming Kit. Promotional materials provided by ACI Specialty Benefits, CARE Program.

### **Registered Sex Offender Information**

Students and employees with concerns about a registered sex offender are encouraged to share those concerns with the Administration. Students are strongly encouraged to examine all statistics and resources in this disclosure and the linked sources prior to enrollment. Current information on registered sex offenders may be found at the following links:

Florida: <https://offender.fdle.state.fl.us/offender/sops/home.jsf>

Georgia: [http://state.sor.gbi.ga.gov/Sort\\_Public/](http://state.sor.gbi.ga.gov/Sort_Public/)

Texas: <https://records.txdps.state.tx.us/SexOffenderRegistry>

### **Security Awareness Programs**

All new students and employees are provided with the most recent ASR.

Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies, and/or creating distractions. Bystander empowerment training highlights the need for those who intervene to ensure their own safety in the intervention techniques they choose, and motivates them to intervene as stakeholders in the safety of the community when others might choose to be bystanders.

Additionally, Altierus Career College ensures that the campus community is aware of security

- Offering crime awareness/crime prevention seminars in conjunction with local law enforcement agencies
- on at least an annual basis
- Providing information on Crime Prevention Measures to the campus community

- Issuing “Timely Warnings” and “Emergency Notifications”, as appropriate, regarding situations that could pose an immediate or ongoing threat to the safety or welfare of the campus community

## **Definitions**

### **Crime Definitions from the Summary Reporting System (SRS) User Manual from the FBI’s UCR Program**

#### ***Arson***

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

#### ***Criminal Homicide—Manslaughter by Negligence***

The killing of another person through gross negligence.

#### ***Criminal Homicide—Murder and Non-negligent Manslaughter***

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

#### ***Rape***

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

#### ***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.

#### ***Aggravated Assault***

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

#### ***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.

#### ***Motor Vehicle Theft***

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)

#### ***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.

#### ***Drug Abuse Violations***

The violation 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.

### **Crime Definitions From the National Incident-Based Reporting System (NIBRS) User Manual from the FBI's UCR Program**

#### ***Sex Offenses***

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

***Fondling***—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

***Incest***—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

***Statutory Rape***—Sexual intercourse with a person who is under the statutory age of consent.

### **Crime Definitions from the Hate Crime Data Collection Guidelines and Training Manual from the FBI's UCR Program**

#### ***Larceny-Theft (Except Motor Vehicle Theft)***

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

#### ***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.

#### ***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.

#### ***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.

### **VAWA Specific Definitions**

**Sexual Assault** - An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program. Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent including:

**Rape**- The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Fondling** – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest** – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape** – Sexual intercourse with a person who is under the statutory age of consent.

For the purposes of this definition:

**Consent** - The affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter. Additionally:

- Someone who is incapacitated cannot consent;
- Past consent does not imply future consent; silence or an absence of resistance does not imply consent;
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another;
- Consent can be withdrawn at any time; and Coercion, force, or threat of either invalidates consent.

**Domestic Violence** - A felony or misdemeanor crime of violence committed

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**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. 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.

For the purposes of this definition, dating violence 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.

Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Stalking** - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

For the purposes of this definition:

**Course of conduct** - 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.

**Reasonable person** – A reasonable person under similar circumstances and with similar identities to the victim.

**Substantial emotional distress** - A significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

#### **Additional Definitions**

**Unfounded Crimes** – An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under the Clery Act. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime report.



Location of Reported Offense	On-Campus			Non-Campus			Public Property			Totals		
	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018
<b>Criminal Offenses</b>												
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses (rape, fondling, incest, statutory rape)	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	1	0	0	1
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrests</b>												
Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>Disciplinary Referrals</b>												
Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>VAWA Offenses</b>												
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0

### Unfounded Clery Act Crimes

2017: No unfounded crimes.  
 2016: No unfounded crimes.  
 2015: No unfounded crimes.

### Hate Crime Reporting

2017: No hate crimes reported.  
 2016: No hate crimes reported.  
 2015: No hate crimes reported.