Stacey James Institute

2026 Annual Security Report			
Building Location:		8555 W Belleview, Unit F16, Littleton, CO 80134	
Local Police Department: City of Littleton		Telephone Number: (303)794-1551	
Campus Safety Officer:	School Director	**Title IX Coordinator:**	School Director
Appropriate Gathering Location:		Parking Lot	

Annual Security Report

In 1990, Congress passed the Crime Awareness and Campus Security Act (CACSA) amendments to the Higher Education Act of 1965 (HEA). Amendments to CACSA in 1998 renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act) in memory of a student who was murdered in her dorm room. In 2013, Congress passed the Violence Against Women Reauthorization Act (VAWA), which included additional amendments ot the Clery Act.

The Clery Act requires that all postsecondary institutions participating in Tiltle IV students financial assistance program disclosue campus crime statistics and other security information to students and the public.

To comply with these regulations, we are providing basic information as follows:

- Annual Security Report
- Disclosure of Institution's Security Policies
- Reporting of Crime Statistics
- Encouragement of prompt reporting of crime

To find this information, utilize any of the following resources:

- Campus Security Authority
- Administration Office
- Online at wwww.staceyjamesinstitute.com

Policies for Reporting Crimes and Emergencies

The school prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Students, parents, and staff may access this report in full at any time. A complete copy of this report is available in the management office or on the school's website. This report is prepared in cooperation with the city police department, and other resources. Annually, the school must publish and distribute its annual campus security report. The outcomes of this report can be located on our website. Campus crime, arrest, and referral statistics include those reported to our campus manager and local law enforcement agencies. Crime statistics from the area surrounding the school will also be requested from the local police department and will be disclosed in the annual crime report. Each year, notice regarding the availability of this report is provided to employees, students, prospective employees, and prospective students in the following manner:

Annual Disclosure of Crime Statistics

The notice includes a summary of the report's content and the direct web address (URL). The campus crime statistics report includes the following offenses:

- **Criminal Offenses**: Criminal homicide including murder/negligent and non-negligent manslaughter, aggravated assault, sex offenses (forcible and non-forcible), robbery, burglary, motor vehicle theft, and arson.
- **Hate Offenses**: Murder/non-negligent manslaughter, all forcible sex offenses including forcible rape, aggravated assault, arson, negligent manslaughter, and simple assault that show evidence of prejudice.
- **Violence Against Women**: Incidents of sexual assault, domestic violence, dating violence, and stalking.
- **Violations of**: Arrests for violations of liquor and drug law violations, and illegal weapons possession; and persons not arrested but referred to campus disciplinary action for liquor, drug, and weapons violations.

Scope of the Report

This report will represent statistical information on crimes that occurred at or around the campus during 2022, 2023, and 2024. The school does not offer any type of campus housing or recreational facilities.

To report a crime:

Contact the campus security authorities immediately in the event of a crime. The campus security authority for the school is the Campus Director or Campus Safety Officer . The victims or witnesses may report the crime on a voluntary, confidential basis. It is encouraged to have accurate and prompt reporting of all crimes to the local police and theappropriate law enforcement agencies. Our institution does not employ pastoral counselors or professional counselors for crime reporting purposes. Reporting can be done in person, by phone, or by e-mail (only in non-emergent cases). The campus security authorities do not have arresting authority.

For emergencies, dial 9-1-1.

Every crime that is reported to the security authorities will be investigated. Please note that due to the public nature of police reports, the school cannot ensure the complete confidentiality of any crime report. All incident reports are reviewed by the Campus Director or Campus Safety Officer.

The school does not have a campus police department. The local police department has sole arresting authority on the campus and the surrounding areas.

Students, educators, staff, and clients are encouraged to report all crimes and public safety-related incidents to the above-designated Campus Director or Campus Safety Officer. For matters of emergent nature, dial 9-1-1 immediately.

This publication contains information about on-campus and off-campus resources. Information is made available to provide students, and staff specific information about local resources available should they become a victim of a crime. The information about local resources should be used as helpful information and does not infer that those resources are "reporting entities" for the school.

Documenting Crimes and VAWA Violations

Crimes occurring on campus are to be documented in the Campus Crime Log with a brief narrative sent to the Campus Director or Campus Safety Officer. VAWA (Violence Against Woman Act) Crimes occurring both on and off-campus that are reported must be documented in the Campus Crime Log and have the complaint submitted to the Title IX Coordinator to begin investigating the crime incident.

Timely Warning

Crimes should be reported to the Campus Director or Campus Safety Officer to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

If students and staff are still in the building and the Director's determines that there is a significant emergency or threat, the school will, without delay and accounting for the safety of the community, determine the content of the notification and initiate continuing alert.

This announcement will be made by the Campus Director or Campus Safety Officer via the megaphone. In the Campus Director or Campus Safety Officer absence, a Director or office administrator would notify the appropriate security authority and determine the content of the notification.

- Time and safety permitting, **Guest Services** will lock the front and back doors.
- **Educators** in the classrooms are to close the classroom doors. Tables in the classrooms should be tipped on their sides to form a barricade on a corner spot of the classroom, far away from windows.
- **Educators** should then take roll and write down the names of any students not accounted for or extra. The classes should remain quiet and still.
- **Administrative staff** should close their offices if unable to evacuate and remain as far back from windows as possible.
- The classrooms and offices will be closed until emergency personnel arrive and announce that the area is safe to evacuate.

- **All Educators** and clients will report to the nearest classroom or office. **Educators** should then take roll and write down the names of any students not accounted for or extra. The classes should remain quiet and still.
- After evacuation, employees, students, and guests are to gather in the parking lot on the north end of the building. Staff and students are required to remain on the property until everyone has been accounted for unless otherwise told by a member of senior management.

After evacuation, a member from each department will ensure all staff is present and accounted for. Educators will ensure their students are present and accounted for. Upon notification from the authorities, an *"All Clear"* message will be announced over the megaphone by the Campus Director or Campus Safety Officer or senior management.

All safety procedures will be tested on an annual basis.

Emergency Response and Evacuation Procedures

Emergency Notification

The school is committed to ensuring the campus community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus community members.

Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification

Campus officials may become aware of a critical incident or other emergency situation that potentially affects the health and/or safety of the campus community.

Once school officials confirm that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community, officials will notify the local police department.

The institution will, without delay, and take into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification

Generally, campus community members in the immediate area of the dangerous situation (i.e., the building, parking lot, or the surrounding area) will receive the emergency notification. The school may issue subsequent notifications to those affected community members and family members. This can be done by one or a combination of communication methods via email, phone call, texts messages, website updates, and/or via social media platforms.

Determining the Contents of the Emergency Notification

The school will work with the local police department to issue the emergency notification and determine the contents of the notification. The school will collaborate with police department

updates to provide succinct messages to convey the appropriate information to the community. The goal is to ensure individuals are aware of the situation and that they know the steps to take to safeguard their safety and that of those in the community.

Procedures Used to Notify the Campus Community
In the event of a situation that poses an immediate threat to members of the campus community, the school will be communicating information quickly. Some or all of these methods of communication may be activated in the event of an emergency. These methods of communication may include the use of the e-mail system, text messaging, webpage messaging, and the campus megaphone. The school will post important updates during critical incidents on the homepage. If the situation warrants, the school will establish a telephone call-in number to communicate with the school for an emergency situation.

Persons responsible during an emergency
If an emergency or dangerous situation is confirmed, school procedures provide that the school manager alert the students, staff, and customers.

Emergency Response Annual Testing
Fire alarm systems are present and active in all campus facilities.

Following are the titles of the persons responsible for carrying out the actions/procedures described in the above paragraphs: The School Owner, Campus Director, Campus Safety Officer, Educators, and Administrative Staff.

The Campus Director or Campus Safety Officer is responsible for testing the emergency response and evacuation procedures on an annual (calendar year) basis and for documenting such testing. Documentation for each test shall include a description of the exercise, the date, the time, and whether the test was announced or unannounced. The school communicates with local police requesting cooperation for the institution about situations reported that may warrant an emergency response.

Such testing may include a review of procedures by the Manager and local law enforcement officers, meetings with responsible persons to review and walk-through procedures, and tests of communication equipment.

Lockdown Procedures

A "Lockdown" is the temporary sheltering technique, e.g. 30 minutes to several hours, utilized to limit civilian exposure to an "Active Shooter" or similar incident. When alerted, occupants of any building will lock all doors and windows not allowing entry or exit to anyone until the all-clear has been announced. This procedure converts any building into a large "Safe Room".

Why Would a Campus Lockdown Occur?
A campus lockdown is a safety procedure initiated by school officials in an effort to protect the livelihood of students, staff, clients, and educators. The length of time that a lockdown lasts depends upon the situation that has occurred and how quickly local law enforcement officers can resolve the situation and secure the safety of the entire campus. A campus lockdown might be initiated for a variety of reasons including natural disasters, criminal activity, or another potential threat. While most

lockdowns will directly involve the campus itself, school officials may order a lockdown because of a dangerous situation that has occurred near the campus. A lockdown may be called because of a suspected threat or because of a warning that a dangerous event is about to take place. Campus officials take the information they receive very seriously and prefer to err on the side of caution when it comes to protecting students, clients, and staff from danger.

Though campus officials make the final decision to initiate a lockdown, the procedure may be requested by the local or state police, fire department, public safety commission, or a member of the staff or community who has verifiable information about a threat.

Reasons for a campus lockdown include:

- **Natural Disasters:** Earthquake, tornado, hurricane, severe lighting,
- **Criminal Threats:** Person with a Firearm or Weapon Seen on Campus, gunshots on or near campus, bomb threat, or a crime taking place on or near campus, kidnapping or hostage situation.
- **Chemical Spills or Gas Leaks**

Missing Student Notification

The school does not have on-campus housing and therefore is not required to provide missing student notifications.

Security and Access to Campus Facilities

The school does not have campus housing. During normal business hours, the school is open to all students, parents, employees, and clients. During non-business hours, access to the school is by key if issued. In periods of extended closing, access to the school will only be granted to those issued a key, and who have obtained prior approval. Maintenance personnel is also subject to the above restrictions.

Emergencies may necessitate changes or alterations to any posted schedules. Students and Staff may be notified via social media, text message, phone call, email, or other communication systems. If in lockdown mode, the staff will post notices on the front doors (time allowing).

Any off-campus activities or events which are sponsored by the school are supervised by school employees. Thus, the school will monitor and report any criminal activity at such events to local law enforcement authorities should they occur.

Campus Security Officials

The school does not employ campus security officials nor campus police. The security of the campus is the direct responsibility of each employee and campus management. No such individuals have the authority to make arrests. Local police will be enlisted to support the requirements herein.

Education Programs to Promote Awareness of Domestic Violence, Dating Violence, Sexual Assault, and Stalking

The school educates the incoming and current student and employee community about sexual violence, violence prevention, and all relevant school policies and procedures during all orientations held for new and current students at the onset of a class and at least annually.

In addition, the school conducts new and current employee training on these topics at least annually. The Title I X Coordinator/Campus Director and/or office administrator are responsible for training all current students and employees about the school' s policies regarding sexual violence and for conducting the new student and employee training.
The new and current employee and student training sessions include:

- A statement that the school prohibits crimes of dating violence, domestic violence, sexual assault, and stalking;
- The definitions of those crimes under federal and state law;
- The definition of consent, in reference to sexual activity;
- A description of safe and positive options for bystander intervention;
- Information on risk reduction;
- Information contained in the school's policies and procedures related to preventing, reporting, and responding to sexual offenses, including disciplinary procedures and victim rights; and
- A description of the school's ongoing prevention and awareness campaigns for students and employees.

Sexual Violence – Victim Procedures

If you are a victim of sexual violence, including sexual violence, dating violence, domestic violence, or stalking, your first priority should be to get to a place of safety. You should then obtain any necessary medical treatment. Information about the alleged offense should be provided to the school's Title IX Coordinator as soon as possible. Time is a critical factor for evidence collection and preservation.

The school strongly advocates that a victim of sexual violence report the incident to police promptly and, if requested to do so by the victim, the School's Title IX Coordinator will assist the victim in contacting the police. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. The victim has the right at all times to decline to notify the police of the incident.

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 the prosecution or establishing a no-contact order, 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); and
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a victim contacts the Police Department, the local Police Sex Crimes Unit will typically be

notified as well. The victim may choose for the investigation to be pursued through the criminal justice system. The Title IX Coordinator will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available through the Rape and Sexual Abuse Center and the Victim Intervention Program of the local Police Department.

Protection of Confidentiality of Victim of Sexual Violence

There are no pastoral or professional counselors on campus. Confidential crisis, mental health, and victim resource hotline numbers are available in the administrative office as well as listed in the Student Catalog, should students need to contact these agencies. Victims of sexual violence reported to the Title IX Coordinator will be provided with information regarding local rape crisis centers and other counseling services.

Reports about sexual violence or other crimes may be provided informally and in confidence to the school's Title IX Coordinator, who will make every attempt to maintain the privacy of the information in accordance with your request and the Family Educational Rights and Privacy Act of 1974 (FERPA) regulations unless the school is under an obligation to disclose your identity to protect the safety of others. You will be informed if the school cannot maintain the requested confidentiality of the information.

The school strongly encourages persons who are victims of sexual violence who do not want to report the incident to police or file a complaint using the school's institutional procedures to report the incident to the Title IX Coordinator voluntarily and on a confidential basis solely to permit the inclusion of that information in the school's annual crime statistics. With such information, the school can keep an accurate record of the number of similar incidents, determine where there is a pattern of crime with regards to a particular location, method, or assailant, and alert the campus community to potential danger. The school will make best efforts to maintain the privacy of that information and to comply with FERPA.

The school is required to, and will, keep the identity of victims of sexual violence private in any public report of Clery Act crimes. Reporting to the institution will also enable the victim to receive protective measures. At the victim's request, the school will maintain as confidential any protective measures provided to the victim, to the extent that making such information confidential does not impair the ability of the institution to provide those protective measures. The victim will be informed by the school if providing a protective measure may reveal the identity of the victim.

The school encourages reporting sexual violence to the police. 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); and
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Police reports are public records under state law, and therefore the school cannot guarantee the absolute

confidentiality of reports of crime obtained from police records but will make every effort to maintain the confidentiality of such information to the greatest extent permitted by law.

Interim Measures

Within 24 hours of a Title IX Coordinator receives a report of sexual violence, the Title IX Coordinator will provide written notification to the victim about options for, and available assistance in, changing academic situations, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus authority or local law enforcement.

Victim Support Services

Once the Title IX Coordinator receives a report of sexual violence, the Title IX Coordinator will provide the individual making the report with written information regarding existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims, both on campus and in the community.

Procedures for Disciplinary Action in Cases of Sexual Violence:

The school's Title IX Coordinator has primary responsibility for receiving, evaluating, and investigating allegations of sexual violence, including alleged domestic violence, dating violence, sexual assault, and stalking. The Title IX Coordinator is responsible for informing the Campus Safety Officer within 24 hours after receiving a sexual violence report, for purposes of maintaining accurate Clery Act crime statistics.

The Title IX Coordinator has primary responsibility for ensuring that any disciplinary proceeding involving an allegation of sexual violence is conducted promptly, fairly, and impartially and in accordance with these and other related institutional procedures.

Once the Title IX Coordinator receives a report of sexual violence, the following steps will be followed:

1. The Title I X Coordinator will immediately assess whether the information in the report warrants a timely warning and if so, will contact the Campus Safety Officer immediately to execute that procedure per the institution's timely warning procedures (see policies and procedures). The Title IX Coordinator will immediately inform the victim of his/her right to "interim measures" during the pendency of an investigation of the alleged sexual violence, including obtaining an order of protection, a no-contact order, restraining order, or similar lawful order from the police or the institution. The school's obligation is to protect the identity of the victim in any Clery Act report or other publicly available record keeping. The school is also required to keep any interim measures provided to the victim confidential, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodation or protective measure.

2. The Title I X Coordinator will, within 24 hours of receipt of the report, provide to the individual making the report of an alleged sex offense:

    a. A copy of these procedures;

    b. Information on counseling, health, mental health, victim advocacy, legal assistance services, immigration assistance, student financial aid, and any other services available to

the victim at the school, or in the community;

c. Information on the victim's right to report the incident to local police and the fact that the school's institutional investigation and disciplinary procedure and any criminal proceeding may occur simultaneously; and

d. Options to facilitate changes to academic situations, or additional protective measures if requested, while the investigation is pending, even if the victim chooses not to report the crime to police.

3. The Title IX Coordinator will investigate the incident by interviewing: the individual filing the report, the accused, school employees, witnesses, and others as necessary to gather facts about the alleged incident. The Title IX Coordinator may be assisted by other employees after determining that such employees do not have a conflict of interest and have received training in Title IX and VAWA.

4. The Title IX Coordinator will ensure that all individuals involved in the disciplinary procedure apply a "preponderance of the evidence" standard when evaluating sexual violence reports. The school does not provide for a formal hearing process but both parties may be assisted by a support person of choice, including an attorney.

5. In all cases, the Title IX Coordinator will maintain regular communications with both the accuser and accused and provide both parties with equal opportunity to provide information, witness statements, evidence, and other information that may be necessary for the school to fully evaluate the alleged offense.

6. The Title IX Coordinator will, barring extenuating circumstances, complete the investigation and make a determination regarding any necessary discipline of the accused and remedies to the accuser within 60 days of the date that the report is first received by the Title IX Coordinator.

7. The Title IX Coordinator will inform both parties of its final determination. The school does not provide for an appeal of final determinations.

8. The sanctions that may be imposed by the school following a determination that dating violence, domestic violence, sexual assault, or stalking occurred include, but are not limited to, counseling, education, changes in academic arrangements, no contact orders, suspension, or expulsion of a student, or termination of employment.

9. Both the accuser and accused shall be simultaneously informed in writing of:

    a. The outcome of any disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking;

    b. The institution's procedures for the accused and victim to appeal the results of the institutional disciplinary proceeding (if any such appeal rights become available);

    c. Any change to the results that occurs prior to the time that such results become final; and

    d. When such results become final.

10. The Title IX Coordinator will determine if the incident is indicative of a systemic issue and, if so, work with school employees, including campus managers, to recommend changes to the school's policies, procedures, or training to prevent re-occurrence.

The school requires the Title IX Coordinator and all employees involved in the investigation and disciplinary process to receive training at least annually on issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Rights and Options of Victims of Sexual Violence

Within 24 hours of a Title IX Coordinator receiving a report of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off-campus, the institution will provide the student or employee with a written explanation of the student's or employee's rights and options.

That notice will contain the following information:

This document outlines your rights under Title IX. You may have additional rights under other federal and state laws. Title IX of the Education Amendments of 1972 prohibits sex discrimination—which includes sexual violence—in educational programs and activities. All public and private schools, school districts, colleges, and universities receiving federal funds must comply with Title IX. If you have experienced sexual violence, here are some things you should know about your Title IX rights:

Your School Must Respond Promptly and Effectively to Sexual Violence

- You have the right to report the incident to your school, have your school investigate what happened, and have your complaint resolved promptly and equitably.
- You have the right to choose to report an incident of sexual violence to campus or local law enforcement, but, a criminal investigation does not relieve your school of its duty under Title IX to respond promptly and effectively.
- Your school must adopt and publish procedures for resolving complaints of sex discrimination, including sexual violence. Your school may use student disciplinary procedures, but any procedures for sexual violence complaints must afford you a prompt and equitable resolution.
- Your school should ensure that you are aware of your Title IX rights and any available resources, such as victim advocacy, housing assistance, academic support, counseling, disability services, health and mental health services, and legal assistance.
- Your school must designate a Title IX coordinator and make sure all students and employees know how to contact him or her. The Title IX coordinator should also be available to meet with you.
- All students are protected by Title IX, regardless of whether they have a disability, are international or undocumented, and regardless of their sexual orientation and gender identity.

Your School Must Provide Interim Measures as Necessary

- Your school must protect you as necessary, even before it completes any investigation. Your school should start doing this promptly once the incident is reported.

- Once you tell your school about an incident of sexual violence, you have the right to receive some immediate help, such as changing classes. When taking these measures, your school should minimize the burden on you.

- You have the right to report any retaliation by school employees, the alleged perpetrator, and other students, and your school should take strong responsive action if this occurs.

Your School Should Make Known Where You Can Find Confidential Support Services

- Your school should clearly identify where you can go to talk to someone confidentially and who can provide services like advocacy, counseling, or academic support. Some people, such as counselors or victim advocates, can talk to you in confidence without triggering a school's investigation. Because different employees have different reporting obligations when they find out about sexual violence involving students, your school should clearly explain the reporting obligations of all school employees.

- Even if you do not specifically ask for confidentiality, your school should only disclose information to individuals who are responsible for handling the school's response to sexual violence. Your school should consult with you about how to best protect your safety and privacy.

Your School Must Conduct an Adequate, Reliable, and Impartial Investigation

- You have the right to be notified of the time frames for all major stages of the investigation.

- You have the right to present witnesses and evidence.

- If the alleged perpetrator is allowed to have a lawyer, you have the right to have one too.

- Your school must resolve your complaint based on what they think is more likely than not to have happened (this is called a preponderance-of-the-evidence standard of proof). Your school cannot use a higher standard of proof.

- You have the right to be notified in writing of the outcome of your complaint and any appeal, including any sanctions that directly relate to you.

- If your school provides for an appeal process, it must be equally available for both parties.

- You have the right to have any proceedings documented, which may include written findings of fact, transcripts, or audio recordings.

- You have the right not to "work it out" with the alleged perpetrator in mediation. Mediation is not appropriate in cases involving sexual violence.

Your School Must Provide Remedies as Necessary

- If an investigation reveals that sexual violence created a hostile environment, your school must take prompt and effective steps reasonably calculated to end the sexual violence, eliminate the hostile environment, prevent its recurrence, and, as appropriate, remedy its effects.
- Appropriate remedies will generally include disciplinary action against the perpetrator, but may also include remedies to help you get your education back on track (like academic support, retaking a class without penalty, and counseling). These remedies are in addition to any interim measures you received.

- Your school may also have to provide remedies for the broader student population (such as training) or change its services or policies to prevent such incidents from repeating.

If you want to learn more about your rights, or if you believe that your school is violating federal law, you may contact the U.S. Department of Education, Office for Civil Rights, at (800) 421-3481 or (800) 421-3481 or ocr@ed.gov. If you wish to fill out a complaint form online, you may do so at http://www.ed.gov/ocr/complaintintro.html.

Sanctions and Protective Measures

Following a final determination of the school's institutional disciplinary proceeding regarding domestic violence, dating violence, sexual assault, or stalking, the school may impose the following sanctions on the perpetrator and protective measures for the complainant:

1. **Sanctions:** Sanctions that may be imposed by the school include, but are not limited to:
    - Written warning;
    - Mandatory counseling;
    - Mandatory education and training;
    - No contact order;
    - Changes in academic arrangements;
    - Revocation of certain campus privileges;
    - Suspension; or
    - Expulsion.

    The school has flexibility in the type and range of sanctions to impose on the perpetrator depending on the severity of the incident but has a process in place to ensure that sanctions imposed are consistent with sanctions imposed in past incidents of similar conduct and are not imposed unequally based on gender or gender identity.
2. **Protective Measures:** Protective measures that the school may utilize to protect the complainant include, but are not limited to:
    - An order of protection, a no-contact order, restraining order, or similar order from the institution;
    - Changes to academic situations;
    - Providing increased monitoring or supervision at locations or activities where the misconduct occurred;
    - Ensuring the complainant and perpetrator do not share classes or extracurricular activities;
    - Arranging for the complainant to have extra time to complete or re-take a class or

withdraw from a class without an academic or financial penalty.

When determining what protective measures to establish, the school will consider many factors including the specific needs and requests expressed by the complainant; the age of the students involved; the severity or pervasiveness of the conduct; any continuing effects on the complainant; whether the complainant and alleged perpetrator share the same class; and whether other judicial measures have been taken to protect the complainant (e.g., civil protection order

Security Awareness and Crime Prevention Programs

The school is strongly committed to crime prevention, law enforcement, and crime reporting. Students, faculty, and staff are urged to take advantage of safety knowledge, to take all reasonable precautions for their own safety, and to report all crimes. Security awareness and crime prevention programs will be covered annually in staff meetings. The school does not have any officially recognized student organizations with non-campus locations.

Security Tips

PERSONAL SAFETY: PROTECT YOURSELF

Prevention is the best protection against crime.

- Don't dismiss suspicious people or situations.
- Don't put yourself in harm's way; avoid dangerous situations.
- Lock your car doors.
- Use common sense.
- Don't walk alone at night; stay in lighted areas.
- Park your vehicle in lighted areas; lock the doors.
- Keep valuables out of sight; don't tempt a thief.
- Don't give out your keys; they can be copied.
- Report all crimes and suspicious acts.

THINGS TO DO TO REDUCE THE RISK

- Lock doors.
- Avoid out-of-the-way places.
- Vary your routine.
- Learn about friends' attitudes before becoming friendly.
- Watch alcohol intake.
- Leave lights on in rooms.
- Have transportation or use public transportation.

AUTO THEFT PREVENTION: SECURING YOUR VEHICLE

- Always lock your car, even if you're leaving it for a short time.
- Remove the key and do not keep a spare key hidden somewhere on the frame or body of the vehicle in a magnetic box.
- All windows should be rolled up completely. One slightly open window can render all other precautions useless.
- Park as close to the building as possible when parking at shopping malls or stores.
- Park in well-lit areas. When possible park in an attended parking lot or garage. At home, park your vehicle in the garage.
- When parking in a public lot, never tell anyone how long you'll be (including the attendant). If a key must be left with an attendant, leave only the ignition key.
- Don't leave valuables visible in your car. Purses, bags, electronic devices (iPad/iPhones/laptops), etc. attract attention and can tempt thieves to break in. Lock all valuables in the trunk.
- Never leave credit cards, checkbooks, or papers about the vehicle in the glove box. It could aid the thief in selling your car.
- Do not attach a name tag or plate to your key ring. It could lead a thief directly to your house or car if you lose your keys.

Drug and Alcohol Policy

At the school, the illicit use of drugs and/or alcohol by staff or students is strictly prohibited.

The use of illicit drugs and alcohol can cause numerous health problems and can lead to death. The effects to a person's health include respiratory failure, heart attack, overdose, acute intoxication, and transmittable diseases such as Hepatitis C and HIV/AIDS. Thousands of deaths are caused each year by drug overdoses, allergic reactions to drugs, toxic combinations of drugs, and alcohol poisoning. For more information about the effect of alcohol and drug abuse, please visit www.drugfree.org.

The manufacture, distribution, dispensation, possession, sale, purchase, offer to buy or sell, or use of alcohol, illegal drugs or related paraphernalia and the illegal use of any drugs (including the misuse of prescription drugs) at the school campus or while engaged in the course curriculum is strictly prohibited. The school also prohibits such conduct during non-curriculum time to the extent that, in the judgment of the school, it impairs a student's or staff member's ability to progress through the curriculum, threatens the reputation or integrity of the school, or violates the law. Any student who violates this policy is subject to suspension or expulsion from the program. Any staff member who violates this policy is subject to sanctions up to or including termination.

Any student or staff member who has illegal possession or engages in the illicit use of drugs or alcohol is also subject to criminal prosecution. The school will refer violators to the appropriate authorities (federal and state) for prosecution.

State statutes provide for criminal penalties for conviction of certain alcohol-related offenses, such as underage consumption or providing alcohol to minors.

Students or staff members who use prescription drugs should follow the prescribing physician's directions for use and all prescriptions are to be kept in the prescription bottle with the appropriate name of the user. If the use of a prescription drug may impair your performance or affect safety while performing course-related services, you should notify the campus manager immediately so the school can take whatever action it finds appropriate to protect your safety and that of other students and clients. Any student or staff member who violates this policy is subject to suspension or expulsion from the program.

Alcohol and Drug Prevention Program

The Alcohol and Drug Prevention Program at the school utilizes an approach to address alcohol and other drug-related problems. We encourage the school community to join with us through an initiative to employ multiple strategies including:

- providing education;
- banning alcohol and alcohol advertisement on campus;
- alcohol-free social options;
- developing alcohol policies and increasing the consistency of enforcement; and
- providing treatment referrals.

The following programs and services have been implemented as part of our approach to reducing the illegal and high-risk use of alcohol and other drugs and their related consequences.

- Providing students and staff with accurate and current information about alcohol and other drug-related issues via educational programs, and various resource materials.
- Increasing the number of alcohol-free, social events offered on campus.

Despite current educational and prevention efforts, some students make high-risk choices around alcohol and other drug use. Students may refer themselves to counseling resources, may be referred by a member of the the school, or may be mandated to seek counseling by violating the campus substance abuse policy.

Alcohol and Drug Counseling Resources

If you or someone you know is struggling with drug or alcohol abuse, please call 1-855-OC-Links (625-4657) SAMHSA (Substance Abuse and Mental Health Services Administration) 800-662-HELP (4357)

Sexual Assault, Domestic Violence, Dating Violence, and Stalking

At our student and employee orientation, we cover our approach to preventing dating violence, domestic violence, sexual assault, and stalking via education platforms such as Youtube and Powerpoint presentations conducted by our staff. On an annual basis, we will release the campus security report as our prevention and awareness campaigns to remind the students and staff**.**

The school has an annual security report that has a statement addressing our school's program to prevent dating violence, domestic violence, sexual assault, and stalking. The statement specifically includes a description of educational programs and campaigns to promote the awareness of

dating violence, domestic violence, sexual assault, and stalking.

The school prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking as those terms are defined for purposes of the Clery Act. The definition of "dating violence," "domestic violence," "sexual assault", "stalking", and "consent" in reference to sexual activity as those terms are defined in the applicable jurisdiction as defined in the Federal Registry.

Bystander Intervention

Safe and positive options may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes:

- Recognizing situations of potential harm.
- Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene.

Bystanders are people who witness sexual violence, abuse, or stalking, or have reason to believe that such a crime has taken or will take place. Bystanders are, in fact, the largest group of people involved in these crimes, greatly outnumbering both perpetrators and victims. They often have the power to stop assaults from occurring and to get help for people who have been victimized. Intervening can be difficult, however. Even when a bystander encounters an abuser or a victim of abuse, they may not believe they can do anything to help. Many bystanders ignore the situation because they do not want to get involved or fail to report the situation because they are afraid of retaliation or fear making a false report unintentionally.

At the school, we take reports of abuse and sexual crimes very seriously. We work hard to protect the confidentiality of those involved, and we thoroughly investigate claims before rendering judgment. There are also multiple ways to leave anonymous tips. When in doubt, speak up. Our goal is to create a culture of active bystanders, all of whom are actively engaged in the prevention of violence and working to create a better world for themselves and their colleagues.

Options for Bystander Intervention

- Bystanders can engage in safe and positive actions to prevent harm or intervene when there is a risk of dating violence, sexual assault, or stalking.
- Possible actions include recognizing situations of potential harm, raising awareness for conditions that lead to violence and abuse, overcoming barriers for victims and bystanders, and identifying safe and effective intervention options.
- If someone discloses a sexual assault, abusive relationship, or experience with stalking to you, you can start to help by believing them.
- If you see someone on or off-campus who looks like they are in trouble, ask if they are okay. If you are afraid to interfere with the situation, call that person over for something very general.
- If you see a colleague, student, or friend doing something harmful, speak up. If someone says something offensive, derogatory, or abusive, let them know that the behavior is wrong and you

don't want to be around it. Don't laugh at sexist, racist, or homophobic jokes.

- Be respectful of yourself and others. Before initiating any sexual act with your partner, make sure it's OK.
- Before intervening, always make sure you can do so safely.

Sexual Assault Risk Reduction Strategies

Reduce the Risk of Committing Sexual Assault

- Listen carefully. Take time to hear what the other person has to say. If you feel they are not being direct or giving you a "mixed message" ask for clarification.
- Don't fall for the cliché "if they say no, they really mean yes". If your partner says "no" to sexual contact, believe them and stop. If they seem uncomfortable or uncertain, stop and check in. It is never acceptable to force sexual activity, or to pressure, coerce, or manipulate someone into having sex, no matter the circumstances. The campus has employed an affirmative consent policy. Yes, means yes.
- Don't make assumptions about a person's behavior. Don't assume that someone wants to have sex because of the way they are dressed, they drink (or drink too much), or agree to go to your residence. Don't assume that if someone has had sex with your before they are willing to do so again. Also don't assume that if your partner consents to kissing or to other sexual activities, they are consenting to all sexual activities. Obtain clear consent for each sexual activity.
- Be aware that having sex with someone who is mentally or physically incapable of giving consent is rape. If you have sex with someone who is incapacitated due to alcohol or drugs, passed out, or is otherwise incapable of saying no or knowing what is going on around them, you may be guilty of rape.
- Remember sexual assault is a crime punishable via campus conduct, criminal, and civil proceedings.
- Be careful in group situations; resist pressure from friends to participate in violent acts.
- Get involved if you believe that someone is at risk. If you see someone in trouble or someone pressuring another person, don't be afraid to intervene- or get help to do so.

Reduce the Risk of Being Sexually Assaulted

- Know your sexual intentions and limits. You have the right to say "NO" to any unwanted sexual contact. If you are uncertain of what you want, ask your partner to respect your feelings.
- Communicate with your partner. Do not assume that someone will automatically know how you feel or will eventually "get the message" without you having to say anything. Just as it's okay to say "NO" to unwanted activities, it's okay- and important- to give clear consent to activities in which you would like to engage. Avoid giving "mixed messages"; back up your words with a firm voice and clear body language (e.g., if you consent, give a big smile and say "YES!"
- Be aware that some people mistakenly believe drinking, dressing provocatively, or going to your or someone else's room means you are willing to have sex. Be clear upfront about your limits in such situations.
- Listen to your gut feelings. If you feel uncomfortable or think you might be at risk, leave the

situation immediately and go to a safe place.

- If you feel you are being pressured or coerced into sexual activity, you have a right to state your feelings &/or leave the situation. If you are concerned about the other person becoming angry, it is okay to make up an excuse to leave or create time to get help.
- Attend large parties with friends you trust. Agree to "lookout" for one another. Leave with the group, not alone. Avoid leaving with people that you don't know very well.
- Attend a workshop on sexual assault risk reduction or take a self-defense course to learn additional general safety and risk reduction strategies.

If Someone you know has been sexually violated

Do:

- Be Supportive, listen to them.
- Share your feeling of concern for them.
- Communicate to your friend that they are not responsible for the violation.
- Make sure your friend has a safe place to stay.
- Allow your friend to regain control by making their own decisions.
- Make yourself available to accompany your friend to a helping resource (e.g., hospital)
- Realize that you, too, have been affected and seek support if you need it.

Don't:

- Attempt to seek revenge.
- Make jokes.
- Be angry with your friend.
- Force your friend to talk and/or take control from them.
- Ask your friend how they could "let this happen".
- Assume you understand how your friend feels.
- Discuss the incident with others unless you have permission from your friend.

WHAT TO DO IF YOU ARE A VICTIM OF SEXUAL ASSAULT

1. Tell the first person you see and point out the attacker.
2. Don't shower or bathe.
3. Report ASSAULT to the Police.
4. Remember all you can about the attacker such as age, height, weight, race, the color of eyes, hair type of complexion, and clothes such as pants, shirt, and shoes.

Please note that the options of the victim are to:

1. Notify proper law enforcement authorities;
2. Be assisted by campus authorities in notifying law enforcement authorities if the victim chooses;

3. Decline to notify such authorities;
4. Enact the protection orders and have those supported by the school.

Victim of Crime Policy

The schol will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the school against a student who is the alleged perpetrator of such crime or offense. I f the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for these purposes.

Confidentiality

The school can protect confidentiality by:

1. Completing publicly available recordkeeping without the inclusion of personally identifying information about the victim;
2. Maintaining confidentiality accommodations or protective measures provided to the victim.

Disciplinary Action for Sex Offense Convictions

If a student or a staff member is convicted of a sexual offense, regardless of whether or not the action took place on the school campus, that individual is subject to disciplinary actions. Any student or staff member may be subject to sanctions leading up to or including termination if convicted of any sex offense, including rape, acquaintance rape, or any other forcible or non-forcible sex offenses. Both the accuser and the accused will be informed of the outcome of any institutional sanctions. Additionally, both the accuser and the accused are entitled to have others present during disciplinary proceedings.

Rape and Sexual Abuse Support

At this time, the school does not have on-campus resources for victims of sexual assault. The following organizations are available to the community for assistance:

- Victim Connect Resource Center: 855-4-VICTIM or (855) 484-2846
- National Sexual Assault Hotline:800-656-HOPE or (800) 656-4673

Hate Crimes

The school does not condone violence or hate crimes of any kind. Further, the school endeavors to safeguard the rights of American citizens that are mandated by the Constitution of the United States, regardless of ethnicity, national origin, religion, gender, sexual identity, disability, or political beliefs.

Sex Offender Registration Policy

Per the Campus Sex Crimes Prevention Act of 2000 (CSCPA), which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Cleary Act, and the Family Educational Rights and Privacy Act of 1974 (FERPA), the state is required to provide information as to the location, enrollment and/or employment of a sex offender at a post-secondary institution to local law enforcement authorities.

The school does not collect or report information on registered sex offenders. To determine where sex offenders are located, use the following link: https://www.nsopw.gov/?AspxAutoDetectCookieSupport=1

Student Disciplinary Proceeding Results

If you have reported a crime against you by another student or staff member, you will be notified of the results of the proceedings. In other words, you will be notified if the accused was found responsible by the school investigation committee.

Fire Safety Report

The campus does not have campus housing and therefore is not required to provide a fire safety report.

In the event of a fire, employees are alerted by:

1. The sounding of an alarm: The building alarm system will sound in the event of a fire. Emergency alarm buttons on the alarm system may be utilized in the event that police/fire/rescue is needed.
2. Public address system announcement: Time permitting; an announcement will be made by senior management from the megaphone.
3. Verbal announcement: Educatorsin each classroom will make a verbal announcement, time and situation permitting.

- ALL employees, students, and guests shall calmly evacuate through the **nearest** available marked exit. The campus has clearly posted exit diagrams. Attendance will be taken.
- Portable fire extinguishers are provided in the workplace.
- Employees or students may use extinguishers in an attempt to extinguish the fire if it is safe to do so.
- Critical operations shutdown procedures are not required, because no employees are authorized to delay evacuation for this purpose.
- No employees are assigned to perform medical or rescue duties during emergency evacuation situations.
- After evacuation, employees, students, and guests are to gather in the following location at the appropriate location. Staff and students are required to meet in the parking lot. (
- After evacuation, the procedure for accounting for all employees is: A member of management

will **ensure all staff is present** and accounted for. Each **educator** will ensure their students are present and accounted for.

- For further assistance with emergency evacuation procedures, the following Campus Director or Campus Safety Officer may be contacted.

Crime Statistics

Crime statistics include all reports received by the Local Police Department and from the persons designated as *Campus Security Authorities* for the school.

Clery Act Geographical Reporting Area:

1. Campus Property
2. Adjacent Public Property

ANNUAL SECURITY REPORT CAMPUS CRIME STATISTICS
September 29, 2025

The school provides its students and employees an Annual Security Report. Per the Crime Awareness and Campus Security Act of 1990, the school has gathered crime statistics from January 1, 2022, through December 31, 2024. Included below are reportable criminal offenses and violations that occurred on campus and/or public property. The campus security policy is available for review or copy during normal business hours by submitting a request to the Campus Director or Campus Safety Officer.

Please see subsequent two pages for data.

Reported Crime Statistics 2023-2025

Criminal Offense	On Campus			Public Property		
	2023	*2024*	*2025*	*2023*	*2024*	*2025*
a. Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
b. Negligent Manslaughter	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0
f. Statutory Rape	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0
j. Motor Vehicle Theft	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0

Hate Crimes	On Campus			Public Property		
	2023	*2024*	*2025*	*2023*	*2024*	*2025*
a. Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
b. Manslaughter by Negligence	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0
f. Statutory Rape	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0
j. Motor Vehicle Theft	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0
l. Simple Assault	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0
n. Intimidation[1]	0	0	0	0	0	0
o. Destruction/damage/vandalism of prop.	0	0	0	0	0	0

Hate crimes are motivated by the offender's category of bias, therefore: race, religion, sexual orientation, gender, gender identity, disability, ethnicity and national origin. There were no hate crime reported on campus from 2023-2025. Had there been other hate crimes, such crimes would be reported according to the category of bias (i.e., race, religion, sexual orientation, gender, gender identity, disability, ethnicity and national origin) as described above.

VAWA Offenses	On Campus			Public Property		
	2023	*2024*	*2025*	*2023*	*2024*	*2025*
a. Domestic Violence	0	0	0	0	0	0
b. Dating Violence	0	0	0	0	0	0
c. Stalking	0	0	0	0	0	0

Arrests	On Campus			Public Property		
	2023	*2024*	*2025*	*2023*	*2024*	*2025*
a. Weapons: carrying, possessing, etc.	0	0	0	0	0	0
b. Drug Abuse Violations	0	0	0	0	0	0
c. Liquor Law Violations	0	0	0	0	0	0

Disciplinary Actions	On Campus			Public Property		
	20223	*2024*	*2025*	*2023*	*2024*	*2025*
a. Weapons: carrying, possessing, etc.	0	0	0	0	0	0
b. Drug Abuse Violations	0	0	0	0	0	0
c. Liquor Law Violations	0	0	0	0	0	0

Unfounded Crimes	On Campus			Public Property		
	2023	*2024*	*2025*	*2023*	*2024*	*2025*
Total Unfounded Crimes	0	0	0	0	0	0

These Crime Statistics are updated on an annual basis by October 1, reported to the U.S. Department of Education and are available to students, employees and applicants through this Website, with paper copies available upon request from the Administrative Office. You may request further information on crime statistics in the vicinity of the school from the Administrative Office, which can also furnish you with a local police crime report. Any crimes classified, as above, would be reported by the school or students to the local police station immediately by filing a police report. For our Crime Statistics as published with the U. S. Department of Education, please see College Navigator.

B. Campus Law Enforcement Policies:

Campus Security Authority and Jurisdiction

The school's Clery Coordinator and School Director monitor all criminal activities on campus. All criminal activity should be reported immediately to the Clery Coordinator, your instructor or the Office of Administration. The Clery Coordinator will evaluate and gather documentation for all reported crimes. If required, the coordinator may form a special committee to determine if a crime has been committed and whether it is necessary to report it to the local police department. The school's authority, with regard to crime, is limited to securing the school premises, notifying the municipal police and school administrative action if the perpetrator is a student at the school. The ultimate authority for law enforcement at the school is the local police department. The school does not have any written agreements with a police department for the investigation of alleged criminal offenses. The Clery Coordinator and Director have the authority