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ANNUAL REPORT

AVAILABILITY NOTICE

The Advance Science International College (referred in this material as ASIC) is providing the following information to all of its employees and students as part of ASIC's commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have any questions about any of the information provided in this material, please contact the LRS Administrator at 305.626.6007.

DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS

Choosing a postsecondary institution is a major decision for students and their families. Along with academic, financial and geographic considerations, the issue of campus safety is a vital concern. In 1990, Congress enacted the *Crime Awareness and Campus Security Act of 1990* (Title II of Public Law 101-542), which amended the *Higher Education Act of 1965* (HEA). This act required all postsecondary institutions participating in HEA's Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998 and 2000. The 1998 amendments renamed the law the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the *Clery Act*. On Aug. 14, 2008, the *Higher Education Opportunity Act* or *HEOA* (Public Law 110-315) reauthorized and expanded the *Higher Education Act of 1965*, as amended. *HEOA* amended the *Clery Act* and created additional safety- and security-related requirements for institutions. Specifically, it added:

- A new disclosure regarding the relationship of campus security personnel with state and local law enforcement agencies (Clery amendment).
- Implementation and disclosure of emergency notification and evacuation procedures for all institutions (Clery amendment).
- Implementation and disclosure of missing student notification procedures for institutions with on-campus student housing facilities (*HEOA*).
- Fire safety reporting requirements for institutions with on-campus student housing facilities (*HEOA*).
- Text clarifying the definition of an on-campus student housing facility (Clery and *HEOA*).
- A Program Participation Agreement (PPA) requirement concerning disclosure of the results of disciplinary proceedings to the alleged victim of any crime of violence or a non-forcible sex offense (*HEOA*).

The *Clery Act* requires institutions to disclose statistics for reported crimes based on where the crimes occurred, to whom the crimes were reported, the types of crimes that were reported, the year in which the crimes were reported. Consequently ASIC will:

1. Collect, classify and count crime reports and crime statistics.
2. Issue campus alerts. To provide the campus community with information necessary to make informed decisions about their health and safety, the School will:
 - a. Issue a timely warning for any *Clery Act* crime that represents an ongoing threat to the safety of students or employees.
 - b. Issue an emergency notification upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.
3. Publish an annual security report containing safety- and security-related policy statements and crime statistics and distribute it to all current students and employees. Schools also must inform prospective students and employees about the availability of the report.
4. Submit crime statistics to ED through participation in a Web-based data collection to disclose crime statistics by type, location and year.

DISCLOSURE OF ANNUAL SECURITY REPORT

The Annual Security Report (ASR) containing safety- and security-related policy statements and three (3) years crime statistics is disclosed in pdf copy to all School students, prospect students, faculty and staff on an annual basis. ASR electronic copy is available to all students at their request in the School Library Resource System. Notice of ASR availability is given to all prospective students during the Admissions procedure.

DISCLOSURE OF CAMPUS CRIME STATISTICS REPORT

The latest annual Campus Crime Statistics Report (CCSR) is disclosed to enrolled students by email and is posted hard copy in all the School Information Boards. CCSR electronic copy is available to all students at their request in the School Library Resource System.

REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES

A safe environment is everyone's responsibility. Students, faculty and staff are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Security Desk or any campus security authority. Reports are kept in a School secure location. Names of victims or witnesses are not disclosed in the crime report. It is the School policy that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students should promptly report all criminal actions and emergencies occurring on or around ASIC facilities to School Administrative Staff either in person or by calling 305.626.6007 besides the Miami Gardens Police Department by dialing 911. In the event of fire or medical emergencies, students should contact Miami Gardens Police Department by dialing 911 and then notify the School.

VICTIM NOTIFICATION

ASIC will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forceable sex offense, the report on the results of any disciplinary proceeding conducted by School against a student who is the alleged perpetrator of such crime or offense. If 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.

SCHOOL OFFICERS GATEHRING ANNUAL CRIME STATISTICS

All incidents are reported and documented on School Student Concern (SSCON) Form, which is sent to the School Director. SSCon are kept in fire prove cabinets at the School facility. The statistics included in the annual crime report are prepared by the LRS¹ Administrator and Chair Persons compiling data from campus incident reports, police information, public documents, and other relevant information.

CAMPUS SECURITY ACT

The institution does not have campus security personnel; therefore, everyone should take special safety precautions. The following warnings should be considered:

- When walking by the building areas, be aware of who and what is around you.
- Try not to walk by yourself and avoid dark-streets, secluded pathways and alleys.
- Do not carry large amounts of cash or expensive jewelry.
- Keep your motor vehicle in good working condition.
- Always lock your car and remove all packages and valuables from view.
- Try parking in well-lit areas.
- When walking to your car, have your keys in hand, ready to unlock your car and get in immediately.
- Do not leave books and personal belongings unattended in the classrooms, lab and library.

The school endeavors to have a safe and crime free environment reporting any criminal activity to the local police department. Any criminal activity by students, faculty and employees will not be tolerated and will be cause for immediate dismissal. There have been no murders, sex offenses, robberies, burglaries, drug abuse violations, weapon possession, nor other law violations since the school was founded.

SECURITY AND ACCESS TO THE INSTITUTION

It is the policy of ASIC that access to institution's facilities is limited to authorized personnel, students, and invited visitors. Visitors are at all times subject to School policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times. After

¹ Library Resource System

hours, the building is protected with electronically monitored alarm, including cameras second wing. Exterior lighting is provided in the front building and balcony and in front parking areas.

CAMPUS LAW ENFORCEMENT

In the event of a crime in progress, **dial 911**. All members of the campus community are encouraged to report crimes or criminal activity to campus security at 305.626.6007.

If a student is a victim of a crime and does not want to pursue action with the criminal justice system, the student still may want to consider making a confidential report to the School. With the student's permission, the School Director can file a report on the details of the incident without revealing the student's identity. The purpose of this confidential report is to comply with the student's wish to keep the matter confidential, while taking steps to ensure the safety of the student and that of others. Reports filed in this manner are counted and disclosed in the School annual crime statistics. Reports are kept in a secure location in the School.

RELATIONSHIPS WITH LOCAL POLICE

ASIC is located the City of Miami Gardens, Florida. The School maintains close working relationships with the Miami Gardens Police Department with periodic contact initiated by its personnel to ensure that the School is aware of criminal offenses and arrests occurring on or near the Miami Gardens campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat.

TIMELY WARNINGS

Timely warnings are provided to give students, faculty, and staff notification of crimes that have occurred on the institution's geographic area and have been reported to campus security authorities or to local police agencies and are considered by the institution to represent a serious or continuing threat to students and employees. Timely warnings are not limited to violent crimes or crimes against person, but may be threats to persons or to property. For example, there may be a rash of burglaries or motor vehicle thefts that merit a warning because they represent a continuing threat to the campus community.

The decision to issue a timely warning is based on the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. The timely warning should allow the members of the campus community protect themselves. Timely warning reports are provided to the campus community in a variety of ways so that the warning will be able to reach the entire campus community. The timely warning includes information about the crime that triggered the timely warning and all information that will promote safety and that would aid in the prevention of similar crimes.

Once the School determines the content of the warning, timely warning reports are provided directly to students and employees by email, posters, letters and flyers.

INFORMING EMPLOYEES AND STUDENTS ABOUT CAMPUS SECURITY

All new School employees and students are instructed on crime awareness, prevention and campus security during initial Orientation Meeting (OM), and are encouraged to take responsibility for their own security, as well as the security of their fellow classmates. During OM new students receive information on campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans at the main campus and procedures for reporting any criminal activity or emergency. The program encourages students and employees to be responsible for their own security and the security of others. School faculty, as well as staff, encourages victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. However, the names of victims or witnesses who provide information on criminal offenses are not disclosed in the annual disclosure of crime statistics and are maintained by School in a secure location.

In an emergency, ASIC staff will directly inform the student community about emergency situations through alternate communication formats in addition to telephones, or building alarms. The School can transmit short notifications by email to any outside email address, by text message to a cell phone, or by voice message to an off-campus cell phone or telephone anywhere in the U.S, as well as to on-campus email addresses and telephones. The messages are initiated by a member of the School staff only when required for safety purposes.

DRUG, FIREARMS AND ALCOHOL POLICY

ASIC fully endorses the government's efforts to discourage the possession, use or distribution of illicit drugs and all other controlled substances, maintaining a zero tolerance for substance abuse. Possession, use or distribution of drugs is strictly prohibited anywhere on campus. Firearms, drugs, alcoholic beverages and weapons are strictly prohibited. Failure to abide by this policy will result in the immediate dismissal of the student attendance and appliance of collection procedures. Anyone needing confidential assistance or more information may contact the School Director.

SUBSTANCE ABUSE POLICY

1. The use, possession, or distribution of prohibited substances (including alcoholic beverages, illegal chemical substances, or any legally prescribed chemical substances used in a manner contrary to a doctor's prescription) on school's campus or on any clinical site during related school experiences is prohibited.
2. Evidence of chemical/substance (drugs) abuse will result in immediate administrative dismissal from program, and the school may report the student to local law enforcement.
3. ASIC reserves the right to administer random drug or sobriety tests or require students to submit to a drug or sobriety test "for cause" based on the behaviors outlined below.
4. A student dismissed based on an infraction of school's Substance Abuse Policy have a right to appeal the factual basis of the dismissal in accordance with school's Grievance Policy as stated in this catalog.
5. A student who refuses to take a random drug test or a "for cause" test will be terminated from their program.

6. A student who is taking a prescribed legal drug which could affect his or her performance is responsible for notifying the director of education and providing a physician's certificate stating the he or she is able to safely and efficiently perform the assignments of a student.
7. Indications of prohibited substance use may include, but are not limited to the following: euphoria, altered judgment, impaired motor coordination, inability to concentrate, memory loss, tremors, confusion, anxiety, delusions, agitation, disorientation, profuse diaphoresis, convulsions, slurred speech, emotional instability, delirium, hallucinations, depression, paranoia, hostility, hyperreflexia, and lethargy. This will result in immediate administrative dismissal from program, and the school may report the student to local law enforcement.

COUNSELING REFERRALS

The school has no qualified individuals providing counseling services; therefore, in cases of such need of counseling (i.e. drug/alcohol abuse, domestic violence, etc.) the school will refer students to Miami-Dade County agencies.

PROGRAMS AND PROCEDURES REGARDING SEXUAL VIOLENCE

Sexual Violence, sexual misconduct, including Domestic Violence, is condemned and banned by School and is incompatible with the Institution's goal of providing a healthy educational environment for students, faculty, staff and guests. Sexual offenses involve the physical contact of a sexual nature which is against one's will or without one's consent. Consent requires a voluntary, positive agreement between the participants to engage in specific sexual activity. Sexual activity that is nonconsensual would include, but is not limited to:

- Nonconsensual sexual intercourse or penetration (vaginal, oral, or anal) by any means.
- Nonconsensual sexual contact (any touching of intimate body parts with any body part or object without consent).
- Sexual contact with a person while knowing or having reason to know that the person is incapacitated by any means including alcohol or other drugs.

Sexual violence can be perpetrated by a stranger or acquaintance. Both men and women can be victims or perpetrators.

Domestic Violence is defined as a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. Domestic violence includes but is not limited to any abusive, violent, coercive, forceful, or threatening act or word inflicted against the victim by the victim's current or former spouse, current or former cohabitant, or a person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

Dating Violence-includes offense committed against a victim who has been in a social relationship of a romantic or intimate relationship with the victim.

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to fear for his, her, or others' safety, or to suffer substantial emotional distress.

LRS Educational Programs

Educational programs promoting the prevention and awareness of rape, acquaintance rape, and other sex offenses are scheduled by School Library Resource System (LRS) to all students and employees via campus staff members and guest presenters throughout the year.

During Orientation Meeting students are informed of educational programs offered by the LRS. Video and slide presentations outline ways to maintain personal safety and residence hall security. Students are told about crime on-campus and in surrounding neighbor-hoods. Similar information is presented to new employees. Crime Prevention Programs and Sexual Assault Prevention Programs are offered on a continual basis.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. In addition to LRS seminars, information is disseminated to students and employees through School Catalog, crime prevention awareness packets, security alert posters, and Board displays.

PROCEDURES TAKEN WITH REPORTED VIOLENCE EVENTS

Upon learning of possible sexual violence involving a student, regardless of whether the victim chooses to report the incident to law enforcement agency, ASIC will take immediate action to investigate or otherwise determine what happened. Such action may include, but is not limited to, speaking with the alleged victim, the alleged perpetrator and other potential witness as appropriate and reviewing other evidence if available. The standard of evidence that will be used is preponderance of the evidence. This is a burden of proof in which it is determined to be more likely than not, or at least 51% certain, that the violation has in fact occurred.

If the School determines that sexual violence may have occurred, the Institution will take steps designed to promptly and effectively end the crime conditions or the threat of sexual violence, prevent its recurrence, and address its effects regardless of whether the alleged actions are subject to a criminal investigation by authorities.

On-campus disciplinary procedures against students will be in accordance the Catalog published Student Conduct Policy, which are prompt, fair, and impartial. The School will conform a Disciplinary Committee to conduct the disciplinary proceeding. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be simultaneously informed, in writing, of the outcome of any campus disciplinary proceeding as well as any procedures for appeal. For this purpose, the outcome of a disciplinary proceeding means only the School final determination with respect to the alleged sexual offense and any sanction that is

imposed against the accused. Sanctions, which may be imposed following a final determination of any disciplinary proceeding, include warning, probation, suspension or dismissal.

CLERY-MANDATED ANNUAL SECURITY REPORT

According to the federal *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, the school discloses statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to School-rented buildings and property. The Institution is required to disclose statistics that are reported to the LRS department, School Director, as well as to Miami Gardens and Florida State law enforcement agencies. The Annual Security Report contains crime statistics for the following offenses:

1. Murder/Non-negligent Manslaughter
2. Negligent Manslaughter
3. Sex offenses-forceable (i.e., forcible rape, forcible sodomy, sexual assault with an object and forcible fondling)
4. Sex offenses-non-forceable (i.e., statutory rape and incest)
5. Robbery
6. Burglary
7. Aggravated Assault
8. Motor Vehicle Theft
9. Arson

The annual report also specifies if any of the above-listed offenses were categorized as hate crimes. In addition, the report includes statistics for any incidents of:

1. Larceny-theft
2. Simple assault
3. Intimidation
4. Destruction/damage/vandalism of property that were classified as hate crimes.

The annual report displays the category of bias for each hate crime according to the six categories we are required to report: race, gender, religion, sexual orientation, ethnicity/national origin, and disability including statistics for **arrests** only for the following Federal Bureau of Investigation's *Uniform Crime Reporting* categories:

1. Liquor Law Violations
2. Drug Abuse Violations
3. Weapons: Carrying, Possessing, Etc.

LIMITED PUBLIC PROPERTY AROUND SCHOOL & PRIVATE PARKING LOT

ASIC reports statistics from all property owned or controlled by the institute. Information relative to areas adjacent or contiguous with Institute facilities is requested to the Miami Gardens Police Department. According to *Public property definition citation* 34 CFR 668.46(a) ASI's Annual Report is based on statistics for the limited public property sidewalks and roads (avenues

and streets) that immediately borders campus location in Miami Lakes. Although the center's parking lot, used by our students, is a private property it seems appropriate to obtain crime statistics for that lot as well.

SPECIFIC CRIME STATISTICS RELATED TO SCHOOL ADDRESS

The School also displays and communicates to the student community, faculty and staff crime statistics for the school Campus at 15485 Eagle Nest Lane, Suite 210, Miami Lakes, FL 33014 .

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported by the Miami Gardens to the School, ASIC staff will students, faculty and staff immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

ANNUAL SECURITY REPORT DEADLINE

ASIC as a postsecondary institution that participates in any Title IV federal student financial assistance program must publish an annual security report. Hence, the School publishes and distributes this Annual Security Report (ASR) by October 1st each year contained within a single document. The following conditions are observed before publishing the report:

1. ASR is not published in sections or multiple volumes.
2. If the ASR is posted in School's website, it will be clearly identified as a single, separate part of the site.
3. ASR pdf document is included in the electronic CD media containing the School Catalog pdf publication, given to all students during Admissions. The report appears as an additional pdf document, in its entirety, and opens independently from School Catalog.
4. The School doesn't have to provide the report to both students and employees in a same publication at Miami Gardens Campus.
5. As School compiles the ASR section on policy statements, focus is kept of the requirement in mind: disclosure of the procedures, practices and programs the Institution uses to keep students and employees safe and its facilities secure. Statements are presented in an accurate, concise, readable and organized manner.
6. All ASR statistics other than those for hate crimes are presented in a tabular format, using clear and consistent labeling to make the information presented easy to read.
7. If the School is including non-Clery statistics in its annual security report (i.e., non-Clery crimes and/or crimes that occurred outside of your Clery geographic locations), those statistics will be presented in a separate table or in a caveat.
8. ASR includes statistics for the three (3) most recent calendar years, entered for each year separately.
9. Include categories for all required geographic locations (on-campus, public property and non-campus) that pertain to your institution.
10. Because ASIC does not have any on-campus student housing facilities or any non-campus buildings or property, a caveat is included stating this.

11. ASR includes all required crime categories and lists each one separately as shown in the sample table on the next page. Although it is not required, ASR may provide a more detailed breakout of offenses. For example, Forcible Sex Offenses may be subcategorized as Forcible Rape, Forcible Sodomy, Sexual Assault with an Object and Forcible Fondling.
12. Categories with no crimes. ASR will not leave any cells blank even if you have no crimes to disclose for a particular category. Zero (0) is a statistic; hence, zero is entered whenever there are no reported crimes to disclose in a particular table cell.
13. ASR includes all Clery crimes reported to campus police or security (if applicable), other campus security authorities and local law enforcement agencies (if the agencies have complied with your request for statistics). ASR may enter these statistics separately or in a combined manner.

DISTRIBUTING THE ANNUAL SECURITY REPORT (ASR)

ASIC will distribute its Annual Security Report (ASR) to all currently enrolled students (including those attending less than full time and those not enrolled in Title IV programs or courses) and all employees by October 1 each year. The School LRS will provide ASR to any prospective student or prospective employee upon request. A prospective student is defined as *an individual who has contacted ASIC requesting information about admission to our institution*. Even if School has students who are enrolled in any of its programs but are currently only taking courses at another school, the School will provide them with its up to date ASR.

How ASR is distributed

ASIC distributes the report to all prospective students, enrolled students and School employees directly by publications and mailings. The School may accomplish this by giving an ASR electronic hard copy directly to each individual or by direct mailing the report to each individual personally, through E-mail, the United States Postal Service, or a combination of these methods.

ASIC will provide a hard copy of the ASR upon request from prospect and enrolled students. This request does not have to be made in writing. There are no charge fees to individuals for copies of the annual security report, nor is the annual security report included in any publication for which the School charges a fee.

RETAINING ASR SUPPORTING RECORDS

The School is sure to retain the annual security report and all supporting records used in compiling the report for three (3) years from the latest publication of the report to which they apply. The statistics and supporting records must be kept until October 1, of each year in effect, seven years. Records to be retained include, but are not limited to:

- Copies of crime reports.
- Records for arrests and referrals for disciplinary action.
- Timely warning and emergency notification reports.

- Documentation, such as letters to and from local police having to do with *Clery act* compliance.
- Letters to and from campus security authorities.
- Correspondence with ED regarding *Clery act* compliance.
- Copies of notices to students and employees about the availability of the annual security report.

ASIC will make sure to date all documentation, and keep it easily retrievable. If the School scans paper documents for archival purposes, staff will be sure to scan complete records. Two School administrative officers will know where the documentation is kept.

EMERGENCY NOTIFICATION SYSTEM (ENS)

At ASI, the safety of our students, faculty, and staff is of primary importance and we all are committed to preventing situations that could cause harm to any member of our community. Sometimes emergencies do occur, however, and in the event of an emergency, it's critical to stay informed. That's why ASIC emails and directly notifies students, faculty and staff about any emergency in course.

Sometimes emergencies do occur, however, and in the event of an emergency, it's critical to stay informed. That's why ASIC must be ready to notify students, faculty and staff about any emergency in course. In an identified emergency, the School Emergency Notification System (ENS) enables authorized School officers to inform the Institute's community about the developing situations through a direct contact mechanism other than regular email, telephones, or building alarms.

ENS drills are scheduled along the Calendar year to practice procedures and assure effectiveness in the School Institutional Assessment & Improvement Plan. A description of the ENS practice drill exercise along with a record of the date, time and whether it was announced or unannounced is maintained by School.

For further assistance about ENS please contact LRS Administrator at 305.626.6007.

Process used to confirm that there is a significant emergency or dangerous situation

In the event of a report about a dangerous or emergency situation to any staff member, the staff member will contact promptly the School Director or any other Department Director member (Education, Admissions, Financial, LRS, Academic Chairs, and Student Services). The administrative member in charge will then review the situation, and if appropriate will confer with local law enforcement or other first responders, to confirm the issue(s) involved and determine if activation of the Emergency Notification System is warranted.

School Policies & Procedures Disaster Plan Guidelines

Upon the confirmation of a significant emergency or dangerous situation involving the immediate threat to the health or safety of student or staff occurring on the campus, the School

will immediately notify the campus community, unless issuing a notification will compromise efforts to contain the emergency.

The School “ASIC Policies & Procedures Unit 10. School Disaster Plan Guidelines” contains the guidelines to execute ENS procedures for contacting students, faculty, and staff on campus in case of emergency, an evacuation due to a natural disaster, or some other urgent situation that requires rapid wide-scale notification of the School community as determined by the School administrators.

SAFETY TIPS

Prevention is your best protection against crime. Here are some precautions you can take to assure greater security.

At Home

- Leave at least one light on, inside and out when you are away. If possible, use a timer to turn lights on and off.
- Keep your doors and windows locked, even if you are at home, and even if you leave for a few minutes.
- NEVER open the door without knowing who is there. Require the caller to identify himself or herself satisfactorily. Use chain bolt when checking ID. If a stranger asks to use a phone, DO NOT PERMIT HIM OR HER TO ENTER. Make the call for that person if you believe it is an actual emergency.
- Keep in touch with your neighbors. Watch each other's apartments and let each other know of anything suspicious.
- Don't give out personal information, such as your address. Report threatening or harassing calls to the police or phone company.

When Walking

- Plan the safest route to your destination and use it. Choose well-lighted busy pathways and streets,
- Avoiding alleys, vacant lots, or construction sites. Take a longer way if it's safer.
- Know your neighborhood and the campus. Find out which buildings are open late (or early) and where you go to summon help if needed.
- Carry your purse close to your body and keep a firm grip on it. Carry a wallet in an inside coat or side trouser pocket, not in the rear trouser pocket.
- Don't flaunt expensive jewelry, clothing, or "flash" cash.
- Have your car or house key in hand and ready as you approach your vehicle or home.
- Never hitchhike.

While Traveling

- Keep doors locked and windows rolled up, especially at stoplights.
- Always lock your car and take the keys.
- Keep valuables out of sight in the trunk.
- Park in areas that will be well-lit when you return.
- Check the back seat and the area around the car before getting in.

- Car Trouble: Raise the hood. Put on emergency flashers. Stay inside the car and lock the doors. Ask anyone who stops to help to call the police or the nearest service station for you.
- On public transportation, wait in well-lit areas near other people. If someone bothers you, move to a more populated area of the bus or train.

Responding to an Attack

In any situation, your goal is to get away with the least injury to yourself. If an attacker only wants your valuables, give them up. Valuables can be replaced; your life can't. Notify local police immediately. Learning to defend yourself is a good idea. However, don't overestimate your abilities. It may take lots of practice before you can use the techniques effectively.

Responsibilities under Title IX

Title IX prohibits sex-based discrimination in any education program or activity receiving federal funding, including sexual harassment and sexual violence. The school will promptly and effectively respond to reports of sexual misconduct that create a hostile environment.

CAMPUS CRIME STATISTICS REPORT

The following statistics show the total criminal offenses, hate crimes and arrests/referrals for campus disciplinary action that occurred on the Institute's campus, non-campus buildings & property and public property. Per the *Clery Act*, crimes classification are based on the Federal Bureau of Investigation's *Uniform Crime Reporting Handbook (UCR)*. For sex offenses only, definitions from the FBI's *National Incident-Based Reporting System (NIBRS)* edition of the *UCR*.

CRIMINAL OFFENSES	Calendar Year 2024			Calendar Year 2023			Calendar Year 2022		
	On Campus	Non-campus buildings and property	Public Property	On Campus	Non-campus buildings and property	Public Property	On Campus	Non-campus buildings and property	Public Property
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense ²	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	0

For Clery Act purposes, hate crimes include any offense in the following two groups that is motivated by bias. Before an incident can be classified as a hate crime, sufficient objective facts must be present to lead a reasonable and prudent person to conclude that the offender's actions were motivated, in whole or in part, by bias.

HATE CRIMES	On Campus	Non-campus buildings and property	Public Property	On Campus	Non-campus buildings and property	Public Property	On Campus	Non-campus buildings and property	Public Property
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	0

² Incest; Statutory Rape.

Arrest for Clery Act purposes is defined as *persons processed by arrest, citation or summons*. Statistics for arrests and persons referred for disciplinary action are not combined.

ARRESTS/PERSONS REFERRED FOR CAMPUS DISCIPLINARY ACTION	Calendar Year 2024			Calendar Year 2023			Calendar Year 2022		
	On Campus	Non-campus buildings and property	Public Property	On Campus	Non-campus buildings and property	Public Property	On Campus	Non-campus buildings and property	Public Property
Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	0

Referred for disciplinary action is defined as *the referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction*. The referral may, but doesn't have to, originate with the police. Statistics for persons referred for disciplinary action and arrests are not combined.

DISCIPLINARY ACTION/JUDICIAL REFERRALS ON CAMPUS	On Campus			Non-campus buildings and property			Public Property		
	On Campus	Non-campus buildings and property	Public Property	On Campus	Non-campus buildings and property	Public Property	On Campus	Non-campus buildings and property	Public Property
Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	0