

# Jeanne Clery Title IX



## Policy and Procedures And Campus Crime Statistics

**Associated Technical College  
1670 Wilshire Boulevard  
Los Angeles, California 90017**

Revised 2018

# **Associated Technical College**

## *Campus Security Policy & Campus Crime Statistics*

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# **ASSOCIATED TECHNICAL COLLEGE**

## ***JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY TITLE IX COORDINATOR DESCRIPTION AND DUTIES & Campus Crime Statistics Updated 2018***

**This act requires that this campus distribute the information contained in this report to all current and potential students and employees at least once a year. Reports are issued in September for the previous year.**

**I.** Associated Technical College prepares the policies and practices section with the help of Corporate Staff and information collected by campus Security Officers, the School Director and the Education/Records Office.

Security officers, Title IX Coordinator and any other school or corporate official and LAPD crime reports occurring in the immediate surrounding area are compiled by DEC personnel and Statistical crime information compiled from reports to campus presented in a chart at the end of this document. The chart is posted on school bulletin boards and updated at least yearly. A day to day crime report is maintained at the School Director's office and is available during business hours upon request by students, prospective students and the general public. Names of victims and alleged perpetrators are withheld except where legally required.

## **II. CAMPUS POLICIES AND PROCEDURES FOR STUDENTS AND OTHERS TO REPORT CRIMINAL ACTIVITIES OR OTHER EMERGENCIES ON CAMPUS.**

Students and employees are urged to report criminal activities or other imminent emergencies promptly to uniformed campus security personnel. Alternately, criminal activities may be reported to the Title IX Coordinator, the School Director, or to any instructor if neither the security officer nor Director is available. School personnel will assist you in reporting a crime to the police department, if necessary. The statistical crime report accompanying this document lists the types of crimes that should be reported.

**Sex offences**, including rape, fondling, incest, statutory rape, and stalking occurring both on and off campus, dating violence and domestic violence should be reported to the Title IX Coordinator. The policy applies to victims of either gender or sexual orientation.

Victims may also call the following numbers for advice or help.  
National Sexual Assault Hotline – 800-656-4673  
National Domestic Violence Hotline – 800-799-7233

### III. TITLE IX POLICIES, COORDINATOR AND PROCEDURES

Title IX originated in 1972 as part of the educational amendments of the U.S. Department of Education. Amendments passed in 2013 deal with violence against women and require schools covered under Title IX to have procedures to deal with sex related violence. A school's obligation to respond appropriately to sexual violence complaints is the same irrespective of the sex or sexes of the parties involved and include both student on student and employee on student acts. Employees who deal with students are required to be familiar with the policies and procedures and are required to report acts of violence or claims of violence to the appropriate authorities, and to be aware of assistance that can be offered by the school. This document should be retained so that it can be referred to if any such instances arise.

Although this amendment deals specifically with women, the same rights and responsibilities apply equally to students, staff, faculty and other employees, women, girls, men and boys; straight, LGBT and gender-nonconforming persons; persons with or without disabilities, both full and non-discriminatory policy applies to both students and employees in education and all other activities that take place on campus. Also barred are all forms of sexual harassment, abuse, assault.

Discrimination is also barred because of parental status, nor can parental status be required as a requirement for enrollment.

### IV. TITLE IX COORDINATOR

Any student or employee who feels that he/she has been subjected to discrimination, harassment or assault should report the incident(s), to **Lorraine Bauchiero Title IX Coordinator, located in the front office on the ATCLA campus. Telephone (213) 235-9046, e-mail: TitleIXCoordinator@atcla.edu.** The Coordinator recommends appropriate action to the school administration and records the outcome of any action taken or reasons for rejecting the complaint and maintains a record of complaints, action recommended and resolution of the complaint.

If a claim of violation is made against another student or employee, that claim will be investigated and a hearing held giving both the accused and the accuser opportunity to respond. Should a student or employee be found guilty, the maximum penalty that can be imposed by the school is dismissal. The victim will also be able to report the incident to the police department if he/she wishes to do so and assistance will be offered in making the report.

If the perpetrator of the violation is neither a student nor an employee of the school, the school will provide whatever assistance is possible to the victim, but action against the perpetrator will be limited to reporting the incident(s) to the proper authorities, with permission of the victim. If the perpetrator is deemed to be a

threat to other students or employees, the incident will be reported, withholding the victim's name unless required by law to disclose it.

Privacy of the individuals must be observed and full confidentiality maintained to avoid possible legal action should information given prove to be false.

The act covers victims of dating violence, domestic violence, sexual assault and stalking where the offense occurred on or off-campus and covers both students and employees. The institution must respond to any of these acts and include statistics in the school annual Campus Crime Report. The Title IX Coordinator also participates in periodic training programs for employees.

Because police reports are public record under California law, confidentiality of reports cannot be guaranteed. Exceptions exist for sexual assault and crimes where victims or witnesses would be at risk should their names be released to the public. If you are a victim of a crime and do not want to pursue action within the school or the criminal justice systems you may still want to consider making a confidential report. This information will be disclosed in the annual report as statistical information only to help prevent further crimes.

## **V. ATHLETIC PROGRAMS**

Associated Technical College has no athletic programs, nor does it provide school owned residential facilities.

## **VI. HATE CRIMES**

This school takes a strong stance against hate crimes. Crimes motivated by race, gender, religion, ethnicity, national origin, disability, sexual orientation or gender identity, and any deviation from what are commonly thought of as being 'female' or 'male' are hate crimes and are a serious offense under California law that may result in prison time. A conviction cannot be based on speech alone unless the speech is based on threats against a person or a group of people. If you are a victim or witness to a hate crime or incident, report it as soon as possible to the appropriate police agency, the Title IX Coordinator,

## **VII. CRIMES THAT MUST BE REPORTED TO THE CAMPUS COMMUNITY**

Criminal homicide, Murder and non-violent manslaughter; negligent manslaughter

Robbery

Aggravated Assault

Burglary

Sexual assault, rape, fondling, incest, statutory rape domestic violence, dating violence, stalking

Motor vehicle theft

Arson

Arrests for liquor law violations, drug law violations, and illegal weapons possession.

Hate crimes – evidence that the crime committed involved the victim’s actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability.

Crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property.

## **VII. HOW AND WHERE TO REPORT CRIMES**

Crimes reported to local police agencies that are considered by the school to involve students or employees should be reported to the School Director, the Title IX Coordinator, or to a Security officer. Students may also report crimes to their instructors.

Roberta Ross, Director: 213 353-1827  
General campus number: 1 213 413-6808  
Security: 1 323-319-7761

If there is an *immediate* threat to the campus community, an evacuation may be ordered and evacuation procedures will be followed.

## **VIII. TIMELY WARNINGS**

Timely warnings will be issued in the event of an emergency situation which poses an immediate threat to students and employees on campus or in the immediate area around the campus.

The School Director, or the Director’s designee if the director is not available, is responsible for determining whether a warning will be issued. In arriving at the decision, the Director will take into account all information available including advice from security personnel. In the absence of the Director, the lead instructor will be responsible for making the determination. The Director, or his designee, will be responsible for the type and content of the warning.

If an emergency situation arises, either on campus or near the campus which constitutes an ongoing or continuing immediate threat, warnings will be issued

through class instructors and campus security officers and through the telephone intercom system. Depending on circumstances, directions will be given as to the response necessary. If an external situation is expected to last for an extended period, notices will also be posted on campus bulletin boards, school web pages, class announcements, or local media detailing procedures to be followed.

Anyone with information warranting a timely warning should report the circumstances to the Campus Director at (213) 353-1835, or Campus Security at (323) 535-5842, or any Instructor or school staff member.

## **IX. POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIME STATISTICS.**

### **Campus Crime Log.**

All crimes reported on campus are entered into the Campus Crime Log when the crime is reported to the security staff or to the School Director. The log contains the nature of the crime, the date and time the crime occurred, the general location of the crime, and the disposition of the crime, if known.

Each entry in the Campus Crime Log is backed up by a complete security report.

No entry is made on days when no crime is reported

The log is updated within two days of the crime.

The Campus Crime log for the most recent period is available to students and the general public. A request to view the log should be made through the education office, the financial aid office, or the director's office and a time will be arranged when you may view the log during regular business hours.

The security officer is responsible for maintaining the log on a daily basis.

The preparation of annual disclosure of crime statistics is prepared by members of the Corporate Staff. In preparing the report, statistics maintained by the security office and a survey of disciplinary actions taken by the School Director are utilized. The LA City Police Department is contacted to obtain statistics (if available) of crimes reported in the vicinity of the campus within the area utilized by students during break times. Reports of all incidents on campus are maintained by the Security staff.

## **XX. STATEMENT OF CURRENT POLICIES CONCERNING SECURITY OF, AND ACCESS TO CAMPUS FACILITIES**

School buildings are open to students, employees and the public during weekdays from approximately 7:30 a.m. to 11:00 p.m. Students should wear their identification tags to gain entrance to classrooms. A security officer is on duty during hours when the building is open. The school does not maintain checkpoints

for entry and exit. The school has no campus residences and does not provide security beyond the campus.

## **XXI. CURRENT POLICIES CONCERNING CAMPUS LAW ENFORCEMENT**

Campus security personnel have the authority to intervene to prevent crime and disturbances. Security personnel do not have authority to make arrests, but will call police when necessary.

Information provided to students upon enrollment and posted on bulletin boards encourage the prompt reporting of all crimes to campus security personnel and to the police.

The school does not have pastoral counselors or professional counselors. The Title IX Coordinator maintains a list of agencies which can render assistance, if needed.

A list of these agencies is also a part of the school's Campus Crime Policy and will be found as an attachment.

## **XXII. WEAPONS PROHIBITION ON CAMPUS**

The policy applies to all employees, temporary workers, visitors, customers, and contractors on school property, regardless of whether or not they are licensed to carry a concealed weapon.

- No employee or visitor may enter college property with any type of weapon. This includes visible and concealed weapons, even those for which the owner has obtained the necessary permits. Possession of a valid concealed weapons permit authorized by the State is not an exemption under this policy. While this list is not all inclusive, weapons include firearms, knives, any explosive materials, or any other objects that could be used to harass, intimidate, or injure another individual. Mace, pepper spray and other protective devices are considered contraband and must be reported to a College administrator. Persons who carry these devices without permission of the school will be considered in violation of this policy and will be subject to discipline, up to and including termination. Persons who can present a valid reason for possessing these defensive items must obtain permission from the school director.
- Any employee who determines or has a reasonable belief that an employee, student, or visitor is carrying any kind of weapon should notify a school administrator immediately. Individuals should not, under any circumstances, attempt to disarm another employee or visitor.



- The only exceptions to this policy are police officers in the execution of their duties, security guards, or other persons who have been given written consent by the College to carry a weapon on the property.
- Employees who threaten another employee, supervisor, visitor, customer, or student with a weapon will be expelled, and students who threaten violence to another student, instructor or school employee will be expelled. Those in violation of this policy will be asked to leave the premises immediately. Local law enforcement authorities may also be notified for possible criminal prosecution.

### **XIII. SECURITY AWARENESS AND CRIME PREVENTION**

Crime prevention and security programs are offered on an irregular basis as need arises. Students and employees are encouraged to participate in the prevention of crimes by observing safe procedures.

- When walking off campus, especially at night, use the buddy system wherever possible. I.e. have at least one other person walking with you.
- Be aware! Recognize your vulnerability
- Report all suspicious persons, vehicles or activities to campus security.
- Report lights that are out and any hazardous conditions
- Do not accept rides from persons you do not know.
- If you think you are being followed, do anything to attract attention and summon assistance. If you are walking alone and someone passes you, check to make sure the person does not turn and follow you.
- Keep out of isolated areas as much as possible.
- When driving, keep your vehicle locked. When entering the car, especially at night, check the back seat before entering.
- Protect your property by not leaving anything unattended. Property left in classrooms or around the school might easily be picked up by someone else.
- Mark your property so that it can be identified if recovered.
- Use bicycle locks
- Do not enter a dark room. Turn on lights before entering.

The school encourages students and staff to promptly report any suspected criminal activity to the Campus Security Authorities, or School Director. The school maintains an 'open door' policy between all staff and students encouraging open communication between students and their instructors, advisors and other campus personnel. Students should never feel intimidated, embarrassed, or uncomfortable about reporting a suspected crime to any member of the school staff. If a suspected crime is reported to a staff or faculty member by a student, the staff or faculty

member may accompany the student to the proper authorities to report the incident. The student will then be encouraged to report the crime to the appropriate police agencies, and will provide the student with the means to do so.

Campus Security Authorities are responsible for not only responding in the event of a crime or emergency, but also look for opportunities to deter and/or prevent crime. In an effort to improve safety on campus and make the community aware of prevention services and reduce the incidents of crime, security personnel may also provide the campus community with the following services:

- Respond to police, fire, emergency medical personnel
- Investigate incident reports and suspicious activities
- Prepare follow-up reports and document activities and results
- Assist victims of crime by providing resources and referrals
- Make recommendations in cases of disciplinary action
- Monitor campus for signs of intrusion, robbery, vandalism and safety hazards
- Comply with federal, state and local regulations regarding the release of information
- Assist with sick or injured students or personnel
- Provide security consultation to students and staff
- Present crime awareness and prevention program information
- Inform campus community of imminent danger
- Enforce regulatory standards for student safety and campus security.

The school may also periodically distribute memoranda and publications regarding security measures when deemed necessary and appropriate.

#### **XXIV. THIS SCHOOL DOES NOT HAVE OFF-CAMPUS ACTIVITIES OR OFF CAMPUS RESIDENCES**

#### **XXV.. ALCOHOL AND DRUG POLICY**

Substance abuse may result in a wide array of serious health and behavior problems. Substance abuse has both long and short-term effects on the body and the mind. Alcohol and drugs may be toxic to the human body. In addition to toxicity, contaminant poisonings often occur with drug use. HIV infection with intravenous drug use is one such hazard.

Acute or long-term health problems may include heart attack, stroke, and sudden death, which can occur for first time cocaine users. Long-lasting effects caused by drug and alcohol abuse can cause disruption of normal heart rhythm, high blood pressure, leaks of blood vessels in the brain, bleeding and destruction of brain cells, possible memory loss, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver and pulmonary damage. Drug use during pregnancy

may result in fetal damage and birth defects causing hyperactivity, neurological abnormalities, and developmental difficulties.

Laws regarding the possession, sale, consumption or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control. This has been designated a drug and alcohol free campus and this policy will be enforced. Anyone found to be possessing or using alcohol or drugs will be subjected to disciplinary action, up to and including permanent dismissal and may be subjected to criminal prosecution, fine and imprisonment. A complete Alcohol and Drug Policy is published separately and provided to students prior to enrollment and during orientation.

The Alcohol and Drug Policy and Education is presented to incoming students during orientation. The instruction includes a list of agencies and other resources that a student encountering a problem may use.

NOTE: Although California has approved the use of marijuana for recreational use, students receive federal financial aid and therefore must adhere to federal policy which prohibits use of drugs or alcohol on school property. The ATCLA School is also located adjacent to public schools and California law still prohibits the use of marijuana near these schools. Violation of these regulations will result in disciplinary action and the offender may be subject to arrest for violating California and federal law.

## **XXVI. SEXUAL OFFENCES**

This school will not tolerate sexual assault in any form. A student can be prosecuted under California criminal statutes and disciplined under the campus code of student conduct. Even if the justice authorities choose not to prosecute, the campus can pursue disciplinary action. If a charge is proven to be true, the perpetrator will be dismissed. This is the maximum punishment the school can impose. For that reason, we strongly urge victims to report such crimes to the police department.

Sexual offences to be reported may be committed either on or off campus and include rape, fondling, incest, statutory rape, domestic violence, dating violence, sexual assault and stalking.

'Domestic violence' means a felony or misdemeanor crime of violence committed by

- A Current or former spouse or intimate partner of the victim,
- A person with whom the victim shares a child in common
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA), or

- Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

'Dating violence' means violence committed by a person

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors
  - The length of the relationship
  - The type of relationship; and
  - The frequency of interaction between the persons involved in the relationship

'Stalking' means engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress

The school uses brochures designed to inform students of existing on and off-campus reporting. Counseling and mental health services. Posted warnings are placed on bulletin boards. Lectures are offered on ways to avoid unwanted sexual activities and what to do if assaulted.

Students, faculty and staff should report all crimes so that an investigation can be made to determine if any pattern of recurring crime can be determined. If a reported crime is considered a threat to other students, alert posters are placed on campus bulletin boards and by direct communication with students, if necessary.

We encourage the immediate reporting of sex crimes to the police at 911 for further action, and will assist the victim in doing so. The decision to notify police is left up to the victim. In disciplinary action, the accused has a right to be heard. Both the accused and the accuser have the right to have other non-professionals present and give evidence during any disciplinary action. Confidentiality of those involved will be preserved, except in notification made to police, unless the parties give permission to use names.

All crimes, including sex crimes on or off campus, should be reported to campus security staff, to the Campus Director, or his his/her designee in person or by calling **(213) 413-6808**. Report to School Director or the Title IX Coordinator.

When a rape/sexual offense is reported, the college will make every effort to see that the victim is offered both medical and psychological care as well as given information about prosecuting the suspect through both criminal and college disciplinary channels.

A victim of any form of sexual offense is encouraged to seek appropriate medical assistance. If necessary, the victim can be transported to the nearest emergency room. Seeking medical assistance is advised so that any evidence can be preserved

as possible proof of a criminal sexual offense in the event that criminal charges are pursued.

The victim will be given every opportunity to change classes or class times if she/he requests.

## **XXVII. HOUSING FACILITIES**

The institution does not maintain housing facilities for students, but we do offer assistance to victims of sexual assault to locate new housing if this step is necessary to avoid further violence.

## **XXVIII. OFF CAMPUS RESOURCES**

Information on known sex offenders in the area can be obtained at [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov).

General information regarding Sexual Assault and Prevention can be accessed at:

National Sexual Violence Resource Center: [www.nsvrc.org](http://www.nsvrc.org)

Violence Against Women Online Resources: [www.vawnet.org](http://www.vawnet.org)  
Victims of sexual assault may also call the following numbers for assistance.

National Sexual Assault Hotline – 800-656-4673

National Domestic Violence Hotline – 800-799-7233

## **XXIX. PROCEDURES FOR HANDLING REPORTS OF SEXUAL ABUSE**

Further instruction to new students will be given during orientation, including a list of local agencies that can assist victims of sexual assault, off-campus counseling, and mental health.

A student may request to a change of class, or class time if he/she feels this is desirable and the campus will make every effort to comply with the request.

If a sex crime is charged against another student or employee, a hearing made up of school personnel appointed by the School Director and may include corporate personnel will be held to determine the facts. Both the victim and the alleged perpetrator are entitled to have non-professionals accompany him/her at the hearings. Both the victim and the alleged perpetrator will be informed of the disposition of the case and the action taken. Either party may appeal the decision to the President of Diversified Education Company, parent company of the school. A decision rendered by DEC will be final.

The school's disciplinary actions are limited to students enrolled in the school and school employees. The school will provide assistance to a student who is the victim

of a crime but policies involving hearings and/or disciplinary action do not apply if the perpetrator of the crime is neither a student nor an employee.

Any student or employee who is found guilty by the disciplinary committee will be expelled. The school will encourage the victim to report the crime to proper authorities and assist in doing so. The perpetrator may be faced with being charged with criminal conduct.

### **XXX. VICTIM'S RIGHTS**

Associated Technical College is committed to providing timely information and support to persons who have been victims of any crime within our campus community. Persons who have been victimized by fellow students may choose to report the crime to local law enforcement authorities or to the campus security personnel, or both. Victims of crime may also report the incident anonymously for inclusion in the Annual Campus Crime Report by sending an email outlining the incident to [decatc@earthlink.net](mailto:decatc@earthlink.net), or by writing to the School Director. No other action can be taken by the school if participants are not identified.

*When dealing with campus staff or departments, the victim can expect*

- To be treated with respect
- To have confidentiality maintained (within the bounds of the law and campus policies)
- To have criminal proceedings and/or campus policies and procedures fully explained
- To receive assistance and resources that are made available to victims of crimes
- To receive referral information for support services
- To receive campus support to deter harassment and/or retribution

*If campus disciplinary action is initiated against the assailant, the victim can expect:*

- To be notified of scheduled disciplinary proceedings
- To be appraised of potential hearing outcomes
- To attend the disciplinary hearing, as a witness, if requested by the accused, or hearing officials
- To provide a victim impact statement for consideration by the hearing panel
- To be informed of the general outcome of the hearing
- To be informed of the impending return of the accused on campus, if conditions were met that would allow their return.

### **XXXI RIGHTS OF THE ACCUSED**

- To be notified of scheduled disciplinary proceedings
- To have the ability to have attorneys, parents, or other individuals present on your behalf.
- To have the ability to provide evidence in support of your defense.

- To be treated fairly, and in accordance with all local laws and regulations, as well as school policies.

The accused will have the same rights as the alleged victim to defend against the charges made against him/her.

### **XXXII. STATEMENT OF POLICY REGARDING EMERGENCY EVACUATIONS**

At least one emergency evacuation practice will be conducted each year. School directors, campus security and a corporate representative will evaluate the evacuation and take whatever steps are deemed necessary to improve the procedures. In preparation for real or practice evacuations:

- Familiarize yourself with your surroundings and fire exit routes
- Always ensure that all entrances and exit routes remain clear of obstacles and are well-lighted
- Dial 911 to report any fire that is not immediately extinguished
- Know the location of all exits from your area or building in case fire or debris should block one exit.
- The school's intercom system will be used to announce an emergency require building evacuation. Leave by the nearest marked exit. Try to stay with your class so that instructors can verify that all class members are accounted for. Move away from the building. Persons leaving the building by the rear door should move to the far side of the parking lot and down Burlington.
- Persons leaving from the front doors should move up the sidewalk toward downtown.
- Remain in place until you are informed that it is safe to return.
- All campus fires are now required to be recorded and logged.
- Arson and vandalism are serious crimes and will not be tolerated. Rendering inoperable or abusing any fire prevention or detection equipment is prohibited and subject to severe disciplinary sanctions and fines, as well as possible charges filed with law enforcement authorities.

### **XXXIII. TYPES OF EMERGENCIES**

#### **Bomb Threats.**

If an employee or student receives a threatening call, (bomb or other harm) do not hang up. Have someone else call 911 from a different extension. Attempt to engage the caller in a conversation and obtain as much information as possible. Take notes as to the following:

Male or female

Young or old.

Calm? Angry? Accent? Other speech pattern.

What sounds are in the background?

Record the actual words, if possible.

If the caller alleges a bomb, ask these questions:

When is the bomb going to explode?

What does it look like? What kind is it?

What will cause it to explode?

Where is the bomb?

Who placed it?

Why was it placed?

If an evacuation is deemed necessary, follow standard evacuation procedures.

### **IN CASES OF FIRE, OR OTHER EMERGENCY**

Walk quickly to the nearest exit. Alert as many others as possible to do the same.

If evacuation is not possible, stay near the floor where air is less toxic.

If you become trapped and can reach a window, place an article of clothing as a marker for rescue personnel.

### **DO NOT PANIC**

Shout at regular intervals to alert emergency crews to your location

**DO NOT RETURN TO THE BUILDING UNLESS DIRECTED TO BY THE FIRE DEPARTMENT OR SCHOOL OFFICIALS.**

### **SUSPICIOUS PACKAGE, LETTER BOMB**

A suspicious-looking box, package or container in or near a work area could be a bomb or explosives. Do not handle or touch the object. Move to a safe area and contact security.

If you have handled the package or envelope wash hands with soap and water to prevent damage. Give a list of persons who may have handled the package to investigator.

Some characteristics of suspicious packages and envelopes include the following:



In appropriate or unusual labeling.  
Powdery substance on package or envelope  
Oily stains, discolorations or odor  
Lopsided or uneven envelope  
Excessive packaging material, such as masking tape, string, etc.  
Excessive weight.  
Ticking sound  
Protruding wires or aluminum foil.

### **EMOTIONALLY DISTURBED PERSON AND MENTAL HEALTH EMERGENCY.**

#### **A mental health emergency or psychological crisis may include:**

Suicidal behavior  
  
An individual threatening harm to him/her self and/or others  
A psychotic break (sudden loss of contact with reality)  
An unusual or prolonged reaction to traumatic event(s)  
Any behavior that is unreasonably disturbing to the academic, work or living environment

Any such behaviors should be called to the attention of security officers, or call 911.

**DO NOT ATTEMPT TO HANDLE SUCH SITUATIONS BY YOURSELF.**

#### **If faced by a violent situation:**

Know your escape route.  
Place a barrier between yourself and the aggressor.  
Maintain eye contact.  
Do not touch or approach a person who may become violent.  
If you cannot withdraw safely, keep talking to the person in a calm, controlled demeanor.  
Maintain a safe distance and avoid being alone with the person.  
Call for help. If possible, put distance between yourself and the individual.

### **MEDICAL EMERGENCY; SERIOUS INJURY, ACCIDENT**

Call 911, or have someone call for you

If properly trained, render first aid.

Clear the area of any objects that might impede or interfere with emergency personnel

Stay with the individual and try to be reassuring.

### **ACTIVE SHOOTER, ARMED SUSPECT, HOSTAGE SITUATION**

If there is a shooter, TAKE IMMEDIATE COVER

Do not panic, remain calm.

DROP to the ground and out of the line of fire.

Do nothing to call attention to yourself.

Get into the nearest room, or building, out of sight of the shooter.

Lock or block doors, if possible or barricade doors.

Stay away from windows, pull shades or close drapes.

Turn off the lights.

Hide as much as possible.

Remain STILL and SILENT and LISTEN.

Make a note of physical characteristics of the shooter, direction of travel, type of weapon and convey that information to security or school personnel as soon as possible.

Use your cell phone to call 911

If you are in a location away from the shooting, remain there, cover and hide.

If the opportunity presents itself, be ready to act quickly and run from the scene.

If injured, try to stop bleeding wounds by applying direct pressure and maintaining it.

ONLY if you feel your life is in imminent danger should you consider trying to overpower the shooter.

### **XXXIV. STAFF RESPONSE CHECKLIST**

Secure the immediate area.

Lock and barricade doors.

Turn off lights.

Close blinds or pull drapes.

Turn off radios and computer monitors.

Keep occupants calm, quiet and out of sight.

Keep yourself out of sight and take adequate cover, i.e. concrete walls, walls, desk, filing cabinets – and cover that may protect you from bullets.

Silence cell phones.

Place signs in exterior windows to identify location of injured persons.

Remain in place until you are certain it is safe to move.

## **EARTHQUAKE**

Earthquakes can happen at any time. It is important that you know what to do when shaking begins, wherever you are.

If you feel an earthquake begin:

**DROP** down onto your hands and knees (before the earthquake knocks you down). This position protects you from falling but allows you to still move, if necessary. Move away from outside walls and windows. Get under a table, desk or other sturdy cover, if possible. If there is nothing to get under where you are, do not try to run to another room to find something. You are safer and more likely to fall or be hit by falling debris by not taking immediate action to drop and cover wherever you are.

**COVER** your head and neck (and your entire body, if possible). If there is no shelter nearby, only then should you get down near an interior wall (or next to low-lying furniture that won't fall on you) and cover your head and neck with your arms and hands.

**IF YOU ARE IN BED**, stay there. Lie face down to protect vital organs. Cover your head and neck with a pillow, keeping your arms as close to your head as possible. Hold onto your neck and head until shaking stops. Do not place anything above your bed that could fall on it during a quake.

Tall cabinets or other furniture should be secured to the wall as part of your earthquake protection.

**HOLD ON** to your shelter (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around. Watch out for broken glass if you are forced to move.

Drop, cover and hold on improves your chances even during quakes where furniture may fall or shift. Experts warn against trying to leave a building that is collapsing. Survivors have been found in collapsed buildings. You stand a better chance of

remaining in a drop-and-cover position than trying to escape falling debris. The greatest danger is from falling objects or flying debris.

IN A STORE, get next to a shopping cart, beneath clothing racks, counters or other cover. Kneel and cover your head and neck. Watch out for broken glass if you are forced to move, and after the quake ends.

OUTDOORS, move away from power lines, buildings, cars and other hazards. Drop and cover still applies.

DRIVING, pull to the side of the road, stop and set the parking brake. Avoid bridges, power lines, signs and other hazards. Stay stopped until shaking stops. Avoid fallen debris, downed powerlines, fallen debris and cracked pavement.

IN A THEATER, drop to the floor in front of your seat or lean over as much as you can. Cover your head with your hands and arms until shaking stops. Exit slowly, watching for anything that might fall during aftershocks. Once outside, move away from buildings or other things that might fall during aftershocks.

AT THE BEACH, head for high ground for better safety in from a tsunami.

Experts **DO NOT** recommend the following:

**DO NOT** run outside or to other rooms during shaking. Windows, facades and architectural details are often the first part of a building to collapse. To avoid this danger zone, stay inside.

**DO NOT** stand in a doorway. In modern construction, doorways are no safer than inside a room near an inside wall. In a strong quake you will not be able to brace yourself in a doorway. DROP and COVER remains the best advice.

## **XXXV. RESPONSIBILITIES OF THE STUDENT**

Associated Technical College expects students to uphold standards of personal behavior and integrity that are in harmony with the mission statement and educational objectives of the institution: to observe local, state and federal laws; to respect the rights, privileges and property of other people; to be conscience of the campus community and the well-being of fellow students and staff.

The following Code of Conduct details the responsibilities that all students agree to uphold:

1. Not to act in such a manner as to bring unfavorable criticism upon the school, staff, or any fellow student.
2. Never to enter or attempt to enter or be upon any school property or to engage in any school function while under the influence of alcohol, drugs or narcotics of any kind.
3. To cooperate fully with the school's staff and instructors, so as to successfully conclude the selected program or course within the scheduled time.

4. Not to sell or offer to sell to any student any commodities or services without written permission of the school administration.
5. Not to interfere with the learning process of other students, classroom presentations, or individual instruction being conducted in any class or session of the school, and to refrain from any form of cheating or unprofessional conduct.
6. To comply with the requests of the instructor relating to student conduct and the student dress code as stated in the student handbook
7. To comply with all safety and health requirements of the school, local, state and federal laws.
8. Not to remove from the school any supplies, textbooks, equipment or property of the school without written permission from one of the school's administrators.
9. To refrain from using profane or abusive language while on the school premises or during any school function.
10. To refrain from bringing any weapon on school premises. A weapon includes any type of firearm, knife, switchblade, bomb, or incendiary devices.
11. To refrain from any disorderly, indecent, or obscene conduct or expression of sexual harassment.
12. To refrain from any type of rioting, including aiding, abetting, or inciting riot.
13. To avoid physical abuse, verbal threats, bullying, or intimidation directed toward other students, staff, or campus visitors.
14. To avoid obstruction of pedestrian or vehicular traffic on college premises.
15. To refrain from any activity involving ATC college campus computing resources which knowingly interferes with someone else's academic freedom or rights to privacy, the institution's goals and policies, local, state, or federal laws?
16. To avoid falsification, distortion, or misrepresentation of information before a college official or judiciary body.
17. To avoid misuse of safety equipment, initiate false bomb or fire alarms, or misinform safety or security personnel.
18. To avoid furnishing false information or academic credentials with the intent to deceive or mislead college officials in making admissions, scholarship, and financial aid determinations on the student's behalf.
19. To comply with the rules and regulations as set forth in the school's catalog, student handbook, as well as those posted on the school's specific website, [www.atcla.edu](http://www.atcla.edu) and notification boards, or otherwise distributed to students. Such published rules and regulations shall supersede those in the catalog in the event of a conflict of policy.

## **XXXVI. FAILURE TO COMPLY WITH ANY OF THE FOREGOING REQUIREMENTS**

- Shall be cause for immediate expulsion of the student as such, without further obligation or liability on the part of the school or any of its staff or instructors, except compliance with state and federal refund policy.
- Failure to maintain these standards may be documented as student disciplinary records, which are maintained by the Academic Department, in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1973, the Higher Education Act amendments, and the ATC Student Rights and Responsibilities policies.
- A faculty member may also request that a student remove him or herself from the classroom for that class period. The faculty member shall immediately file an incident report. Permanent removal is handled through disciplinary hearings and procedures. The Campus Director may also expel students exhibiting severe behavioral problems, or those that pose a safety or security threat to members of the campus community.
- Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Conduct Code.
- Any person may file a written complaint against a student's misconduct or threatening behavior with the Campus Security personnel, or anonymously on an Incident Report. All student complaints will be investigated by designated campus security personnel.

Any student who is expelled has the right to file an appeal with the President of Diversified Education Company who will address the appeal personally or appoint a corporate staff member, or members to do so.

### **Convictions:**

An active student who is convicted of an off-campus violation of a controlled substance statute, as defined by law, whether it is local, state or federal, is required to report each violation to the School Director or authorized administrator within 5 days of conviction.

## **XXXVII. SEXUAL ASSAULT AND HARASSMENT**

### **Sexual Harassment:**

Sexual harassment is illegal and will not be tolerated.

The College intends to provide an educational environment that is free from harassment of students based on sex, race, color, religion, ethnicity, national origin, sexual orientation, sexual identity, age, disability, or marital status. This policy prohibits any student, employee, or visitor from harassing another student, employee or visitor at any college location or activity.

Any verbal, physical or other conduct based on one or more of the above conditions that has the purpose or effect of threatening, intimidating, or coercing another, or impairing academic performance, career development, or any other aspect of education is prohibited harassment. This policy not only prohibits instructor harassment of students, it also prohibits misconduct by any member of our educational community toward any instructor, staff member or fellow student.

Prohibited harassment (including sexual harassment) does not refer to behavior or occasional compliments of a socially acceptable nature. However, some behavior that is acceptable in a social setting may not be appropriate in the workplace or school setting. Harassment, of any sort, refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale and, therefore, interferes with academic performance. Whether or not an individual considers her/his action to be harassment, he/she must cease that activity if requested to do so.

The victim does not have to be the person toward whom the unwelcome conduct is directed, but may be someone who is affected by such conduct when it is directed toward another person. For example, the harassment of an employee or student may create an intimidating, hostile or offensive environment for another employee or student.

### **Definition of Sexual Harassment**

Any act of “quid pro quo” (“something for something) sexual harassment, where a student, supervisor, instructor or other employee with the power or authority to grant or withhold benefits or privileges, demands sexual favors in exchange for benefits or privileges. No student or employee should so much as imply that another student or employee’s “cooperation” with sexual demands will have any effect on academic performance, career development, or any other aspect of education.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for decisions or has the purpose or effect of unreasonably interfering with an individual’s performance or creating an intimidating or hostile environment.

Examples of conduct prohibited by this policy include, but are not limited to, the following conduct:

- Explicit or implicit demands for sexual favors in return for benefits or privileges
- Unwelcome letters, e-mail communications, or telephone calls of a sexual nature.
- Distribution or display of materials of a sexual nature, including posters, screen savers or computer graphics, calendars, or pictures of men or women who are dressed in a sexually suggestive manner.

- Utilizing College facilities, time or resources in relation to any form of entertainment, such as strippers or belly dancers, that tend to present men or women as sexual objects.
- Physical assaults of a sexual nature or coerced sexual contact.
- Unwelcome and deliberate touching, leaning over, cornering, pinching, or other untoward sexual behavior.
- Unwelcome sexual suggestive looks or gestures.
- Unwelcome pressure for sexual favors or dates.
- Unwelcome teasing, jokes, remarks, innuendo, insults, questions, or vulgar language that relates to or is based on a person's sex. Students and staff are asked to be mindful of others around them. Comments not intended as harassment, and not perceived as such by the person to whom they are directed, may be offensive and unwelcome to another employee or student who overhears them.
- Affording favorable treatment to those who grant sexual favors, or unfavorable treatment to those who refuse to submit to or reject requests for sexual favors.

This policy prohibits sexual harassment of people of the opposite sex (male toward female; female toward male) or people of the same sex (male toward male; female toward female.) This policy not only prohibits instructor sexual harassment of students, it also prohibits misconduct by any member of our educational community toward an instructor, staff member, or fellow student.

#### **XXXVIII..STUDENT RESPONSIBILITIES FOR REPORTING PROHIBITED HARASSMENT, INCLUDING SEXUAL HARASSMENT**

- It is the duty and obligation of all students to comply with this policy and to report conduct that they believe to be prohibited harassment to the School Director or other staff member.
- Any student who believes that he or she is being harassed is encouraged to confront the person or persons responsible for causing the offense. Often the simplest and most effective way to put an end to harassing behavior is to tell the harasser that the behavior is offensive and unwelcome, and to stop.
- If the misconduct continues, or if the student feels uncomfortable about confronting the harasser, he or she should bring the improper conduct to the attention of the appropriate member of management using the following complaint procedure.

Any student who believes that he or she is being harassed should promptly report their concerns to:

- The student's instructor or admissions officer
- The school Director
- Title IX Coordinator

It is the responsibility of each instructor or supervisor within his or her area of control to report student complaints in writing to the school Director.



The school will investigate all harassment complaints; including interviewing witnesses as appropriate, and in doing so will make every effort to treat the complaint and resulting investigation discreetly and confidentially.

If the report of prohibited harassment is substantiated, College authorities will take the corrective action it deems appropriate. Based on the severity of the offense in the case of an employee violator, the action may include, but is not limited to, oral or written reprimand, demotion, suspension, or termination. Based on the severity of the offense in the case of a student violator, the action may include, but is not limited to, oral or written reprimand, suspension or expulsion.

If students have any questions regarding sexual harassment in the workplace or this policy, they should contact their admissions representative or the program director, or the School Director.

The law prohibits retaliation for reporting any form of illegal harassment, or for filing a complaint, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing regarding any form of illegal harassment. This school will take appropriate measures to ensure that no such retaliation occurs.

As harassment charges are taken with great concern, any person who knowingly makes a false claim of harassment may be subject to disciplinary action up to and including expulsion from the College.

### **Stalking:**

Stalking is a crime in all states. Stalking is defined as: *Willful, malicious, and repeated following and harassment combined with credible threat intended to cause the victim to be in fear for their safety.*

If you believe you are being stalked, let someone know, preferably the campus security authority. Document all activities related to the person you believe may be stalking you and report the incidents to the police. Do not discount the situation and ignore “red flags” that your safety is threatened.

***XXXIX. If you need additional information regarding any subject covered in this publication, or do not understand any portion of it, please see the Financial Aid Department, the Title IX Coordinator, or the School Director for clarifications.***

***A separate brochure gives complete details on the school’s alcohol and drug policy, penalties for violation, and where to find assistance.***





|   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|
| k. Arson  | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| l. Simple assault                               | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| m. Larceny-theft                                | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| n. Intimidation                                 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| o. Destruction/damage/<br>vandalism of property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Criminal offense   | 2016<br>Total | Occurrences of Hate crimes                   |          |                       |        |                    |            |           |                 |
|--|---------------|--|----------|-----------------------|--------|--------------------|------------|-----------|-----------------|
|  |               | Category of Bias for crimes reported in 2016 |          |                       |        |                    |            |           |                 |
|  |               | Race   | Religion | Sexual<br>orientation | Gender | Gender<br>identity | Disability | Ethnicity | National origin |
| a. Murder/ Non-negligent<br>manslaughter                                 | 0             | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               |
| c. Rape  | 0             | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               |
| d. Fondling  | 0             | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               |
| e. Incest  | 0             | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               |
| f. Statutory rape  | 0             | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               |
| g. Robbery   | 0             | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               |
| h. Aggravated assault  | 0             | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               |
| i. Burglary  | 0             | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               |
| j. Motor vehicle theft<br>(Do not include theft from a<br>motor vehicle) | 0             | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               |
| k. Arson   | 0             | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               |
| l. Simple assault  | 0             | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               |
| m. Larceny-theft   | 0             | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               |
| n. Intimidation  | 0             | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               |
| o. Destruction/damage/<br>vandalism of property                          | 0             | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               |

| Criminal offense                                | 2015<br>Total | Occurrences of Hate crimes                   |          |                       |        |                    |            |           |                 |
|---|---------------|--|----------|-----------------------|--------|--------------------|------------|-----------|-----------------|
|   |               | Category of Bias for crimes reported in 2015 |          |                       |        |                    |            |           |                 |
|   |               | Race   | Religion | Sexual<br>orientation | Gender | Gender<br>identity | Disability | Ethnicity | National origin |
| a. Murder/ Non-negligent<br>manslaughter        | 0             | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               |
| c. Rape   | 0             | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               |
| d. Fondling                                     | 0             | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               |
| e. Incest                                       | 0             | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               |
| f. Statutory rape                               | 0             | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               |
| g. Robbery                                      | 0             | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               |
| h. Aggravated assault                           | 0             | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               |
| i. Burglary                                     | 0             | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               |
| j. Motor vehicle theft                          | 0             | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               |
| k. Arson  | 0             | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               |
| l. Simple assault                               | 0             | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               |
| m. Larceny-theft                                | 0             | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               |
| n. Intimidation                                 | 0             | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               |
| o. Destruction/damage/<br>vandalism of property | 0             | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               |

## VAWA Offenses - On Campus

| Crime                | Total occurrences On Campus |      |      |
|----------------------|-----------------------------|------|------|
|                      | 2015                        | 2016 | 2017 |
| a. Domestic violence | 0                           | 0    | 0    |
| b. Dating violence   | 0                           | 0    | 0    |
| c. Stalking          | 1                           | 0    | 0    |

## VAWA Offenses - Public Property

| Crime                       | Total occurrences on Public Property |      |      |
|-----------------------------|--------------------------------------|------|------|
|                             | 2015                                 | 2016 | 2017 |
| a. <u>Domestic violence</u> | 0                                    | 0    | 0    |
| b. <u>Dating violence</u>   | 0                                    | 0    | 0    |
| c. <u>Stalking</u>          | 0                                    | 0    | 0    |

## Arrests - On campus

| Crime   | Number of Arrests |      |      |
|---|-------------------|------|------|
|   | 2015              | 2016 | 2017 |
| a. <u>Weapons: carrying, possessing, etc.</u> | 0                 | 0    | 0    |
| b. <u>Drug abuse violations</u>               | 0                 | 0    | 0    |
| c. <u>Liquor law violations</u>               | 0                 | 0    | 0    |

## Arrests - Public Property

| Crime   | Number of Arrests |      |      |
|---|-------------------|------|------|
|   | 2015              | 2016 | 2017 |
| a. <u>Weapons: carrying, possessing, etc.</u> | 0                 | 0    | 0    |
| b. <u>Drug abuse violations</u>               | 1                 | 0    | 0    |
| c. <u>Liquor law violations</u>               | 0                 | 0    | 0    |

## Disciplinary Actions - On Campus

| Crime   | Number of persons referred for Disciplinary Action |      |      |
|---|--|------|------|
|   | 2015   | 2016 | 2017 |
| a. <u>Weapons: carrying, possessing, etc.</u> | 0  | 1    | 0    |
| b. <u>Drug abuse violations</u>               | 0  | 0    | 0    |
| c. <u>Liquor law violations</u>               | 0  | 0    | 0    |

## Disciplinary Actions - Public Property

| Crime   | Number of persons referred for Disciplinary Action |      |      |
|---|--|------|------|
|   | 2015   | 2016 | 2017 |
| a. <u>Weapons: carrying, possessing, etc.</u> | 0  | 0    | 0    |
| b. <u>Drug abuse violations</u>               | 0  | 0    | 0    |
| c. <u>Liquor law violations</u>               | 0  | 0    | 0    |

## Unfounded Crimes

|                                  | Number |      |      |
|----------------------------------|--------|------|------|
|                                  | 2015   | 2016 | 2017 |
| a. <u>Total unfounded crimes</u> | 0      | 0    | 0    |