



## of Health Sciences

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### Clery Act Policy and Procedures

#### Policy

The Allen School of Health Sciences is committed to maintain the highest standards for the safety and security of every person in our institution. Students and Employees can also help to keep The Allen School of Health Sciences campuses secure by following campus safety policies and reporting crimes immediately to Jason Teich (x1220) and offering suggestions for improvements.

The Allen School of Health Sciences complies with all requirements of the Clery Act, the federal law that mandates specific details of the security and fire safety programs on all campuses.

#### CLERY ACT Requirements and procedures:

On October 1<sup>st</sup> of every year the following updated information will be distributed electronically to all our current enrolled students and employees:

- Catalog
- Catalog Addendum
- Financial Aid Policies and Procedures
- Financial Aid Policies and Procedures Appendices
- Campus Community Emergency Response
- Campus Crime and Security Report
- Campus Security Coordination with State and Local Enforcement Agencies
- Cost of Attendance by Program
- Alcohol and Other Drugs (AOD) Abuse Prevention Policy including Biennial Review
- FERPA Procedure
- Fire Safety Information
- Retention and Placement Report
- Plan for Crime Awareness and Campus Security
- Policies and Sanctions Related to Copyright Infringement
- Title IV Loan Code of Conduct
- Vaccination Policy
- Voter Registration Form
- Textbooks

The Allen School of Health Sciences will provide a paper copy of the information upon request.



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### **Campus Security**

Security on campus is handled by the Campus Director. The personnel of this department are empowered to enforce the Allen School of Health Sciences regulations, to investigate incidents and to apprehend those who violate these regulations or commit crimes on campus. Criminal violators who are apprehended will be turned over to the local police precinct for arrest processing. When necessary, Allen School of Health Sciences will press charges against the criminal violators.

The Allen School of Health Sciences prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). This report is prepared in cooperation with local law enforcement agencies. Nothing in the law shall be construed to permit a school to retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual with respect to the implementation of the Clery Act.

Our school attempts to provide students and employees with a safe and secure environment in which to study and work. The school is open during posted hours. School facilities are secured during times the school is not open. The school has no residence halls. Maintenance Staff have keys for the school, offices and classrooms. Criminal background checks are done on them.

### **Personal Safety**

While the school attempts to provide a safe and secure environment, students, faculty, staff and campus visitors are ultimately responsible for their safety. Safety is enhanced when students and employees take precautions such as:

- Report all suspicious activity to the Campus Director immediately
- Never take personal safety for granted.
- Avoid walking alone at night. Travel with a friend or companion.
- Avoid parking or walking in secluded or dimly lit areas.
- Limit your alcohol consumption, and leave social functions that get too loud, too crowded, or that have too many people drinking excessively.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, computers, etc.) unattended.
- Carry your keys with you at all times and don't lend them to anyone.
- Lock your car doors and close the windows when leaving your car.
- Never leave valuables in your car especially if they are easily noticeable.
- Inventory your personal property and make records of the serial numbers of all items of value.
- Never admit anyone without a valid ID badge on campus/school premises.

As the school becomes aware of relevant programs that address responsible practices and procedures that enhance personal safety, such information may be obtained on-campus with the Director of Compliance.

There are no campus housing facilities so a missing student notification policy is not mandated. If a student does not show for classes three days in a row, the home is called and messages left to have the student communicate with the school to indicate a reason for absence.

### **Reporting a Crime**

If a student or employee is aware that a crime has been, or is being, committed on school property or at a school sponsored or recognized event off-campus during the hours that the school is open, the crime should be reported as



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soon as possible to the Campus Director. All emergencies should also be reported to the Campus Director. If the crime has been committed when the school is closed, it should be reported to the Campus Director as soon as possible after school is open. In addition to reporting the crime to the Campus Director, the crime should be reported to local law enforcement authorities. The local Police Department may be reached by dialing 911.

School Personnel have authority to determine whether individuals have lawful business at the school and may request identification to make that determination. In addition, they have the authority to ensure that school policies, such as break time and building access, are followed. The school works with local law enforcement agencies and refers criminal incidents to the local police department having jurisdiction over such matters.

The Campus Director will work with local law enforcement, as appropriate, when a crime is reported. Crimes reported to the Campus Director are included in the annual campus crime statistics. In addition, the school requests from the local Police Department crime information not reported to the Campus Director that is appropriate for inclusion in the annual campus crime statistics. Further, if circumstances warrant, the school community will be notified if an on-going threat is posed related to a reported crime.

If you are the victim of a crime and do not want to pursue action through the school or the criminal justice system, you may still consider making a confidential report. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. Reports filed in this manner are included in the annual crime statistics for the school.

The school does not tolerate violence or other threatening conduct against any members of the school community. This includes criminal acts against persons or property, as well as harassment based on sex, race, ethnicity, or disability. The school will impose strict disciplinary actions and appropriately involve law enforcement officials should any acts of violence or threatening conduct occur on school facilities or at school- sponsored events. This includes acts of violence against women.

Pastoral counselors and professional counselors must inform persons they are counseling of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

As part of Orientation, the school will provide a description of programs designed to inform students and employees about the prevention of crime.

The school has a zero tolerance policy regarding alcohol on campus and will strictly enforce this policy. Anyone violating this policy will be removed from school properly and disciplinary action will be taken.

There is a separate drug policy which must be reviewed by the school each year and given to each student and each employee each year.

In addition to any criminal sanctions, the school will impose appropriate disciplinary sanctions if the offender is a student or employee of the school. The school Campus Director's Office should be contacted should one wish to file a complaint. Also, note that, in cases of sexual assault complaints:

- both the accuser and the accused are entitled to the same opportunities to have others present during the disciplinary hearing and
- both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding based on an allegation of sexual assault.



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The school will work with the victim, should it be requested, in making such changes as can reasonably be accommodated relative to the student's academic and living situations.

### **Sexual Assault and Related Crimes**

In the event of a sexual assault or domestic violence, please be aware of the following:

- preserve any evidence of the assault (do not drink, bathe, change clothing, or comb hair, as this may destroy evidence that may be needed to prosecute the offender)
- go to a place where it is safe from further attack and notify the police
- obtain immediate medical attention
- seek professional counseling

If requested by the student who is the victim of a sexual assault, the school will assist the student in notifying law enforcement. In addition, the school Campus Director's Office will provide information on off-campus agencies that provide services to victims of a sex offense.

The school encourages students and employees to take advantage of the materials and programs that promote awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses available through the school and/or local community agencies. Information about such materials and programs is available at the school.

### **Registered Sex Offenders**

The Jacob Wetterling Act requires states to obtain information concerning registered sex offenders' enrollment or employment at institutions of higher education. Those seeking to obtain information about registered sex offenders should visit the following website: [www.nsopr.gov](http://www.nsopr.gov). Further, to the extent the State notifies an educational institution of information concerning registered sex offenders, the Family Educational Rights and Privacy Act (FERPA) does not prevent educational institutions from disclosing such information.

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

The school maintains an Emergency Response Operations Plan. The school may also test emergency response and evacuation procedures periodically through drills or exercises. Please contact the Campus Director's Office for more information. Please see separate handout.

### **Disciplinary Proceedings**

The school will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the school against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the school will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

The school does not have a campus police department or security office and therefore does not keep a daily crime log. However the Campus Director keeps an updated list of any criminal activity.

The Handbook for Campus Safety and Security Reporting is available on line from the Department of Education: This comprehensive publication was used in developing our policies.

The Annual report is distributed to all students and employees each year and is available at the Campus Director's Office to be viewed at any time.

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### Crime Statistics for our School for the Past Three Years

The following criminal offenses occurred during the calendar years listed.

| CRIMINAL OFFENSES   | 2023 | 2024 | 2025 | Location *               | Hate Crime |
|---|------|------|------|--------------------------|------------|
|   |      |      |      |                          |            |
|   |      |      |      | C=campus<br>N=non-campus |            |
| Murder:/Non-negligent manslaughter: willful killing of one human being by another   | 0    | 0    | 0    |                          |            |
| Negligent manslaughter: The killing of another person through gross negligence.   | 0    | 0    | 0    |                          |            |
| Forcible sex offenses (including forcible rape) Forcible is defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. Forcible Rape is the carnal knowledge of a person forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth) | 0    | 0    | 0    |                          |            |
| Non-forcible sex offenses: Unlawful non-forcible sexual intercourse   | 0    | 0    | 0    |                          |            |
| Robbery: the taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.  | 0    | 0    | 0    |                          |            |
| Aggravated assault: the unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.   | 0    | 0    | 0    |                          |            |
| Burglary: unlawful entry of a structure to commit a felony or theft.  | 0    | 0    | 0    |                          |            |
| Motor vehicle theft: theft or attempted theft of a motor vehicle.   | 0    | 0    | 0    |                          |            |
| Arson: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another.  | 0    | 0    | 0    |                          |            |

| VIOLATIONS                            | 2023 | 2024 | 2025 | Referred for campus disciplinary action<br><br>(Y or N) |
|---------------------------------------|------|------|------|---|
| Liquor law violations                 | 0    | 0    | 0    |   |
| Drug law violations                   | 0    | 0    | 0    |   |
| Illegal weapons possession violations | 0    | 0    | 0    |   |

Statistics are for Allen School of Health Sciences which is updated every October 1st.

### Hate Crimes

A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias. Bias is a performed negative opinion or attitude toward a group of people based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

The Allen School of Health Sciences reports all hate crime statistics separately for the categories of criminal offenses listed in the chart above. Additionally, hate crimes statistics are also reported separately for the following offenses:

Larceny-theft is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but can exercise dominion or control over a thing.

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

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

Destructive/Damage/Vandalism of Property: Is to willfully or maliciously destroy, damage, deface or otherwise injury real or personal property without the consent of the owner or the person having custody or control of it.

| HATE CRIME   | 2023 | 2024 | 2025 | Referred for campus disciplinary action (Y or N) |
|--------------|------|------|------|--|
| Intimidation | 0    | 0    | 0    |  |

**VAWA -Violence Against Women Act:**

On March 7th, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. L. 113-4), which, among other provisions, amended section 485(f) of the HEA, otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

VAWA amended the Clery Act to require institutions to compile statistics for incidents of dating violence, domestic violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports.

The statute requires institutions to specify in their ASRs the procedures that they will follow once an incident of domestic violence, dating violence, sexual assault or stalking has been reported, including a statement of the standard of evidence that will be used during any institutional conduct proceeding arising from such a report. The statute requires institutions to include in their ASRs expanded information about a victim's options for and available assistance in, changing academic, living, transportation, and working situations if requested and reasonably available, regardless of whether the victim chooses to report the crime to campus security or local law enforcement.

There are new crime categories of domestic violence, dating violence, and stalking in accordance with the Violence Against Women Act of 1994 as follows:

Domestic Violence is 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 as 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:
  - Length of the relationship
  - Type of relationship and
  - 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 –
- Fears for his or her safety or the safety of others; or
- Suffer substantial emotional distress."

Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking:

The Allen School of Health Sciences adapts to an educational and working environment for all students and employees. In efforts to comply with campus safety, the Allen School of Health Sciences provides information to all students during the 1<sup>st</sup> module of the program and employees during the 1<sup>st</sup> week of start that addresses aspects of domestic violence, dating violence, sexual assault, and stalking, safety, campus response to sexual violence, domestic violence, dating violence, and instances of stalking, and physical surroundings throughout the campus.

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For additional information about campus educational programs concerning domestic violence, dating violence, sexual assault, and stalking, contact the Title IX coordinator.

Allen School of Health Sciences Disclosure of statistics of the number of dating violence:

| VAWA CRIME STATISTICS FOR 2023-2025 # of incidents |      |                    |                   |                     |                 |
|--|------|--------------------|-------------------|---------------------|-----------------|
| VAWA Amendments                                    | Year | On Campus Property | On Campus Housing | Non-Campus Property | Public Property |
| Domestic Violence                                  | 2023 | 0                  | 0                 | 0                   | 0               |
|  | 2024 | 0                  | 0                 | 0                   | 0               |
|  | 2025 | 0                  | 0                 | 0                   | 0               |
| Dating Violence                                    | 2023 | 0                  | 0                 | 0                   | 0               |
|  | 2024 | 0                  | 0                 | 0                   | 0               |
|  | 2025 | 0                  | 0                 | 0                   | 0               |
| Stalking   | 2023 | 0                  | 0                 | 0                   | 0               |
|  | 2024 | 0                  | 0                 | 0                   | 0               |
|  | 2025 | 0                  | 0                 | 0                   | 0               |

In accordance with the Violation Against Women’s Act Prevention Program

1) New crime categories of domestic violence, dating violence, and stalking, as follows –

a) Domestic Violence is a “felony or misdemeanor crime of violence committed by

- (1) A current or former spouse or intimate partner of the victim.
- (2) A person with whom the victim shares a child in common
- (3) A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.
- (4) A person similarly situated to as a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA), or
- (5) 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.”

b) Dating Violence means “violence committed by a person –

- (1) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (2) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - a. Length of the relationship

b. Type of relationship and

c. Frequency of interaction between the persons involved in the relationship.”

c) Stalking means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

(1) Fear for his or her safety or the safety of others; or

(2) Suffer substantial emotional distress.”

2. and 3. Allen School of Health Sciences is committed to maintaining the highest standards for the safety and security of every person in our institution. The institution reports as well as maintains statistics as noted in the annual security reports about the number of incidents of dating violence, domestic violence, sexual assault, and stalking. The institution is limited in removing reports of crimes that have been “unfounded” and institutions are required to report to the Department and disclose in the annual security report the number of “unfounded” crime reports.

4) In December 2011, FBI Director Robert S. Mueller, III, approved revisions to the Uniform Crime Reporting (UCR) Program’s 80-year-old definition of rape. As approved, the UCR Program’s definition of rape is “Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.”

5 and 6) The Institution provides incoming students and new employees with access to the annual security reports, primary prevention and awareness programs. These programs support the institution and how it prohibits the crimes of dating, violence, domestic violence, sexual assault and stalking, as defined in the final regulations.

7) The school’s policy must include definitions of the following terms- “awareness programs,” “bystander intervention,” “ongoing prevention and awareness campaigns”, “primary prevention programs,” and “risk reductions”.

To promote a clear understanding of important terms the following definitions are covered:

- Awareness programs - are those programs that raise awareness of the various offenses, behaviors, and/or prosocial behaviors in regards to prevalence, statistics, normative information, options, resources, services, or other areas of interest/concern.

- Bystander intervention - means safe, effective, and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of harm, including sexual assault, domestic violence, dating violence, or stalking. Bystander intervention includes recognizing situations of potential harm, evaluating the situation and options, and deciding what intervention is appropriate.

- Ongoing prevention - campaign is a unifying, continuing theme with the goal of preventing and raising awareness of sexual assault, domestic violence, dating violence, and stalking.

- Awareness campaigns - are designed to raise awareness of the various offenses, behaviors, and/or prosocial behaviors in regards to prevalence, statistics, normative information, options, resources, services, or other areas of interest/concern.

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- Primary prevention programs - are designed to prevent an offense from occurring. Such programs could include information regarding consent, healthy relationships, and positive prosocial behavior.
  - Risk reductions - means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
  - Proceedings – a series of steps that will be taken to report, investigate and determine the outcome in an allegation of dating violence, domestic violence, sexual assault or stalking.
  - Result – the outcome after the series of steps that were taken to investigate an allegation of dating, violence, domestic violence, sexual assault or stalking.
- 8) The policy must describe each type of disciplinary proceeding used by the institution; the steps, timelines, decision making process, how to file a complaint, how the institution determines which type of proceeding to use based on circumstances of an allegation of dating violence, domestic violence, sexual assault or stalking.

The Allen School of Health Sciences will follow the following proceedings in circumstances of an allegation of dating violence, domestic violence, sexual assault or stalking.

### Steps for the Victim:

Reports the offense directly to the Program Director or Campus Director.

Program Director or Campus Director immediately:

- Assists with medical needs.
- Assists with notifying the authorities.
- Assists with contacting a support person.
- Provides information on how to obtain restraining orders, order of protection.
- Provides information on support groups or safe housing.
- Changes in campus schedules or assignments as needed.
- Provides academic support services including tutoring.

### Steps for the Accused:

The Program Director or Campus Director:

- Informs Human Resources Department
- Participate in a prompt, fair and impartial investigation and resolution of the complaint.



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- Suspend the accused perpetrator pending the final outcome of the investigation. (within 48 hours)
  - Includes: written statements and interviews of victim, accused and witnesses; protecting the confidentiality of all concerned.
  - The Human Resources Department will review all of the information and determine the next course of action, including:
    - Dismissal from campus if determined that the offense has occurred.
    - Reinstatement if determined that the accused was not involved.

9) The policy must list all the possible sanctions the institution may impose following the results of any institutional disciplinary proceedings.

After a full investigation of the allegation the school will decide on one of the following actions:

- Dismissal from campus if determined that the offense has occurred.
- Reinstatement if determined that the accused was not involved.

10) The policy must include a description of the range of protective measures that an institution may offer following an allegation.

- Assists with medical needs.
- Assists with notifying the authorities.
- Assists with contacting a support person.
- Provides information on how to obtain restraining orders, order of protection.
- Provides information on support groups or safe housing.

11) The school's policy must provide details to ensure a prompt, fair and impartial disciplinary proceedings in which: (1) officials are properly trained, do not have a conflict of interest or bias for or against the accuser or the accused; (2) the accuser and accused have equal opportunities to have others present, including an advisor of their choice; (3) the accuser and the accused receive simultaneous notification, in writing of the result of the proceeding and any appeals procedures; (4) the proceeding is completed in a reasonable timeframe; (5) the accuser and accused



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are given timely notice of meetings at which one or the other or both may be present; and (6) the accuser, the accused, and appropriate officials are given timely and equal access to information that will be used during informal and formal disciplinary meetings and hearings.

- (1) Officials that will be involved in the investigation will be from the human resources department who are trained and do not have a conflict in interest or bias or against the accuser or the accused.
- (2) The accuser and accused will have equal opportunity to provide written statements, personal testimony, witnesses, support, or advisors of their choice to participate in an investigation within 48 hours of the incident.
- (3) The accuser and accused will receive notification of the results of the investigation at the same time after 48 hours. Should the investigation need further information after 48 hours but the accuser and accused will receive notification and the revised schedule of determining the outcome.
- (4) The proceeding will be completed within 48 hours.
- (5) The accuser and accused will be given a 2 hour notification of meeting where one or both may be present.
- (6) The accuser, the accused, and appropriate officials will be provided access to information that will be used during the informal and informal disciplinary meetings within 3 hours of the time frame.
- 12) The following terms must be clearly defined in the policy - "proceeding" and "result."
  - Proceedings – a series of steps that will be taken to report, investigate and determine the outcome in an allegation of dating violence, domestic violence, sexual assault or stalking.
  - Result – the outcome after the series of steps that were taken to investigate an allegation of dating, violence, domestic violence, sexual assault or stalking.
- 13) The policy must clearly state the compliance with these provisions does not constitute a violation of FERPA.



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The Family Educational Rights and Privacy Act (FERPA) protect students' educational records, including reports made to the Program Director or Campus Director. FERPA prohibits the school from releasing these records to persons outside the institution without the student's consent except in response to a lawful subpoena or as otherwise required by law. However, if the student-offender is found responsible for violating the Code of Student Conduct- Sexual Misconduct or in some cases Physical or Mental Abuse or Harm, the school may release the following information to anyone:

Name of the student-offender (but not the identity of the victim/survivor)

Code of Student Conduct violation

Sanctions imposed as a result of the disciplinary proceedings

14) The institution provides educational prevention program or programs that promote knowledge and understanding of rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking. All incoming students and new employees are made aware of this program.

Incidents of alleged sexual misconduct or relationship violence will receive the following process.

- a) all hearings will be closed and confidential and involve the Human Resource Department.
- b) provide a timely and objective investigation and resolution of the allegations.
- c) will be conducted by Human Resource legal counsel and school officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as the process for conducting an investigation.
- d) provide both the accuser and the accused the opportunity to appeal the results of the proceedings.
- e) inform in writing both the accuser and the accused simultaneously of the outcome of any institutional disciplinary proceeding that arises from an allegation, the procedures for the accused and the victim to appeal the results of the proceedings, any change to the results that occurs prior to the time that such results become final, and the date when such results become final.

Title IX Coordinator

Allen School of Health Sciences will not permit any form of sexual harassment including gender identification in the workplace/classroom environment, or tolerate any such conduct that has the purpose or effect of interfering with an individual's work/school performance or creating an intimidating, hostile, or offensive work/school environment. Allen School of Health Sciences recognizes that sexual harassment is a violation of Title IX law.

In efforts to prevent such violation, a Title IX Coordinator has been assigned to play an essential role in helping ensure every person affected by the operation of our institution-including employees, students, their parents or guardians, applicants for admission and employment-is aware of the legal rights Title IX affords and that our institution and its' officials, comply with the legal obligations under Title IX.

Procedure

The Title IX Coordinator's primary responsibility is to coordinate the recipient's compliance with Title IX, including the institution's grievance procedures for resolving Title IX complaints. All institutional officials will



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inform the Title IX Coordinator of all reports and complaints raising Title IX issues, even if the initial complaint was filed with another individual or office.

1. This responsibility includes coordinating complaints involving sexual harassment, monitoring outcomes, identifying and addressing any patterns, and assessing effects on the campus climate.
2. The Title IX Coordinator is knowledgeable in all policies and procedures on sex discrimination outlined in Title IX law and official resources and will draft and revise such written policies, with final approval to be given by the institution President.
3. The Title IX Coordinator will coordinate the collection and analysis from an annual climate survey if, as Office of Civil Rights (OCR) recommends, the school conducts such survey.

### Title IX Law

#### Overview of Title IX of the Education Amendments of 1972

On June 23, 1972, the President signed Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., into law. Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. The principal objective of Title IX is to avoid the use of federal money to support sex discrimination in education programs and to provide individual citizens effective protection against those practices. Title IX applies, with a few specific exceptions, to all aspects of federally funded education programs or activities. In addition to traditional educational institutions such as colleges, universities, and elementary and secondary schools, Title IX also applies to any education or training program operated by a recipient of federal financial assistance. The Department of Education has issued regulations on the requirements of Title IX, 34 C.F.R. § 106.1 et seq. The Title IX common rule published on August 30, 2000 covers education program providers/recipients that are funded by other federal agencies.

#### Sec. 1681. Sex

##### (a) Prohibition against discrimination; exceptions

No person in the United States shall, on the basis of sex, and gender identification be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

#### Formal Grievance Process

The Title IX coordinator is designated to formally investigate student grievances, address inquires and coordinate Allen School of Health Sciences compliance efforts regarding student complaints and grievances. Notice of a formal complaint can be made in person, writing, or by email. The grievance should clearly and concisely describe the alleged incident(s), when and where it occurred, and the desired remedy sought. The grievance should be signed by the initiator or, in the case of an email submission, sent as an email attachment, in a letter format and should contain the name and contact information for the grievant (individual making the complaint). Any supporting documents and evidence should be referred to within the body of the formal grievance and included as attachment(s).



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Upon the receipt of this information, the Title IX Coordinator, along with the Campus Director, and the Campus President, will open a formal case file. The Campus President will direct the investigation, determine the interim action for accommodations for the alleged victim, and/or take other necessary action.

Where the accused individual is found not responsible for the alleged violation(s), the investigation will be closed. Where the accused individual accepts the findings that s/he violated Allen School of Health Sciences policy, the Campus President will impose appropriate sanctions for the violation, after consultation with the Title IX Coordinator. Allen School of Health Sciences will act immediately to end the discrimination, prevent recurrence of incident, and provide a remedy for the institution. The Campus President has final decision making authority with regard to formal complaints.

### Reporting Incidents

If you are an Allen School of Health Sciences student, faculty or staff member and experience sexual harassment, misconduct, or discrimination, the school has a system of care and support to provide you with assistance. It is important to report any such incidences. Allen School of Health Sciences offers confidential services to provide advice, guidance and support to you by contacting or emailing our Title IX Coordinator.

### IX Coordinator Contact Information

Ruth Martinez, Title IX Coordinator & Vice President,

Student Financial Affairs

188 Montague St, 2<sup>nd</sup> FL

Brooklyn, NY 11201

Office Phone (718) 243-1700 EXT 3330

Email: [titleIXcoordinator@allenschool.edu](mailto:titleIXcoordinator@allenschool.edu)

### Additional Resource Websites:

<https://www.ed.gov/laws-and-policy/civil-rights->

[laws/title-ix-and-sex-discrimination](https://www.ed.gov/laws-and-policy/civil-rights-laws/title-ix-and-sex-discrimination)

<https://www2.ed.gov/pubs/TitleIX/index.html>

### Residential Facilities:

Allen school of Health Sciences **does not** have any school-operated residential facilities for students.

The school is required, in a manner that is timely and will aid in the prevention of similar crimes, report to the campus community on the following crimes:

- Criminal homicide
- Murder and non-negligent manslaughter

- Negligent manslaughter
- Sex Offenses – forcible and non-forcible
- Robbery
- Aggravated assault
- Burglary
- Domestic Violence
- Stalking
- Dating Violence
- Motor Vehicle theft
- Arson
- Arrests for liquor law violations, drug law violations and illegal weapons possession
- Include persons who were referred for disciplinary action.
- Hate crimes – evidence that shows the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity or disability
- Crimes reported to campus security or local police agencies and considered by the school to represent a threat to students and employees
- School NOT required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor

If there is an immediate threat to the health or safety of students or employees occurring on campus, the school must follow its emergency notification procedures.

### **Emergency Response – Campus Community**

Beginning October 2010, all title IV participating institutions must have a statement of policy on emergency response and evacuation procedures.

The School has instituted a plan to notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to health or safety of students or employees occurring on campus. An immediate threat encompasses an imminent or impending threat, such as an approaching forest fire, or a fire currently raging in one of the school’s buildings. Any employee who perceives an immediate threat toward any other person on the school premises, is authorized to make an emergency call to 911. This will be both by e-mail and through texting. Each student upon entrance to the institution will be required to supply the institution with both an e-mail address and a cell phone number.

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The institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Instructors and/or staff members should remain in the room with their students if they are notified of a possible emergency.



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The Emergency committee will confirm that there is a significant emergency, determine who to notify, determine content of the notification and initiate the notification system. The Emergency Committee will consist of the Director of the School, the Academic Dean and the V.P. for Finance. They will call the Police and/or Fire Department as needed.

These procedures will be tested and evaluated at least once a year. The emergency response and evacuation procedures will be publicized and documented. The Clery regulations define a test as regularly scheduled drills, exercises and appropriate follow-through activities designed for assessment and evaluation of emergency plans and capabilities.

A Timely Warning: The Clery Act requires you to alert the campus community to certain crimes in a manner that is timely and will aid in the prevention of similar crimes. Although Clery does not define "timely", because the intent of a warning regarding a criminal incident is to enable a person to protect themselves, which means that, a warning should be issued as soon as the pertinent information is available.

The Allen School of Health Sciences will:

- Confirm there is a significant emergency or threat
- Determine appropriate segment of campus community to receive notification.
- Determine the content of the notification
- Initiate notification system
- Include a statement that the school will (w/o delay and accounting for safety of the Community) determine the content and initiate notification system, unless issuing a notification will compromise efforts to assist a victim or to contain, respond otherwise mitigate the emergency.
- Include procedures for disseminating emergency information to larger community.
- Include procedures for testing emergency response evacuation on at least an annual basis.

### **PERSONAL RESPONSIBILITY FOR SAFETY**

Good judgment must be used in every situation.

Individual Responsibility:

- Follow approved practices and procedures or standards which apply, on any work you perform for the school.
- Report to your supervisor/instructor any condition which might injure any person or damage any property.

Any injury which occurs at school, no matter how slight, or any accident that causes damage to property shall be reported immediately to the school Campus Director. All injuries and accidents should be reported to the Supervisor/Instructor immediately.

If anyone observes another who is about to endanger themselves, another person, or property while at the School, they should intervene immediately in such a way as to not endanger themselves.

Alcoholic beverages are not allowed on the School property and use of such is prohibited. No one is to report for work or class evidencing any effects of alcoholic consumption.

Controlled substances, such as marijuana and cocaine, are illegal by state and federal law. Their use and possession are prohibited on school property.



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Liquids such as water or oil, excessive dust/dirt, or any other debris spilled on floors represent serious slipping hazards and should be cleaned up immediately upon observation.

### **Accident Investigation and Reporting**

Anyone who suffers an injury during school shall promptly report such injury to the Supervisor/ Instructor no later than end of the period on the day in which the injury occurred.

Every accident shall be investigated to determine the cause and the steps needed to prevent a recurrence. It shall be the responsibility of the Supervisor/Instructor to obtain the complete and detailed facts of the accident as soon as possible after it occurs and to see that the required reports are made to the Administration.

### **Firearms**

Firearms, ammunition, explosives or other weapons are prohibited on the school property.

Exceptions to this policy are limited to the following instances:

Department of Public Safety and other law enforcement agencies in performance of their normal duties may carry firearms on School property and

### **Good Housekeeping**

Good Housekeeping is essential to safe operation. It will result in fewer accidents and will reduce fire hazards. All spills should be cleaned up promptly to eliminate slipping and fire hazards. All work areas must be kept free of debris and other objects which create hazards. Cleaning up the area where you are working is part of the classes. . A class is not completed until the area is cleaned up.

### **SOLVENTS, CHEMICALS & CHEMICAL CLEANING, WATER TREATMENT**

Policy:

All chemicals and solvents are treated as potential hazards from initial delivery to ultimate use and require the use of safe practices at all times.

Anyone handling flammable liquids or chemicals of any type should wear appropriate protective clothing and will comply with industry safe practices and the safety instructions on the container label in regards to both the use and storage of these materials.

Chemicals and materials with toxic fumes are to be used only in well-ventilated areas.

### **Responsibility**

It is the responsibility of everyone to be aware of the hazards related to the use of solvents, chemical cleaning materials, and other chemicals and to enforce the rules related to their use.

Hazards to be considered when using solvents, chemical cleaning materials, and other chemicals are:

Contact with a hazardous material can cause skin rash or dermatitis, corrosive burns or eye damage.



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Potential explosive or fire hazard.

The danger of ingestion of a poisonous, corrosive, or hazardous substance through the mouth or absorbed through the skin.

The inhalation of a volatile solvent, gas or toxic dust which may produce asphyxiation, intoxication, or damage to mucous membrane and internal organs.

### **First Aid**

First aid procedures vary depending on the chemical nature of the materials in question. Follow the instructions on the container label.

In the event that a person should come in contact with solvent or chemicals in the eyes or on the skin, the affected area should be irrigated for a minimum of fifteen (15) minutes.

If anyone ingests chemical materials or is splashed with a hazardous material and irrigation facilities are not available, they should immediately be referred to a hospital emergency room.

### **SEVERE WEATHER**

#### Tornado

If (in the judgment of the President or administrator in charge) the threat of impending danger warrants it, the following actions may be taken:

Dismissal of all classes and assembly of students and employees into interior hallways and away from glass windows, doors and partitions.

Everyone should remain in these "safe" areas until in the opinion of the President the threat of danger is past.

If the tornado or destructive wind strikes the building, everyone should sit on the floor, with backs against the wall, their heads between their knees, and their hands clasped over the backs of their heads until all danger is past.

#### Flooding

Because of the elevation of the School, buildings at the School for Allen School of Health Sciences are not likely to flood. However, during periods of flooding, the President will remain in contact with appropriate authorities and will keep both students and employees advised of local road conditions.

#### Ice and Snow

In the event that ice and/or snow threaten to make highway travel hazardous, the President may dismiss classes to allow commuters to return home safely.

#### Closing the School as the Result of Severe Weather



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Only the President has the authority to close the School. When this action is taken, the President and/or Subject Matter Expert will notify the students and faculty. In addition, it will be posted on the School's website and the local radio station will be notified and asked to broadcast the notice of closing.

### Self-Determination Policy

No student will attempt to attend class and no employee will report to work if, by their opinion or by the warning of law enforcement officials, travel conditions in their area are unsafe (or if other circumstances would place their lives/health in jeopardy).

### EVACUATION PROCEDURES

#### Emergency Evacuation

During an emergency evacuation, each instructor is responsible for the safe and orderly evacuation of his/her class. Instructors not in class should assist with any evacuation problems that may arise. It is the instructor's responsibility to prevent panic, control traffic, and provide calm leadership. The following guidelines should be observed:

Instructors should know the shortest route from the classroom to the nearest exit.

When the need to evacuate the building arises, the class should be directed to move single-file through the nearest exit and well beyond the building to an area of safety.

The instructor should be last to leave in order to check that all students are out of the classroom and to close the door.

Never return to the building until instructed to do so by the appropriate authorities.

### CRITICAL INCIDENT RESPONSE PLAN

#### OBJECTIVES

To coordinate the School's response to critical incidents while pay special attention to the safety and security needs of members of the School for Allen School of Health Sciences community.

To maintain the safety and security of faculty, staff and students as a whole in the event of a critical incident.

To provide counseling, guidance, and appropriate support services to the families, friends, students, and campus community members in the event of a critical incident.

#### DEFINITION OF A CRITICAL INCIDENT

A critical incident is a situation that involves the Allen School of Health Science student(s) and/or employee(s) that creates a major disruption of normal operations and calls for a response beyond normal school operational procedures. Examples may be situations such as natural/structural disasters, violent behavior or life threatening injury or illness.

(Note: this plan is for general information only. During an actual critical incident, variations might be made depending on the nature of the event and the situation.)



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### STUDENT ASSISTANCE SERVICES

#### Personal Counseling Referrals

The President of the Allen School of Health Sciences will act as the referral agent for student seeking assistance for emotional or personal counseling services.

### PROCEDURES FOR THE INSTITUTION

#### Step 1

The Campus Director – is notified of a critical incident involving a student or employee at (718) 243-1700 during the day, (201) 207-3337 after hours or holidays.

First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, all steps in this process must be followed.

#### Step 2

The Campus Director gathers information concerning the critical incident and responds accordingly.

In the event that scheduled classes need to be cancelled or altered in some manner the School Director will contact the faculty and students and the closure will be posted on the college website. [www.allenschool.edu](http://www.allenschool.edu)

Any media contact, press releases, email or website assistance must be coordinated through the School President.

#### Step 3

Depending on the evaluation of the situation, one or more of the following may occur:

Step 3A – Allen School of Health Sciences will without delay, an taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain respond, to or otherwise mitigate the emergency.

The Campus Director goes to scene of the incident to assess the need for back-up personnel.

Based on the initial findings and upon agreement with the Campus Director, the response may include: dealing with the situation alone, contacting appropriate outside agencies (e.g. local police, hospital), contacting family members, contacting counseling center.

Step 3B -warranted, an emergency meeting of the Critical Incident Response Team (CIRT) may be called after evaluation of the situation with the consent of the President and/or Director. Current contact information for the CIRT is posted around campus in each building at the School and is provided to all faculty on a business card.

Step 3C – President initiates family contacts.



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Step 3D – CIRT Command Headquarters is activated in the President’s Office. The Crisis Center (if activated) will be located in the Administration building. The CIRT Command Head Quarters will communicate directly with the Crisis Center on activities and communications to be carried out.

Step 3E – Emergency CIRT meeting is called. If determined in the emergency CIRT meeting, the CIRT will assist the President in dealing with the critical incident. This may include: assisting affected student or employee’s family members, counseling with students or college employees, gathering additional information, etc.

### Step 4

Once the issue/situation is under control, the CIRT will meet and debrief. Any needed follow-up plans, communications, activities, and/or programs will be determined for final resolution of the critical incident. Timelines for these activities will be determined and a closure/evaluation meeting of the CIRT will be scheduled. CIRT will evaluate all responses to critical incident at the closure/evaluation meeting.

### Step 5

The CIRT will recommend to the President any policy revisions in procedures and will compile a Critical Incident Report to be filed in the Office of the President

### School Crisis Center

When a critical incident involves responses from a variety of personnel, a Crisis Center will be established in the Administration building. The CIRT Command Headquarters (HQ) will communicate with the Crisis Center to coordinate all activities involved in the responses to the critical incident. Communications involving responding personnel will be dispersed through this Crisis Center by the Center Head as directed by the CIRT. The President will assign the Center Head of the Crisis Center when a situation arises. The Center head is responsible for gathering any documents and/or gear necessary.

### Members of the Allen School of Health Sciences CIRT

| Critical Incident Response Team  |                 |
|--|-----------------|
| President  | Jason Teich     |
| Main Campus- Jamaica Campus Director<br>163-18 Jamaica Avenue<br>Jamaica NY 11432<br>718-291-2200    | Timothy Cheslik |
| Brooklyn Campus Director<br>188 Montague Street<br>Brooklyn NY 11201<br>718-243-1700                 | Laurie Pringle  |
| Phoenix Campus Director<br>15650 N. Black Canyon Hwy Suite B210<br>Phoenix, AZ 85053<br>623-385-8156 | Libby Hunt      |