



Campus Security Report

Advanced College seeks to provide a safe and secure campus environment for its students and to keep them informed of any conduct occurring on or off campus near the institution's proximity. Campus safety, protection of people and property, as well as sensitive information is important issues for students, families, and our institution. In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, also referred to as the Clery Act (formerly known as the Campus Security Act), it is a federal law requirement for institutions of postsecondary education, who participate in federal student aid programs, to disclose campus security information. The report must contain the following information:

- Crime statistics for the three most recent calendar years for each of the following crimes that occurred on or within Clery geography that were reported to a local police agency or campus security authority (divided into 4 categories):
 - **Criminal Offenses:** Criminal Homicide, including Murder and Non-negligent Manslaughter and Manslaughter by Negligence; Sexual Assault, including Rape, Fondling, Incest, and Statutory Rape; Robbery, Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson
 - **Hate Crimes:** Any of the above mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of property that were motivated by bias;
 - **VAWA Offenses:** Any incidents of Domestic Violence, Dating Violence and Stalking (Note that Sexual Assault is also a VAWA Offense but is included in the Criminal Offenses category for *Clery Act* reporting purposes); and
 - **Arrests and Referrals for Disciplinary Action:** for weapons – carrying, possessing, etc., law violations, drug abuse violations and liquor law violations.
- Publish and distribute an Annual Security Report to its students and employees by October 1 of each year. This includes crime statistics from the past 3 years

POLICY AND PROCEDURES:

Students or staff who suspects a crime has been committed or are the victim of any type of criminal act should immediately report to the Campus Director or President. If you witness a crime in progress, or are a victim, you can also call 9-1-1 or report directly to local law enforcement agencies, and then notify the Campus Director or President. AC prepares an Annual Security Report each year of the crime statistics and note any significant changes in policy, procedures, locations, and key individuals since the last report if applicable, and will adhere to requirements detailed in the Title IV Federal Student Aid Handbook.

EMERGENCY RESPONSE PROCEDURES

This plan explains the procedures to take in case of emergencies such as accidents, illnesses, bomb threats, natural disasters, fires and campus disturbances/domestic violence. If a significant emergency or dangerous situation involving an immediate threat to health or safety of students or employees occurs, all parties will be notified. All students, faculty and staff must immediately evacuate the building whenever the fire alarm sounds. Prior to initiating the Emergency Preparedness Plan, the AC President/Director or any college administrator on duty will confirm that a bona fide emergency exists, determine the

appropriate method of communication and message content without delay. Emergency Preparedness Plan will be tested at least once each year.

SECURITY AND ACCESS TO CAMPUS FACILITY

Students are informed about security and safety/emergency procedures during orientation. Faculty and staff are informed during New Employee Orientation in Emergency and Evacuation policy/procedures, campus security procedures and life safety. Fire and disaster drills are held annually and students and staff are informed that it is the responsibility of each person to adhere to all safety and security practices. All students/faculty/staff should only be on campus during scheduled school hours, or while attending to other legitimate academic or administrative functions and required to wear and display their badge. All visitors are required to sign in the front desk.

LAW ENFORCEMENT

AC does not have employee security personnel. All life-threatening emergencies or crime in progress call 9-1-1 and any student or faculty/staff member who is a victim of a criminal act on AC Campus should be immediately reported to the Campus Director.

CRIME PREVENTION

AC is committed to providing a professional environment for all employees, which is free from any type of harassment (physical, psychological, or verbal). AC will not tolerate harassment that creates a hostile environment or any type of conduct that disrupts or interferes with the student, faculty or staff performance. Students are expected to conduct themselves in a professional manner at all times. Each student is expected to be an example of proper conduct. This includes the student attitude, actions, appearance, and attire.

Intentional disruption or obstruction of teaching, including but not limited to fighting, name calling or other conduct that is dangerous/threatening to others, during administration, disciplinary proceedings, public meetings, and programs or other college activities is not tolerated. Willful or negligent acts or conducts that could result in neglect or abuse of any client or clinical facilities' operations and properties, including firearms, weapons, explosives or any other dangerous or hazardous devices or substances are strictly prohibited.

The school's administration has the authority to take appropriate action through the administrative disciplinary measures if this code of conduct is not adhere to. Prohibited conduct also includes, but is not limited to, any inappropriate actions (i.e. harassment, assault, stalking, and violence) or derogatory remarks about or conduct related to an employee's race, color, creed, sex, religion, disability, age, national origin, or veteran status).

Students, faculty, and staff are informed about security and safety/emergency procedures during orientation to promote awareness or crime prevention, assault, and other harmful acts. During these orientations, they are also told about good practices in crime prevention (including securing their vehicle and other personal property) and how to report a crime, emergency, or other incident. All crimes, security incidents, serious injuries or severe illness incidents should be recorded on an Incident Report Form and given to the Campus Director/President.

TYPES OF CRIMINAL OFFENSES

1. **Criminal Homicide.** These offenses are separated into two categories: Murder and Non-negligent Manslaughter, and Manslaughter by Negligence

- a. **Murder and Non-negligent Manslaughter** is defined as *the willful (non-negligent) killing of one human being by another*. Any death caused by injuries received in a fight, argument, quarrel, assault, or the commission of a crime.
 - b. **Manslaughter by Negligence** is defined as *the killing of another person through gross negligence*. Any death caused by the gross negligence of another. It is something that a reasonable and prudent person would not do.
2. **Sexual Assault (Sex Offenses)**. *Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.*
 - a. **Rape** is *the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females*. The crime as Rape, regardless of the age of the victim, if the victim did not consent or if the victim was incapable of giving consent. If the victim consented, the offender did not force or threaten the victim, and the victim was under the statutory age of consent, include the crime as Statutory rape.
 - b. **Fondling** is *the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity*
 - c. **Incest** is *sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law*.
 - d. **Statutory Rape** is *sexual intercourse with a person who is under the statutory age of consent*.
3. **Robbery**. Robbery is *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*.
4. **Aggravated Assault**: *An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm*.
5. **Burglary**. *The unlawful entry of a structure to commit a felony or a theft*.
6. **Motor Vehicle Theft**: *the theft or attempted theft of a motor vehicle*. All incidents where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned.
7. **Arson**. *Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc*. The Clery Act requires institutions to disclose all Arsons that occur on their Clery Act geography. This includes seemingly minor fires such as burning wastebaskets or bulletin boards, regardless of whether they are discovered while burning or after being extinguished.

TYPES OF HATE CRIMES

1. **Hate Crime**. *A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim*. Only the following 8 categories are reported:
 - a. **Race**. *A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair' facial features, etc.,*

genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, black, or African Americans, whites.

- b. Religion.** *A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.*
 - c. Sexual Orientation.** *A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.*
 - d. Gender.** *A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female*
 - e. Gender Identity.** *A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.*
 - f. Ethnicity.** *A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.*
 - g. National Origin.** *A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.*
 - h. Disability.** *A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.*
- 2. Larceny-Theft.** *The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.*
 - 3. Simple Assault.** *An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.*
 - 4. Intimidation.** *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.*
 - 5. Destruction/Damage/Vandalism of Property.** *To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.*

TYPES OF VAWA OFFENSES

Violence Against Women Act. These are dating violence, domestic violence, sexual assault and stalking.

- 1. Dating Violence.** *Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.*
- 2. Domestic Violence.** *A felony or misdemeanor crime of violence committed –*
 - a. Be a current or former spouse or intimate partner of the victim;*

- b. *By a person with whom the victim shares a child in common;*
 - c. *By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;*
 - d. *By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;*
 - e. *By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.*
- 3. Stalking.** *Engaging in a course of conduct directed at a specific person that would cause a reasonable person to –*
- a. *Fear for the person's safety or the safety of others; or*
 - b. *Suffer substantial emotional distress*

TYPES OF ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION

- 1. Weapons: Carrying, Possessing, etc.;** *the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.*
- 2. Drug Abuse Violations:** *The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.*
- 3. Liquor Law Violations:** *The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.*



Campus Security Report: South Gate, CA

Advanced College – South Gate campus will like to inform its students of the crime statistics that were collected for the calendar year: **2019**. These crime statistics below display any on-campus and public property crimes for the last three (3) years.

| TYPES OF CRIMES REPORTED | ON CAMPUS | | | PUBLIC PROPERTY | | |
|---|-----------|------|------|-----------------|------|------|
| | 2017 | 2018 | 2019 | 2017 | 2018 | 2019 |
| <u>Criminal Offenses</u> | | | | | | |
| Murder and Non-negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 |
| Manslaughter by Negligence | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest & Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 1 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 |
| <u>Hate Crimes</u> | | | | | | |
| Larceny-Theft | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 |
| Destruction/Damage | 0 | 0 | 0 | 0 | 0 | 0 |
| Vandalism of Property | 0 | 0 | 0 | 0 | 0 | 0 |
| <u>VAWA Offenses</u> | | | | | | |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 | 0 | 0 |
| <u>Arrests and Referrals for Disciplinary Action</u> | | | | | | |
| Weapons: carrying, possessing, etc. | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 0 | 0 | 0 | 0 | 3 | 2 |
| Liquor Law Violations | 0 | 0 | 0 | 0 | 1 | 1 |

*Data above has been retrieved from <http://communitycrimemap.com/> (via City of Southgate)



Campus Security Report: Stockton, CA

Advanced College – Stockton campus will like to inform its students of the crime statistics that were collected for the calendar year: **2019**. These crime statistics below display any on-campus and public property crimes for the last three (3) years.

| Types of Crimes Reported | On Campus | | | Public Property | | |
|---|-----------|------|------|-----------------|------|------|
| | 2017 | 2018 | 2019 | 2017 | 2018 | 2019 |
| <u>Criminal Offenses</u> | | | | | | |
| Murder and Non-negligent manslaughter | 0 | 0 | 0 | 2 | 0 | 11 |
| Manslaughter by Negligence | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 | 0 | 5 | 38 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest & Statutory Rape | 0 | 0 | 0 | 0 | 0 | 12 |
| Robbery | 0 | 0 | 0 | 26 | 0 | 233 |
| Aggravated Assault | 0 | 0 | 0 | 70 | 0 | 491 |
| Burglary | 0 | 0 | 0 | 97 | 0 | 490 |
| Motor Vehicle Theft | 0 | 0 | 0 | 77 | 0 | 484 |
| Arson | 0 | 0 | 0 | 14 | 0 | 36 |
| <u>Hate Crimes</u> | | | | | | |
| Larceny-Theft | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 |
| Destruction/Damage | 0 | 0 | 0 | 0 | 0 | 49 |
| Vandalism of Property | 0 | 0 | 0 | 5 | 0 | 14 |
| <u>VAWA Offenses</u> | | | | | | |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 180 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 | 0 | 0 |
| <u>Arrests and Referrals for Disciplinary Action</u> | | | | | | |
| Weapons: carrying, possessing, etc. | 0 | 0 | 0 | 32 | 0 | 230 |
| Drug Abuse Violations | 0 | 0 | 0 | 13 | 0 | 200 |
| Liquor Law Violations | 2017 | 2018 | 2019 | 2017 | 2018 | 2019 |

*Data above has been retrieved from <http://communitycrimemap.com/> (via City of Stockton)



Campus Security Report: Salida, CA

Advanced College – Salida campus will like to inform its students of the crime statistics that were collected for the calendar year: **2019**. These crime statistics below display any on-campus and public property crimes for the last three (3) years

| Types of Crimes Reported | On Campus | | | Public Property | | |
|---|-----------|------|------|-----------------|------|------|
| | 2017 | 2018 | 2019 | 2017 | 2018 | 2019 |
| <u>Criminal Offenses</u> | | | | | | |
| Murder and Non-negligent manslaughter | N/A | N/A | 0 | 0 | 0 | 1 |
| Manslaughter by Negligence | N/A | N/A | 0 | 0 | 0 | N/A |
| Rape | N/A | N/A | 0 | 0 | 0 | 0 |
| Fondling | N/A | N/A | 0 | 0 | 0 | 0 |
| Incest & Statutory Rape | N/A | N/A | 0 | 0 | 0 | 0 |
| Robbery | N/A | N/A | 0 | 0 | 0 | 1 |
| Aggravated Assault | N/A | N/A | 0 | 0 | 0 | 1 |
| Burglary | N/A | N/A | 0 | 1 | 0 | 0 |
| Motor Vehicle Theft | N/A | N/A | 0 | 0 | 0 | 1 |
| Arson | N/A | N/A | 0 | 0 | 0 | 0 |
| <u>Hate Crimes</u> | | | | | | |
| Larceny-Theft | N/A | N/A | 0 | 0 | 0 | 1 |
| Simple Assault | N/A | N/A | 0 | 0 | 0 | 1 |
| Intimidation | N/A | N/A | 0 | 0 | 0 | 0 |
| Destruction/Damage | N/A | N/A | 0 | 0 | 0 | 0 |
| Vandalism of Property | N/A | N/A | 0 | 0 | 0 | 1 |
| <u>VAWA Offenses</u> | | | | | | |
| Domestic Violence | N/A | N/A | 0 | 0 | 0 | 0 |
| Dating Violence | N/A | N/A | 0 | 0 | 0 | 0 |
| Stalking | N/A | N/A | 0 | 0 | 0 | 0 |
| <u>Arrests and Referrals for Disciplinary Action</u> | | | | | | |
| Weapons: carrying, possessing, etc. | N/A | N/A | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | N/A | N/A | 0 | 0 | 0 | 0 |
| Liquor Law Violations | N/A | N/A | 0 | 0 | 0 | 0 |

*Data above has been retrieved from <http://communitycrimemap.com/> (via City of Salida)

EMERGENCY AND LIFE SAFETY PROCEDURES

Campus Security and Access to Campus Facility

Students are informed about security and safety/emergency procedures during orientation. Faculty and staff are informed during New Employee Orientation in Emergency and Evacuation policy/procedures, campus security procedures and life safety. Fire and disaster drills are held annually and students and staff are informed that it is the responsibility of each person to adhere to all safety and security practices. All students/faculty/staff should only be on campus during scheduled school hours, or while attending to other legitimate academic or administrative functions and required to wear and display their badge. All visitors are required to sign in with the front desk.

Students, faculty and staff are informed about security and safety/emergency procedures during orientation to promote awareness of crime prevention, assault and other harmful acts. During these orientations, they are also told about good practices in crime prevention (including securing their vehicle and other personal property) and how to report a crime, emergency or other incident. All crimes, security incidents, serious injuries or severe illness incidents should be recorded on an Incident Report Form and given to the Campus Director.

Students or staff who suspects a crime has been committed or are the victim of any type of criminal act should immediately report to the Campus Director. If you witness a crime in progress, or are a victim, you can also call 9-1-1 or report directly to local law enforcement agencies, and then notify the Campus Director. AC prepares an Annual Security Report

each year of the crime statistics (inclusive of but not limited to murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, hate crimes, drug abuse violations, weapons possessions) and notes any significant changes in policy, procedures, locations and key individuals since the last report if applicable, and will adhere to requirements detailed in the Title IV Federal Student Aid Handbook.

Emergency Response Procedures

This plan explains the procedures to take in case of emergencies such as accidents, illnesses, bomb threats, natural disasters, fires and campus disturbances/domestic violence. If a significant emergency or dangerous situation involving an immediate threat to health or safety of students or employees occurs, all parties will be notified. All students, faculty and staff must immediately evacuate the building whenever the fire alarm sounds. Prior to initiating the Emergency Preparedness Plan, Campus Director or any college administrator on duty will confirm that a bona fide emergency exists, determine the appropriate method of communication and message content without delay. Emergency Preparedness Plan will be tested at least once each year. Emergency exit lights are located at all exit points. Fire extinguishers are located in several locations throughout the building. Anyone who sees fire or smoke should obtain the nearest fire extinguisher and operate according to instructions. Immediately notify a member of the administrative staff. Administrative staff should call 911 and give instructions for immediate building evacuation. Please refer to the Emergency Evacuation Map which is located near the door of all classrooms, the clinical learning in lab, the student lounge, and within the administrative offices in several locations. The AC main campus building has three sets of exit doors. Rear exit doors remain locked at all times. The front entrance door opens into the reception area which has a receptionist present at all times. The AC Stockton Campus has five sets of evacuation routes with rear exit doors remaining locked at all times. The front entrance door opens into the reception area with a receptionist present at all times. Medical Emergency Procedures

The Medical Emergency Policy will be distributed to All School students, faculty and staff to ensure that medical emergencies receive appropriate treatment as swiftly as possible. If an individual is

physically injured or suffers an accident on Advanced College Premises, the following shall apply:

Procedure

- 2.1 Remain calm at all times and immediately assess the situation.
 - a) If they indicate pain, do not move the person however, if unless there is a threat to life, the person should be left in that location.
- 2.2 If the person is injured, call 911. Reply to all questions asked by the dispatcher before you hang up. Be sure to indicate to which floor the responders should report. Make sure that someone meets the emergency medical services and rescue crews at the building entrance.
- 2.3 Call a Vocational Nursing or Allied Health faculty with CPR license or Director of Nursing to assess the situation.
- 2.4 Wait for emergency medical services or a faculty member to properly administer first aid safely so as not to jeopardize the health of others.
- 2.5 Medication to individual who is in emergency situation should not be provided. .
- 2.6 Remain with the individual until emergency medical services and rescue crew arrives.
- 2.7 Comfort the individual by reassuring him/her that medical assistance is on its way.
- 2.8 Give the emergency medical service and crew room to administer first aid. Stay close should they have any questions.

Student Emergency Information

All Advanced College students will be requested to provide their personal emergency contact information upon enrollment. Students should be responsible for keeping their emergency contact information up-to-date by contacting the School Admission Office during normal business hours or the Evening Coordinator during the evening class hours.

Employee Emergency Information

In the same manner, All School employees will be requested to provide their personal emergency contact information up-to-date.

Employee emergency contact information can be found by contacting the Campus Director and/or Chief Academic Officer during normal business hours or the Evening Coordinator during the evening class hours.

Drug-Free Schools and Campus Act Policy

AC is a state approved private postsecondary institution that is required to have all students follow all of the standards of conduct required by the state of California regarding the Drug-Free Schools and Campuses Act. The use, possession or distribution of alcoholic beverages, illicit drugs and/or controlled substances is strictly prohibited by all employees and students on school property or any site associated with instruction of AC students. Advanced College supports a drug-free environment and students/staff must comply with this policy. A violation will result in taking appropriate action up to and including termination as outlined below. As a result, random drug/alcohol screenings or search may be conducted of the students/staff in our commitment to provide a safe drug-free environment. Training is conducted during Orientation for students and new employee. If a student is convicted of a drug-related offense after admission, he or she must notify the Campus Director within five (5) days of the conviction.

A violation of this policy is considered a major offense, which may result in requirement for

satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from the school. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy. Violations of applicable local, state and federal laws may subject a student or employee to a variety of legal sanctions including but not limited to fines, incarceration, imprisonment, seizure of property, loss of eligibility for federal benefits, including federal Financial Aid, suspension, revocation, or denial of driver's license and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities.

For more information about specific circumstances, students/staff should consult applicable local, state and federal law and/or seek legal counsel. A federal or state drug conviction may disqualify a student from using federal student aid. A local or municipal conviction may not disqualify. Convictions which occur during the time student was receiving federal financial aid are counted against students for aid eligibility.

Advanced College does not provide drug counseling, treatment, or rehabilitation programs as part of our student services but we will give students a referral to counseling treatment or rehabilitation programs available to all students. If a student has a problem with any association with drugs and alcohol, they will be tested by a certified testing agency. If the tests results in a positive determination by the certified testing agency, the student will be referred to counseling. Students who are terminated from the program because of testing positive for drug use can only be re-admitted after they have successfully completed a certified rehabilitation program.

Employment Policies

Equal Employment Opportunity Policy

Advanced College offers equal rights to all qualified employees without regard to race, color, religion, gender, national origin, age, disability, veteran status, or any other non-job characteristic. As part of this non-discriminatory policy, AC is committed to the following:

1. Recruiting, hiring, training and promoting for all jobs without regard to race, color, religion, gender, national origin, age, disability, veteran status, or any other non-job characteristic.
2. Ensuring that promotion decisions are in accordance with equal opportunity requirements by imposing only valid, job-related requirements for promotional opportunities.
3. Ensuring that all personnel actions related to compensation, benefits, transfers, terminations, training and education are administered in a non-discriminatory manner.
4. Each employee is responsible for bringing to the attention of the supervisor if he or she feels an employee is in conflict with the letter and spirit of this policy. School President is responsible for ensuring that their decisions are in compliance with this policy and will be held accountable for the prompt execution of necessary preventive or corrective actions.

Health, Safety, and Campus Security

It is the policy of the College to maintain a safe and secure environment for its students, staff, and visitors. Advanced College provides a safe and healthy environment for staff and students by adopting and implementing appropriate standards in order to prevent loss that comply with the standards of federal, state, and local regulation. AC will take all reasonable steps to safeguard employees and property, and to maintain safe conditions. All emergencies occurring at school should be reported immediately to the Campus Director. Any person within the school's community witnessing criminal activity is honor-bound to report this activity to the Campus Director. He/she must report crime and non-ethical issues on campus to appropriate police agencies

Provisions:

1. The personal safety of each employee will be considered fundamental to the design of all facilities.
2. AC will ensure that no employee is harassed or otherwise discriminated against for exercising the right to report unsafe conditions to President.
3. AC will provide the leadership and training to ensure identification, implementation, and effective administration of programs to promote hazard recognition, avoidance, and reporting
4. President shall be:
 - a. Responsible for ensuring a safe physical work environment under his/her supervision,
 - b. Participate in investigation and training activities aimed at identifying and eliminating hazards likely to cause illness or injury, and
 - c. Responsible for ensuring that employees are advised of safety rules and guidelines applicable to their activities and are equipped with appropriate safety devices to enable safe work performance
5. Employees Shall:
 - a. Comply with safe work practices, and be responsible for identifying and reporting unsafe working conditions, i.e., all accidents, injuries and other incidents to the President
 - b. Be responsible for the maintenance and correct use of assigned safety equipment,
6. AC employees are expected to critically observe operations, equipment and facilities and to report any unsafe conditions to management.

**Harassment
Policy**

AC is committed to providing a professional environment for all employees, which is free from any type of harassment (physical, psychological, or verbal). AC will not tolerate harassment that creates a hostile work environment or any type of conduct that disrupts or interferes with the employee's work performance.

Harassment can be defined as a result of a single incident or pattern of behavior where the purpose or effect is to create a hostile, offensive, or intimidating work environment. Such behavior includes, but not limited to, the following:

- a. Physical or mental abuse;
- b. Racial insults or derogatory or inappropriate racial remarks;
- c. Derogatory ethnic or racial slurs
- d. Unwelcome sexual advances or touching
- e. Unwelcome sexual comments, remarks, or sexual jokes;
- f. A display in the workplace of sexually suggestive objects, pictures, drawings, or cartoons;
- g. A display in the workplace of racially offensive objects, pictures, drawings, or cartoons;
- h. Physical assault; and
- i. Any request for sexual favors or activities used as a condition of employment or affecting any personnel decision such as hiring, promotion, compensation, or job retention

Prohibited conduct also includes, but is not limited to, any inappropriate or derogatory remarks about or conduct related to an employee's race, color, creed, sex, religion, disability, age, national origin, or veteran status:

AC prohibits any form of harassment by employees, co-workers, outside vendors, contractors, clients, supervisors and managers, and views such actions very seriously. Any employee engaging in such

harassment or other unacceptable activities is subject to immediate disciplinary action, up to and including discharge from employment.

If any employee believes that she/he has been the subject of harassment or if any employee is aware of or witnesses a situation that she/he believes to be based upon or involving harassment, the employee must report the matter immediately to the President. Any such reports will be immediately and thoroughly investigated. Investigations will be conducted, to the extent possible, to maintain the confidentiality of all concerned parties.

Drug Free Workplace Policy

Policy:

AC recognizes that substance abuse affects our society and is committed to a drug free environment. AC is a state approved private postsecondary institution that is required to have all students follow all of the standards of conduct required by the state of California regarding the Drug-Free Schools and Campuses Act. The use, possession or distribution of alcoholic beverages, illicit drugs and/or controlled substances is strictly prohibited by all employees and students on school property or any site associated with instruction of AC students. Advanced College supports a drug-free environment and students/staff must comply with this policy. A violation will result in taking appropriate action up to and including termination as outlined below. As a result, random drug/alcohol screenings or search may be conducted of the students/staff in our commitment to provide a safe drug-free environment. Training is conducted during orientation for students and new employee. If a student is convicted of a drug-related offense after admission, he or she must notify the Campus Director within five (5) days of the conviction. A violation of this policy is considered a major offense, which may result in requirement for satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from the school. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy. Violations of applicable, local, state, and federal laws may subject a student or employee to a variety of legal sanctions including but not limited to fines, incarceration, imprisonment, seizure of property, loss of eligibility for federal benefits, including federal financial aid, suspension, revocation, or denial of driver's license and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities.

For more information about specific circumstances, students/staff should consult applicable local, state, and federal law and/or seek legal counsel. A federal or state drug conviction may disqualify a student from using federal student aid. A local or municipal conviction may not disqualify. Convictions which occur during the time student was receiving financial aid are counted against students for aid eligibility.

Advanced College does not provide drug counseling, treatment, or rehabilitation programs as part of our student services but we will give students a referral to counseling treatment or rehabilitation programs available to all students. If a student has a problem with any association with drugs and alcohol, they will be tested by a certified testing agency. If the test results in a positive determination by the certified testing agency, the student will be referred to counseling. Students who are terminated from the program because of testing positive for drug use can only be re-admitted after they have successfully completed a certified rehabilitation program.

Provisions:

Accordingly, the use, possession, purchase, sale, transfer or manufacture of illegal drugs, drug paraphernalia, or alcohol while on AC premises or being under the influence of either illegal drugs or

alcohol while on AC property will result in immediate discharge from employment. All employees and students will comply with this policy as a condition of employment. Furthermore, all employees and students must notify the AC Director/President of any criminal drug statute conviction for a violation occurring in the workplace. For purposes of this policy, the following definitions shall apply:

COMPANY PREMISES

Workplace environment of Advanced College and within nearby vicinity of AC. This can include, but not limit, any AC-owned property or leased property.

ILLEGAL DRUGS

Any substance considered illegal by federal, state, or municipal statute.

DRUG PARAPHERNALIA

All accessory items used in the transportation, preparation, or consumption of controlled substances.

ALCOHOLIC BEVERAGES

Any liquid containing alcohol that is considered intoxicating and is subject to federal or state liquor laws.

LEGAL OR PRESCRIBED DRUGS

Any prescription drug or over-the-counter, medicine purchased legally and used according to the prescribed or manufactured purpose.

POSSESSION

The presence of alcohol or drugs on the employee located but not limited to, the employee's desk area, bag, cabinet, office or motor vehicle.

Plan for Routine and Emergency Health Care

Introduction

Advanced College will make best efforts to ensure the safety of its staff, teachers, students and facilities. This plan explains the procedures to take in case of emergencies such as accidents, illnesses, bomb threats, fires, and campus disturbances/domestic violence.

Objective

To provide a procedure that will address emergency situations, safe, and comfortable working facility for students, teachers and staff.

Scope

- Procedures for emergency situations such as:
 - Accidents/Injuries
 - Illnesses
 - Fire
 - Bomb Threat
 - Earthquakes
 - Campus Disturbances/Domestic Violence
- Procedures to take for preventive measures
- Evacuation procedures

Procedures

1. Preventive Measures

- 1.1 Check for hazards in the school
 - 1.2 Identify safe places indoors and outdoors
 - 1.3 Educate students, teachers, and staff in terms of emergency communication plan
 - 1.3.1 Notify administrative office of emergency situations
 - 1.3.2 In emergency situations, everyone should remain calm
 - 1.4 Make sure that disaster supplies are available such as first aid kit, flashlights, etc.
- 2 Emergency Situations
- 2.1 Fire
 - 2.1.1 At orientation, students should be informed of the Fire Safety guidelines and the procedures
 - 2.1.2 If fire is easily extinguishable, attempt to put off the fire. If not, sounds the nearest fire alarm and call the fire department.
 - 2.1.3 Everyone should walk away from the building
 - 2.1.4 Fire drills will be held a minimum of one per year
 - 2.2 Accidents
 - 2.2.1 If injuries are severe to require ambulance, the administrative staff should call 911.
 - 2.2.2 Instructor or staff member will complete an Incident/Accident report immediately and submit to the Campus Director.
 - 2.2.3 Copy of the report should also be submitted to the President
 - 2.2.4 Campus Director reviews and investigates the incident/accident
 - 2.2.5 Any student who is ill may be sent home. If in case of severe illness, the above procedure on accidents should be implemented.
 - 2.3 Bomb Threats
 - 2.3.1 Employees receiving a bomb threat should immediately notify the Campus Director or the President
 - 2.3.2 Employees receiving the call should keep the caller on the phone as long as possible and record the time and date of the call, what the caller said, information about the caller such as sex, age, speech patter, or accent and background noises.
 - 2.3.3 If the bomb threat is by mail, the mail, letter, package should not be handled. Notify the Campus Director or President.
 - 2.3.4 Campus Director should notify the police.
 - 2.4 Earthquakes
 - 2.4.1 Protect self from falling debris. Stay away from windows. Get under a table or desk
 - 2.4.2 During the actual shakings, do not run for exits or attempt to leave the campus
 - 2.4.3 Do not stand in a doorway.
 - 2.5 Campus Violence
 - 2.5.1 All staff should be responsible for maintain a workplace free of violence and act based on facts and circumstance involved.
 - 2.5.2 In case of fights, the available instructor or staff should try to pacify however when necessary, the Campus Director or President should be notified.
 - 2.5.3 IF the fight is becoming too physical, call 911.
 - 2.6 Evacuation Procedures
 - 2.6.1 The students, staff, and teachers should be made aware of the emergency evacuation plan that is posted in offices, classrooms, and hallways.

- 2.6.2 These evacuation plans should show the nearest exits.
- 2.6.3 Pack only what you need
- 2.6.4 Lock offices and turn off lights

Evaluation of the Safety and Security Plan

Introduction

The evaluation establishes if the plan on safety and security are adequate to adhere to the school's mission and goals

Objective

To provide safe and efficient services to students and employees which includes safe and healthy conditions of the offices and facilities which is essential to the school's success. To implement a comprehensive safety plan and evaluate the plan in accordance with all federal, state, and local safety codes (OSHA).

Plan

1. Persons responsible
 - 1.1 CEO
 - 1.1.1 Ensures compliance with federal, state, and local safety policies
 - 1.1.2 Communicate and coordinate safety training to all employees of the plan
 - 1.2 Campus Director
 - 1.2.1 Ensures all employees are aware of the plan and makes sure that all safety rules, plans, and programs
 - 1.2.2 Remain current on policies and procedures related to safety and loss prevention
 - 1.2.3 Follow procedures in reviewing investigations of all incidents/accidents and losses
 - 1.2.4 Authorize necessary expenditures to provide safe working conditions
 - 1.2.5 Keep and analyze accident records as require for accreditation
 - 1.2.6 Supervise incident/accident or loss investigations
 - 1.2.7 Review annually plans with President and employees
 - 1.3 Employees
 - 1.3.1 Work and observe safety rules in accordance to accepted safe practices such as administration of first-aid
 - 1.3.2 Report unsafe conditions and practices to the Campus Director
 - 1.3.3 Assist incident/accident or loss investigations
 - 1.3.3.1 Write up the report by completing the incident/accident report form
 - 1.3.3.2 Analyze the incident
 - 1.3.3.3 Immediate action should be taken to prevent recurrence
 - 1.3.3.4 Suggest long range action to prevent in the future
2. Procedures for inspection
 - a. The Campus Director assigns an employee an area of responsibility
 - b. A scheduled and surprise inspection should be done by the employee
 - c. Employee identifies possible areas that are potential risk area
 - d. Each employee should give the task to a regularly inspect, identify, eliminate, or control potential risk areas
 - e. Campus Director should be responsible for conducting on a quarterly basis building inspections
- f. Prepare and file Safety Inspection Report