

The Art Institute of Tampa
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime
Statistics Report
Revised September 1, 2021

The Art Institute of Tampa (The Art Institute) is providing the following information to all of its employees and students as part of The Art Institute's commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have any questions about any of the information provided in this material, please contact the Faculty Coordinator at (813) 393-5223.

CAMPUS SECURITY AND CRIME PREVENTION POLICY

The Art Institute's Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request. Employees receive a copy distributed via e-mail. The report is distributed to all students e-mail. The Report may also be found on the institution's public website, located at:

<https://d1dmo9jwh0r4qt.cloudfront.net/~media/ai/main/documents/student-consumer-information/tampa/crime-report-tampa.pdf>

REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES

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

Students and employees should promptly report all criminal actions and emergencies occurring on or around The Art Institute facilities to Faculty Director either in person or by calling (813) 393-5223. If the Faculty Director is not available, you may contact Culinary Chair, and the Tampa Police Department by dialing 911 or Art Institute Security at (813) 393-4357. For a complete listing of all Campus Security Authorities, please see page 2, under Campus Law Enforcement.

In the event of fire or medical emergencies, staff and employees should contact Tampa Police Department by dialing 911 and then notify the Campus Director and Art Institute Security.

VICTIM NOTIFICATION

The Art Institute will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by The Art Institute against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for these purposes.

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

All incidents are reported and documented on the Incident Report, which is sent to the Faculty Coordinator. Reports are kept in a secure location in the Faculty Coordinator's office. The statistics

included in the annual crime report are prepared by compiling campus crime statistics and data from campus security authorities, local police departments, and other relevant information by the Faculty Coordinator.

SECURITY AND ACCESS TO CAMPUS FACILITIES

It is the policy of The Art Institute that access to all campus facilities, be limited to authorized personnel, students, and invited visitors. Visitors are at all times subject to college policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times. Students, staff, and faculty are required to show a valid Art Institute identification card to gain access to campus facilities or services and may be subject to search.

ACCESS TO THE ACADEMIC BUILDINGS

Security Desks are located at the first floor main entrance. After hours, the building is protected with electronically locked security doors and devices including cameras and proper procedures are followed to ensure limited access to secured areas. Exterior lighting is provided around the building and parking areas, and shrubs and hedges are kept low for safety reasons. Suspicious persons may be questioned or asked to leave by security personnel.

CAMPUS LAW ENFORCEMENT

Persons employed as security personnel on the main campus 4401 North Himes Ave, Suite 150, Tampa, FL are instructed in security, security problems, specific college rules and regulations, and the proper procedures of how to enforce them. These procedures and rules and regulations are reviewed periodically to ensure that security needs are being met. Security personnel on campus report directly to the VP of Operations.

Unarmed security personnel at the college are there at the direction of the college, and are to assist students, faculty and staff of The Art Institute. Someone is on duty during the hours of Monday – Thursday 7AM to 10:30PM and Friday 7AM to 6PM. They are responsible for ensuring that persons entering the building are employees, students, and their families or invited guests. They are authorized to request identification from those individuals, who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. They have the authority to evict unauthorized persons from the premises. Students are advised to carry their Art Institute Photo ID card at all times and to present them upon request. Security personnel may not make arrests, but are instructed to promptly contact the Tampa Police Department and the Faculty Coordinator if any illegal activity occurs.

Campus Security Authorities at The Art Institute include police officers who can make arrests, security officers and any official of the institution who has significant responsibility for student and campus activities, including student discipline, student judicial affairs and student life. The president or his designee may identify other officials as it is deemed necessary. The Art Institute Campus Security Authorities are:

Title	Phone
Faculty Coordinator	(813) 393-5223
Culinary Chair	(951) 551-2141

All members of the campus community are encouraged to report crimes or criminal activity to any campus security authority listed above. This list of Campus Security Authorities is subject to modification, and is not intended to be all inclusive due to changes in responsibilities within the institution.

In accordance with the Clery Act regulations, Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. The institution does not employ any “Pastoral” or “Professional Counselors”.

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

For additional information on Student Support Services, please contact the Faculty Coordinator at 813-393-5211.

The Art Institute maintains a Daily Crime Log of all criminal incidents reported to the institution. The *Daily Crime Log* includes the date and time the incident occurred, the nature of the offense, the location of the offense, the offense allegedly committed and the disposition of the complaint if known. The Daily Crime Log is available for public inspection in the Monday – Thursday 7AM to 10:30PM and Friday 7AM to 6PM during normal business hours.

RELATIONSHIPS WITH LOCAL AND STATE POLICE

The Art Institute is located in Tampa, FL. The Art Institute maintains close working relationships with the Tampa Police Department with periodic contact initiated by Art Institute designated campus security authorities to ensure that The Art Institute is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provided for timely warning reports on crimes that represent a continuing threat. The institution does not have any agreements or memoranda of understanding with law enforcement. The data received from the Tampa Police Department is maintained in the office of Student Affairs.

TIMELY WARNINGS

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

The decision to issue a timely warning is based on the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. The timely warning should allow the members of the campus community protect themselves. Timely warning reports are provided to the campus community in a variety of ways so that the warning will be able to reach the entire campus community. The timely warning includes information about the crime that triggered the timely warning and all information that will promote safety and that would aid in the prevention of similar crimes. Once The Art Institute determines the content of the warning, timely warning reports are provided through a variety of mechanisms, including the emergency notification tool 'My Campus Alert', the student portal site, the school website, email, posters, letters and flyers and digital signage.

Information regarding registration for the My Campus Alert System is available under the section of the Clery Report titled "Emergency Notification" and in the Student Affairs office. Every student can update their My Campus Alert System contact preference via the student portal homepage. Students can do this via the button entitled 'Update Profile / My Campus Alert'.

PROGRAMS TO INFORM STUDENTS ABOUT CAMPUS SECURITY

All new Art Institute employees and students are instructed on crime awareness, prevention and campus security during orientation, and are encouraged to take responsibility for their own security, as well as the security of their fellow classmates. During the New Student Orientation process new students receive information on campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans at the main campus and procedures for reporting any criminal activity or emergency. The program encourages students and employees to be responsible for their own security and the security of others.

In addition The Art Institute engages in e-mail campaigns to provide educational information on health, safety and security. These campaigns include topics regarding prevention and awareness of rape, suicide, substance abuse and other relevant issues.

Art Institute Faculty Coordinator, as well as Culinary Chair, encourage victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. However, the names of victims or witnesses who provide information on criminal offenses are not disclosed in the annual disclosure of crime statistics and are maintained by The Art Institute in a secure location in the office Student Affairs.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES

The Art Institute also provides e-mail campaigns designed to heighten awareness of crime and its prevention. Topics included in these informational programs are personal safety, living in a city, crime prevention, basic safety, and neighborhood watch programs.

Students are requested to review The Art Institute's *Student Handbook* where sections discussing Crime Awareness and Campus Security and Student Conduct Policy can be found. Employees are requested to review The Art Institute's *Employee Handbook* where information regarding Standards of Conduct and Safety can be found.

OFF-CAMPUS STUDENT ORGANIZATIONS

At the present time, The Art Institute does not have any off-campus student organizations.

DRUG AND ALCOHOL POLICIES

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a "Drug Free Schools and Campuses" publication, the Drug Prevention Policy, is provided to all Art Institute students and employees annually.

Pursuant to federal and state drug laws, employees and students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. The Art Institute also enforces state laws regarding underage drinking. This prohibition applies while on the property of The Art Institute or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from The Art Institute or termination of employment.

For more information please refer to the Drug and Alcohol Prevention Program and the Drug-Free Workplace and Campus Program.

<https://d1dmo9iwh0r4qt.cloudfront.net/~media/ai/main/documents/student-consumer-information/tampa/drug-alcohol-policy-tampa.pdf>

WEAPONS POLICY

Possession or use of firearms, fireworks, ammunition, or other dangerous weapons or materials is prohibited on Art Institute owned or controlled property, at college-sponsored activities.

PROGRAMS AND PROCEDURES REGARDING SEXUAL VIOLENCE

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

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

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

- Domestic Violence - (i) A felony or misdemeanor crime of violence committed— (A) By 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, or (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.
- 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. (i) 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. (ii) For the purposes of this definition— (A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. (B) Dating violence does not include acts covered under the definition of domestic violence.
- Sexual Assault - An offense that meets the definition of rape, fondling, incest, or statutory rape. Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. A. Fondling—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. B. Incest—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. C. Statutory Rape—Sexual intercourse with a person who is under the statutory age of consent.
- Stalking (i) 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. (ii) For the purposes of this definition— (A) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. (B) Reasonable person means a reasonable person under similar circumstances and with similar

identities to the victim. (C) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Educational programs promoting the prevention and awareness of rape, acquaintance rape, domestic violence, dating violence, stalking and other sex offenses are provided to all incoming and current students and new and current employees annually via an interactive, online learning module. The training:

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- Defines what behavior and actions constitute consent to sexual activity in Florida;
- Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander. For instance, in a situation involving sexual assault, dating violence, or stalking, a bystander should minimize risk and:
 - Approach everyone as a friend;
 - Not be antagonistic;
 - Avoid violence;
 - Be honest and direct whenever possible;
 - Recruit help, if possible;
 - Keep safe; and
 - If things get out of hand, contact the police.
- Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to minimize the risk of potential attacks. Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe.
 - Warning signs of dating and domestic violence include:
 - Being afraid of your partner;
 - Constantly watching what you say to avoid a “blow up;”
 - Feelings of low self-worth and helplessness about your relationship;
 - Feeling isolated from family or friends because of your relationship;
 - Hiding bruises or other injuries from family or friends;
 - Being monitored by your partner at home, work or school; and
 - Being forced to do things you don’t want to do.
 - If you are being abused or suspect that someone you know is being abused, speak up or intervene.
 - Get help by contacting the Dean of Academic Affairs or other Art Institute Officials
 - Learn how to look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners
 - Consider making a report with local police or campus security
 - Consider getting a protection from abuse order or no contact order from a local judge or magisterial justice; and
 - Trust your instincts—if something doesn’t feel right in a relationship, speak up or end it.

The online learning module is available to students at any time. To access the training, log on to the student portal and click on the link below:

https://d1dmo9iwh0r4qt.cloudfront.net/~media/ai/main/documents/student-consumer-information/_shared/ai-save-training-handbook.ashx?modified=20181016171337&la=en

Employees may access the training via the Learning Management System (LMS).

Brochures on sexual assault issues are available in the Administrative Offices should a student or employee report to the institution that he or she has been a victim of domestic violence, dating violence, sexual assault, or stalking . It is the student(s) option to notify the appropriate law enforcement authorities, including on-campus security authorities and local police. At the student's request, Campus Director or other Art Institute officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

- Go to a safe place following the attack.
- Do not shower, bathe, or destroy any of the clothing you were wearing at the time of the attack. It is important that evidence be preserved for proof of a criminal offense or assistance in obtaining a protection order.
- Go to a hospital emergency room for medical care.
- A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute. Even if you do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.
- Call someone to be with you; you should not be alone.
- You are also encouraged to preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to hearing boards/ investigators or police.

It is also recommended that victims call the Rape Crisis Hotline at (888) 617-3362. It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, The Art Institute staff will assist the victim in notifying law enforcement authorities. If the victim needs additional counseling services beyond those identified below, The Art Institute staff will assist in identifying off-campus counseling or mental health services.

If the victim does not want to pursue action with The Art Institute's system or the criminal justice system, the student still may want to consider making a confidential report. With the student's permission, the Campus Director, can file a report on the details of the incident without revealing the student's identity. The purpose of the confidential report is to comply with the student's wish to keep the matter confidential, while taking steps to ensure the safety of the student and that of others.

Any member of the college community may file a complaint against any student, staff or faculty member.

- The complaint shall be prepared in writing or in an incident report and directed to the Title IX Coordinator or his/her delegate.
- The written complaint or incident report should include the nature of the offense, date, approximate time and location of incident. The name of the victim, offender and any witness/s may be included.

After any campus sexual assaults are reported, the victims of such crimes have the right to request that The Art Institute personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants. These measures may include:

- Providing an escort to ensure the alleged victim can move safely between classes and activities.
- Ensuring that the alleged victim and the alleged perpetrator do not attend the same classes.
- Providing referral to counseling services or providers.
- Providing academic support services, such as tutoring.

- Arranging for the victim to re-take a course or withdraw from a class without penalty.

In addition, The Art Institute will take the necessary measures, within reason, to comply with any protection orders, or no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil or tribal court which The Art Institute becomes aware.

Victims will receive written notification about options for, and available assistance, in changing academic, transportation, and working situations, if so requested by the victim.

Rape crisis centers or mental health agencies available to assist a victim of sexual offenses include: Crisis Center of Tampa call 211 or Rape Crisis Center, Suncoast at (800) 962-2873. Written notification to students and employees about their rights and options regarding existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for victims both on-campus and in the community will be provided.

PROCEDURES TAKEN BY THE ART INSTITUTE ONCE SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, OR STALKING HAS BEEN REPORTED; DISCIPLINARY ACTION AND SANCTIONS

Upon learning of possible sexual violence involving a student, regardless of whether the victim chooses to report the incident to law enforcement, The Art Institute will take immediate action to investigate or otherwise determine what happened. Such action may include, but is not limited to, speaking with the alleged victim, hereby referred to as the “Complainant”, the alleged perpetrator, hereby referred to as the “Respondent”, and other potential witness as appropriate and reviewing other evidence if available.

Pending a final determination, the Title IX Coordinator or designee will take appropriate interim measures. These measures may include, but are not limited to, the imposition of a no-contact order and/or employment, transportation, academic modifications. The Title IX Coordinator or designee may limit a student or organization’s access to certain Art Institute facilities or activities pending resolution of the matter. The Title IX Coordinator may impose an Interim Suspension on the Respondent pending the resolution of an alleged violation when the Title IX Coordinator determines, at their sole discretion, that it is necessary in order to protect the safety and well-being of members of The Art Institute community.

On-campus disciplinary procedures against students will be in accordance The Art Institute’s published Sexual Misconduct & Relationship Violence Policy & Procedures for Resolving Complaints Affecting Students, which are prompt, fair, and impartial from the initial investigation to the final result. The Title IX Coordinator will receive annual training related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

The Respondent will receive written notice of the report and the nature of the alleged misconduct. He/She will be advised in writing of the investigation process and opportunity to provide any relevant evidence.

The investigation will generally be conducted by the Dean of Student Affairs for the campus (or any other individual appointed by the Title IX Coordinator) if the Respondent is a student. If the Respondent is a faculty or staff member, Employee Relations will also participate in the investigation.

The investigator will separately interview Complainant and Respondent. Both parties will be able to provide evidence and suggest other witnesses to be interviewed. The investigator will interview other relevant witnesses and review any other available relevant evidence. Both the Complainant and Respondent can have another individual present during their own respective interviews. If the

Complainant or Respondent elects, they may have an attorney present during their own interview, but said attorney may not advocate during the interview.

The investigator will present all evidence to the Title IX Coordinator (or his/her designated Deputy Title IX Coordinator). In all cases, the Title IX Coordinator or the designated Deputy Title IX Coordinator will be appropriately trained regarding handling and considering sexual misconduct and relationship violence cases.

The Title IX Coordinator will weigh the evidence presented and decide whether additional evidence is necessary for consideration. The Title IX Coordinator will determine whether it is more likely than not that a violation occurred. The standard of evidence that will be used is preponderance of the evidence. This is a burden of proof in which it is determined to be more likely than not, or at least 51% certain, that the violation has in fact occurred.

The institution reserves the right to convene a Determination Panel to review the evidence and make the determination in appropriate circumstances.

If the Respondent is an employee, the investigator will present all evidence to the Ethics Committee of the Art Institute. The Ethics Committee will be appropriately trained regarding handling and adjudicating sexual misconduct and relationship violence cases. The Ethics Committee will weigh the evidence presented and make a determination of whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred.

If The Art Institute determines that sexual violence may have occurred, the institution will take steps proactively designed to promptly and effectively end the sexual violence or the threat of sexual violence, prevent its recurrence, and address its effects regardless of whether the alleged actions are subject to criminal investigation.

For this purpose, the outcome of a disciplinary proceeding means only The Art Institute's final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination may include but are not limited to coaching, training, probation, suspension, or expulsion in the case of students or coaching, training, written warning, demotion, or termination in the case of employees.

Both the Complainant and Respondent will be notified simultaneously in writing of the outcome of the investigation and of the sanctions imposed, if any.

If the Complainant or Respondent is a student, he or she may appeal the outcome determination by written appeal to the Campus President within 15 days of notification of the outcome. An appeal may be made based only on one or more of the following reasons:

- New and significant evidence appeared that could not have been discovered by a properly diligent charged student or complainant before or during the original investigation and that could have changed the outcome.
- The Finding is Arbitrary and Capricious: Reading all evidence in the favor of the non-appealing party, the finding was not supported by reasonable grounds or adequate consideration of the circumstances. In deciding appeals, the Campus President is allowed to make all logical inferences in benefit of the non-appealing party.
- Disproportionate Sanctions: The sanctions were disproportionate to the findings.

The appeal shall consist of a written statement requesting review of the conduct decision or sanction and explaining in detail the basis for the appeal. The Campus President, or designated representative, will notify the non-appealing party of the request for an appeal. Within five working days of receipt of the notice, the non-appealing party may submit a written statement to be included in the case file. The appeal may proceed without the non-appealing party's written statement if it is not submitted within the designated time limit. The Campus President will endeavor to make a determination of the appeal within 15 days of receipt. The President's decision is final. [No appeal rights for employees who are Respondents]

The complete Sexual Misconduct & Relationship Violence Policy & Procedures for Resolving Complaints Affecting Students may be found in the student handbook.
<https://d1dmo9iwh0r4qt.cloudfront.net/~media/AI/Main/documents/academic-catalog/2020/Handbooks/Miami-Tampa-Handbook.pdf>

INFORMATION REGARDING REGISTERED SEX OFFENDERS

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available from Tampa Police Department. Information is also available online at: <https://www.tampagov.net/police/programs/sexual-offenders-and-predators> . On-campus computer labs with Internet access are available for you to view the above Web site on the first and second floors during the hours of 8AM – 11PM.

CRIME STATISTICS

Statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act. The Art Institute prepares the crime statistic policies annually by gathering all reported data and preparing a report for its employees and students. Moreover, local/state police agencies are contacted by Faculty Coordinator to maintain a working relationship and formulate statistics for the annual crime statistics report. The chart includes statistics available to The Art Institute concerning the occurrences on The Art Institute's campus, noncampus building(s) or property (ies), and on public property, which were reported to the local police agencies or the institution.

REPORTING AREA

The Art Institute reports statistics from all property owned or controlled by the college. Information relative to areas adjacent or contiguous with Institute facilities has been provided by Tampa Police Department.

For purposes of the Clery Act, The Art Institute campus is defined as:

- | | |
|---------------------------|--|
| Main Academic Facilities: | 4401 North Himes Ave, Suite 150, Tampa, FL |
| Public Property: | includes the area immediately adjacent to the campus, and the thoroughfare between the campus and parking facility |

EMERGENCY NOTIFICATION

At The Art Institute, the safety of our students, faculty, and staff is of primary importance and we all are committed to preventing situations that could cause harm to any member of our community. Sometimes emergencies do occur, however, and in the event of an emergency, it's critical to stay informed. That's why The Art Institute offers an electronic emergency notification system, called My Campus Alert.

What is it?

In an emergency, *The Art Institute My Campus Alert* System enables authorized college officials to inform members of The Art Institute community about emergency situations through mechanisms other than regular college email, telephones, or building alarms. However, in addition to *My Campus Alert*

System, additional methods of notifications used may include emails, phone trees, campus websites, and digital signs.

How does it work?

My Campus Alert System is a system that can transmit short notifications by email to any outside email address, by text message to a cell phone, or by voice message to an off-campus cell phone or telephone anywhere in the U.S., as well as to on-campus email addresses and telephones. The messages are initiated by a member of the college's crisis communication team only when required for safety purposes. Your personal information and the My Campus Alert system will never be used for any purpose other than emergency notification.

How do I register?

All students, faculty and staff are automatically registered via their school e-mail account. Every student can update their My Campus Alert System contact preference via the student portal homepage. Students can do this via the button entitled 'Update Profile / My Campus Alert'. While additional emergency contact information may be collected directly through human resources or by the registrar, entering your preferred contact information at *The Art Institute My Campus Alert System* is the only way to ensure that you will receive emergency notification promptly.

Why is this important?

The information in the emergency notification system will be used primarily to contact all members of the campus community in case of emergency, an evacuation due to a natural disaster, or some other urgent situation that requires rapid, wide-scale notification of The Art Institute community as determined by the college's senior administration.

Questions?

For further assistance about registering with *My Campus Alert System*, please contact VP of Operations, at (813) 393-5211. If you need help accessing your Art Institute faculty or student email, contact the Service Bureau at (305) 428-5690.

EMERGENCY NOTIFICATION AND EVACUATION POLICY

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

In the event of a report of a dangerous or emergency situation to any staff member, the staff member will contact the Campus President or any other Executive Committee member (VP of Operations, Faculty Coordinator and Director of Financial Services) to report the situation. The Campus President or Executive Committee member will then review the situation, and if appropriate confer with local law enforcement or other first responders, to confirm the issue(s) involved and determine if activation of the Emergency Notification system is warranted.

Process used to determine the appropriate segment(s) of the campus community to receive notification:

In the event of a confirmed emergency situation, the Campus President or Executive Committee member will determine the appropriate segments of the campus population to receive notification and determine the content of the notification (i.e., how much information is appropriate to disseminate at different points in time), which will then be passed on to the staff members for immediate dissemination to the campus community via blast email and/or verbally to all students/staff present on campus providing the notification would not compromise the ability to contain the emergency or endanger additional students or staff members. If appropriate, VP of Operations will activate *My Campus Alert System*. The only reason that The Art Institute would not immediately notify the campus community is if doing so would compromise efforts to assist a victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency.

The following individuals are responsible for determining the validity of an emergency or dangerous situation and initiation of the Emergency Notification system in order of priority:

1. VP of Operations
2. Faculty Coordinator
3. Student Success Advisor

Procedure used to notify the campus:

Upon the confirmation of a significant emergency or dangerous situation involving the immediate threat to the health or safety of student or staff occurring on the campus, The Art Institute will immediately notify the campus community, unless issuing a notification will compromise efforts to contain the emergency.

The Art Institute will utilize its Senior Staff and Executive Committee members to inform all students and employees on campus of the need to immediately evacuate the premises to a safe location. If the situation allows, VP of Operations will also immediately activate the *My Campus Alert System* to send out a notification of the need to evacuate the campus to the designated contact information within the *My Campus Alert System*. Depending upon the nature of the emergency, the Campus President, another Executive Committee member or the senior staff member on campus will determine if the notification would compromise the ability to contain the emergency or endanger additional students or staff members.

The emergency response and evacuation procedures are publicized on an annual basis to all students and faculty through dissemination of this report via e-mail.

The campus emergency notification protocols and procedure are reviewed with each staff member at orientation and subsequently in staff and faculty meetings. Practice drills are conducted at least annually to assure effectiveness of the plan. A description of the practice drill exercise along with a record of the date, time and whether it was announced or unannounced is maintained by the Campus Director.

SAFETY TIPS

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

At Home

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

When Walking

- Plan the safest route to your destination and use it. Choose well-lighted busy pathways and streets, avoiding alleys, vacant lots, or construction sites. Take a longer way if it's safer.

- Know your neighborhood and the campus. Find out which buildings are open late (or early) and where you go to summon help if needed.
- Carry your purse close to your body and keep a firm grip on it. Carry a wallet in an inside coat or side trouser pocket, not in the rear trouser pocket.
- Don't flaunt expensive jewelry, clothing, or "flash" cash.
- Have your car or house key in hand and ready as you approach your vehicle or home.
- Never hitchhike.

While Traveling

- Keep doors locked and windows rolled up, especially at stoplights. Always lock your car and take the keys. Keep valuables out of sight in the trunk. Park in areas that will be well-lit when you return. Check the back seat and the area around the car before getting in.
- Car Trouble: Raise the hood. Put on emergency flashers. Stay inside the car and lock the doors. Ask anyone who stops to help to call the police or the nearest service station for you.
- On public transportation, wait in well-lit areas near other people. If someone bothers you, move to a more populated area of the bus or train.

Responding to an Attack

In any situation, your goal is to get away with the least injury to yourself. If an attacker only wants your valuables, give them up. Valuables can be replaced; your life can't. Notify local police immediately.

Learning to defend yourself is a good idea. However, don't overestimate your abilities. It may take lots of practice before you can use the techniques effectively.

Art Institute of Tampa

4401 N. Himes Ave, Suite 150 Tampa FL 33614

Police Statistics (Check One):

Yes, local and/or state law enforcement statistics are included:

No, statistics provided by law enforcement were for an unreasonably contiguous area which would not accurately reflect crimes that occurred on the Institutes' campus, public property, and non-campus buildings or property

No, local and/or state law enforcement agency did not comply with our request for statistics

School Sponsored Housing Locations (housing locations within 1 mile of the campus ONLY) :

Name of Facility

Address

No Housing (check here):

Non Campus Buildings/Property (including housing that is more than 1 mile from the campus):

Name of Facility

Address

No Non Campus Buildings (check here):

**Public property includes the sidewalks immediately adjacent to the campus

