

STUDENT SAFETY

Students shall become familiar with emergency procedures.

Closure/ Cancellation of Classes

The Center normally follows the Houston Independent School District **school closure** announcements. However, when the Center must make a closure decision independent of HISD the closure decision will be posted on the Center's website, www.paralegal.edu, on Blackboard, and announced on the school's telephone recording.

If online classes are somehow disrupted or delayed students may contact the Center's *Help Desk* at 866-529-5770 or look for information regarding the matter on the website.

Campus Emergency Situations

When the Center confirms a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff, all those on campus will be notified. Confirmation of a significant emergency is determined by the administration's validation of a real and/or perceived threat based on local/national news reports, situations reported by building management or local police, danger to campus through threatening statements, use of weapons, and validation of danger in immediate proximity to the campus. Taking into account the safety of the campus community, notification will be made, without delay unless in the professional judgment of the administration such efforts will compromise the ability to assist potential victims. Confirmation and content of notification as well as determination of who to notify will be made by the administration. Notification will take place as follows:

- First, staff members are directed to contact 911 in confirmed dangerous and significant situations.
- Secondly, designated staff members who are aware of the situation will, if able, walk to the classrooms and library, notify students and instructors of the situation, and request they leave the premises quickly, quietly and as directed by the emergency exit signs found in each classroom.
- When staff members are unable to leave the administrative offices, the designated staff members will notify each instructor of the emergency and need for evacuation through text message.
- This notification and evacuation procedure will be tested annually.

Fire

In case of fire, all students must first rely on fire exit signs placed in each classroom. Stairs are always utilized in place of elevators. All those leaving the premises should evacuate to the parking lots north or west of the school and out of range of injury. Fire drills may be conducted as determined by the administration.

Natural Disasters and Threat of Terrorism

Eminent danger caused by natural disasters and perceived threat of terrorism may require students and faculty to be released from the premises upon notification by the administration. Exit should be made to the first floor of Corporate Plaza III and the campus community will be directed to leave the vicinity.

Flood

When flooding is eminent, the administration shall release the students from school.

Medical Emergencies

Students who observe or assist with medical emergencies of a serious nature on the Center's campus must notify the administration immediately so that 911 may be contacted. All medical situations taking place on the property of the Center must be reported in writing by the students and/or instructor involved within 24 hours of the situation. If medical assistance is necessary, but minor, a medical kit may be found at the front office.

Security

The Center is located in a secure office complex. Security personnel located within the three-building complex are easily accessible. The buildings are also monitored by electronic alarms in addition to the Center's electronic security system. See also page (19) of Student Handbook.

The Center encourages students to report promptly and accurately any criminal activity they may observe at the Center to the administration and the Houston Police Department. The Center's personnel will assist students in notifying the proper authorities if they so desire.

DRUGS & ABUSE POLICY

Please be aware that the administration reserves the right to terminate any student who does not reflect an attitude conducive to a positive learning environment. This includes the use or distribution of drugs and alcohol on the school property and/or as part of a school activity as well as inappropriate attitudes and acts believed to be associated with the use of drugs and alcohol. Furthermore, in Texas, the punishment for unlawful possession or distribution of illicit drugs and/or alcohol can range from a \$200.00 fine to life imprisonment. A federal or state drug conviction can disqualify a student for Financial Student Aid funds.

For more facts about specific drugs go to www.abovetheinfluence.com

This site is developed by the White House Office of National Drug Control Policy (ONDCP) with teens in mind. However, the information is pertinent to students of all ages. Please review the site for information pertaining to health risks associated with the use of illicit drugs and alcohol and information on prevention of drug and alcohol abuse.

Local Contacts

Alcoholics Anonymous Area Intergroup - (713) 686-6300.

Narcotics Anonymous 24 Hour Help Line - (713) 661-4200.

National Contact

Center for Substance Abuse Treatment and Referral Hotline – 1-800-662-HELP

COUNSELING SERVICES

The Academic Counseling at the Center is available to students from instructors for each individual class. The Academic Dean and Director are also available for academic consultations.

The Center has made available a psychologist who can, by appointment, visit with students having difficulty personally, emotionally, or professionally. Referrals to the psychologist and substance abuse treatment centers will be made through the administration upon request.

The Center's Placement Director is available to counsel with students concerning employment ambitions and opportunities, resume writing, interview preparation, etc. See also pages (24 and 25) of Student Handbook.

EMERGENCY AND CRIMINAL ACTION REPORTING POLICY AND PROCEDURE

Criminal Activity includes but is not limited to:

Murder/Non-negligent manslaughter
Forcible and non-forcible sex offenses
Robbery
Aggravated Assault
Burglary
Motor Vehicle Theft
Arson
Hate Crimes
Liquor Law Violations
Drug Abuse Violations
Weapons Possession

Current campus policies regarding procedures for students include the following:

Any crime, potential crime or illegal activity taking place on the premises of this institution must be reported immediately to the administration. In Emergency Reports will be processed within 24 hours of the reported activity and an Emergency Reply will be distributed within three business days of the processed Emergency Report.

The Center encourages students and employees to report promptly and accurately any criminal activity observed at the Center to the Administration and the Houston Police Department. The Center's personnel will assist students in notifying the proper authorities.

Annual crime statistics shall be prepared by the Center's Campus Security Administrator. Compilation of crime information includes statistics received from campus reports and the local police. Once the information is compiled it is submitted by the Center's Compliance Liaison to the United States Department of Education and provided for review to students, employees and potential students and employees at www.paralegal.edu under the heading of "News & Resource Reports". A paper copy will be provided upon request.

The Center is located in a secure office complex. Security personnel located within the three-building complex are visible and accessible 24/7. The buildings are also monitored by electronic alarms in addition to the Center's electronic security system. Security personnel have the ability to detain suspected offenders and do not have agreements with local police agencies to investigate alleged crimes. Police will be summoned immediately upon serious suspicion and/or occurrence of criminal activity in order to begin investigation and processing procedures as necessary.

The Center encourages students and employees to be responsible for their own security and the security of others and inform them about the prevention of crimes in Student Orientation which occur on or before the first day of each new class start.

The Center reserves the right to terminate any student or employee who possesses, uses or sells drugs and alcohol on the school premises as well as any student or employee who expresses inappropriate attitudes and acts believed to be associated with the use of drugs and alcohol. This policy includes the Center's enforcement of state underage drinking laws.

Literature concerning drug and alcohol rehabilitation programs in the Houston area can be obtained from the front office.

Brochures addressing the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses are made available during New Student Orientation.

Students involved in or a witness to a sexual offense must report such an offense immediately to the administration. A written statement will be requested, if possible, and entered into the student's file as well as into the Center's annual security report. The Center encourages all students and employees to report all criminal sexual offenses to the Houston Police Department. Evidence of such an offense should be preserved as proof of the incident. Appropriate law enforcement officials should be notified immediately. The Center's personnel will assist in this notification if requested.

Rape Crisis is an organization that provides counseling and information promoting awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. The Center will assist in contacting this and other similar organizations upon request of the student.

The Center will change, if possible, a victim's class schedule after the alleged sex offense is reported and if requested.

Disciplinary actions include:

- a. Both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.
- b. The accused and accuser will be questioned by the appointed administrator.
- c. The accused and the accuser will be notified of the outcome of any institutional disciplinary action.
- d. The accused and the accuser will be informed of the school's final determination and any school disciplinary proceeding and sanction imposed against the accused.
- e. Sanctions imposed following a final determination that rape, acquaintance rape, or other forcible or non-forcible sex offenses have occurred will involve immediate termination of the accused. The institution will encourage the accuser to notify the proper authorities of this crime.

The previous information, including crime statistics, is available to students, employees and prospective students and employees via the Center's web site, (www.paralegal.edu), campus bulletin boards, and will be provided as a paper copy upon request.

Houston Police Department

Emergency Police Response	911
Building Management/Security	(713) 529-1122
Accident Division	(713) 247-4072
Auto Theft	(713) 308-3500
Burglary and Theft	(713) 308-0900
Sex Crimes	(713) 308-1180
Family & Protective Services	(800) 252-5400
Children's Protective Services	(713) 394-4000
Crisis Hotline	(713) 228-1505
Rape Crisis Hotline	(713) 528-7273
Aid to Victims of Domestic Abuse	(713) 224-9911
Narcotics	(713) 308-3300
Homicide	(713) 308-3600

The Center will provide timely warning to students of any occurrence of crime that is reported to security or local police agencies and are considered to represent a threat to students.

Students in Online Interactive Instruction™ courses will be notified of any occurrences of crimes that are considered a threat to students at that may disrupt the presentation of online instruction.

SEXUAL OFFENSE POLICY

Reporting Procedures

Students of the Center who are involved in or witness to a sexual offense must report such an offense immediately to the administration. A written statement will be requested, if possible, and entered into the student's file as well as into the Center's security report.

The Center encourages all students to report all criminal sexual offenses the Police Department in their area. Evidence of such an offense should be preserved as proof of the incident. The phone number to reach the Sex Crimes department in Houston is (713) 308-1180.

Academic Changes

It is in the student's best interest to report knowledge of or participation in any and all sexual offenses occurring within the Center's facility. If requested, and possible, a student's class schedule may be altered as a result of becoming a victim of such activity.

Disciplinary Actions

A student accused of an alleged sex offense will be questioned by the administration as will the accuser.

The accused and the accuser have the right to have others present during such a disciplinary hearing. The accused and the accuser shall be notified of the outcome of any institutional disciplinary action.

The accused and the accuser will be informed of the school's final determination and any school disciplinary proceeding with respect to the alleged sex offense and any sanction that is imposed against the accused.

Sanctions

Sanctions imposed following a final determination that rape, acquaintance rape, or other forcible or nonforcible sex offenses have occurred will involve immediate termination of the Accused. The institution will encourage the accuser to notify the proper authorities of this crime.

Sexual Assault Prevention

Rape Crisis is an organization that provides counseling and information promoting the awareness of rape, acquaintance rape, and other forcible and nonforcible sex offenses. Call local Rape Crisis at (713) 528-7273 or refer to rape crisis constituencies in your area.

SEX DISCRIMINATION POLICY

No student shall be discriminated against based on sexual orientation. If a student believes such discrimination has occurred these procedures are to be followed.

Actions

A student who believes he or she has been subject to unlawful discrimination based on sexual orientation shall bring his or her written grievance to the administration. The administration shall immediately investigate the allegations contained in the complaint to determine if there has been a violation of the Center's efforts for compliance with federal regulations.

In the event that the administration determines no discrimination has occurred, or if the remedial steps recommended by the administration are unacceptable to the aggrieved party, then, should the aggrieved party decide to proceed further, the following steps shall be taken:

- 1) The aggrieved party shall submit to the Board of Directors exceptions to the findings of the administration specifically designating his or her objections thereto.
- 2) Such written exceptions shall request that the Board of Directors review, investigate, and resolve the matters contained in the complaint.
- 3) The Board of Directors will hold hearings, hear testimony, and examine documents in connection with the complaint. Such hearings shall be conducted so as to afford the aggrieved party full procedural due process, including the right to appear in person and with counsel.
- 4) The decision of the Board of Directors shall order whatever remedial steps are necessary, if any, to bring the Center in compliance with Federal regulations.
- 5) The aggrieved party shall be notified in writing of the decision of the Board and any steps to be taken by the Center.

The grievance procedures shall be completed within 30 days of notification of the administration.

