

Computer Tutor Business and Technical Institute  
2015-2016  
Annual Security Report  
Clery Act

(Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act)

## **Introduction**

The mission of Computer Tutor Business and Technical Institute is to provide consistent high-quality instruction and motivation in a positive learning environment. The welfare and education of students and employees are our primary focus. Together, we work toward building skilled individuals and a successful company to serve the needs of the community.

## **Accountability**

The safety of students, staff and visitors is an important concern of CTBTI and this document has been prepared to increase your knowledge of our policies, procedures and disclosures of our campus security as required by the Clery Act (Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act). This report will be updated every October 1<sup>st</sup> of the year under supervision of the director. Responsibility for complying with these standards rests with:

George Rawe, Director CTBTI

4300 Sisk Rd

Modesto, CA

209-545-5200

[george@computertutor.com](mailto:george@computertutor.com)

Our campus complies with all other HEA safety and security related requirements and are included in our compliance with the Clery Act. Our annual security report (ASR) includes a daily crime log and is available to view upon request. Our security report crime statistics and definitions are included in our ASR and are available for staff and students to view on our website under consumer disclosures, Clery Act. Each student is notified of the existence of this report and instructions for viewing upon enrolling in the school.

## **Campus Crime Statistics**

Computer Tutor Business and Technical Institute's Campus Crime Statistics (covering the previous three years) list crimes reported to the Director that occurred on-site or in it's immediate surrounding area. The data follows at the end of this report.

## **Access to Campus and Safety Procedure**

Access to campus is generally limited to staff, students and approved visitors. Entry doors to school are located within site of staff and guests are monitored. The school is open Monday through Thursday at 6:45 a.m. and closed at 5:40 p.m. The security alarm is set every evening and the code only known by Director and two staff assigned to open and close building. Visitors are escorted during their visit on campus. All visitors fill out a form with identifying information before tour. If at anytime staff feels unsafe or concerned, they are instructed to bring it to the Director's attention and/or call 911.

## **Reporting Procedure**

If at anytime staff or students witness a crime or are the victim of a crime, they are to report it immediately to the director or front office staff if director is unavailable. If they feel it necessary to call 911 or law enforcement first, they are encouraged to do so. A report will be taken, an investigation coordinated, and handled in a timely manner. All parties involved will be kept informed in writing as to outcomes. The Director will make any accommodations that are necessary to facilitate the victim, such as escort to car or changing class schedule if needed. The

Director will continue to monitor the situation and advise.

### **Crime Awareness and Prevention**

Any member of the campus community who wishes to obtain information regarding any local sex offenders, information can be found at <http://www.meganslaw.ca.gov>. Upon beginning employment or education at CTBTI, individuals are made aware of safety protocol and expectations of vigilance. CTBTI encourages students and employees to be responsible for their own security and the security of others, in addition to following the security measures and practices already in place at the school and posted on the bulletin board in student breakroom.

### **Drug and Alcohol Abuse and Prevention**

Computer Tutor Business and Technical Institute maintains a drug-free campus. Alcohol and drug use will not be tolerated. Any student or employee found in possession of, or under the influence of, illegal drugs or alcohol on school property will be subject to disciplinary actions up to and including suspension or dismissal. In addition, students found in violation of local, state or federal laws will be referred to the Stanislaus County Sheriff's Office.

### **Legal Sanctions**

There are numerous federal, state, and local statutes and ordinances relating to the manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol. These statutes impose legal sanctions for both felony and misdemeanor convictions related to violations of applicable laws and ordinances. Detailed information regarding these statutes, which may change over time, is available from school administration. Scheduled drugs considered to be controlled substances are listed in Schedules I through V of the Controlled Substances Act (29 U.S.C. 812), and are further defined by regulations 21 CFR 1308.11 through 1308.15. Copies of the Act and regulations are available for review on the Drug Enforcement Agency's website (<http://www.usdoj.gov/dea/agency/csa.htm>).

In brief, California state and federal laws include:

1. The manufacture, sale, or distribution of all scheduled drugs is a felony, which could result in serving time in prison; simple possession of controlled substances can be punished by civil fines of up to \$10,000 per violation and a jail sentence.
2. The cultivation, possession for sale, or sale of marijuana is a felony.
3. Possession of one ounce or more of marijuana for personal use is a misdemeanor, which could include payment of a fine or serving time in jail; possession of less than one ounce for personal use is a misdemeanor, which could include a fine up to \$100.00.
4. It is a misdemeanor to sell, furnish, give, or cause to be sold, furnished or given away, any alcoholic beverage to a person under 21 or any obviously intoxicated person, and no one under 21 may purchase alcoholic beverages.
5. It is unlawful for any person under 21 to possess alcoholic beverages on any street or highway or in any place open to public view.

## **Treatment**

We encourage any student or employee who is struggling with substance abuse to contact one of the following organizations:

Center for Human Services  
1700 McHenry Village Way, Suite 14  
Modesto, CA 95350  
209.526.1440  
[www.centerforhumanservices.org](http://www.centerforhumanservices.org)

New Hope Recovery House  
1406 Fordham Avenue  
Modesto, CA 95350  
527.9797

Chapman House  
800.451.1876  
[www.chapmanhouseinc.com](http://www.chapmanhouseinc.com)

## **Effects of Drugs and Alcohol**

### **Alcohol**

Alcohol can affect every system of the body. Effects depend on amount consumed, the personality and mood of the drinker. Reactions can range from relaxation and euphoria to withdrawal or violence. Alcohol has also been known to impede fetal development.

Possible Effects Include: Loss of coordination, slurred speech, vomiting, loss of consciousness, excitability, anxiety, depression, insomnia, possible violent behavior, memory lapses, decreased mental capacity, paranoia, auditory hallucinations, dementia, damage to the heart, brain, liver, lungs, and digestive system.

### **Cocaine**

Snorted, smoked or injected, cocaine is rapidly absorbed into the bloodstream. Acute tolerance develops quickly. This, along with the drug's strong reinforcement properties, makes it highly addictive.

Possible Effects Include: Rapid respiration, loss of coordination, anxiety, depression, paranoia, tremors, nausea, convulsions, seizures, rapid or irregular heartbeat, hypertension, lung abnormalities, respiratory depression, damage to the brain, heart, lungs, liver, kidneys, and digestive system.

### **Ecstasy**

MDMA (or ecstasy) is a mind-altering drug with hallucinogenic effects. Use of ecstasy can have severe physical and psychological consequences and is potentially lethal.

Possible Effects Include: Sweating, muscle tension, decreased appetite, nausea, vomiting, blurred vision, anxiety, panic attacks, tremors, hallucinations, depression, confusion, apathy, insomnia,

increased heart rate and blood pressure, jaundice, possible irreparable brain damage, damage to lungs, liver, kidneys, and muscular system.

### Heroin

A central nervous system depressant, heroin is an addictive drug with profound physical and psychological effects. Used intravenously, there is a risk of infection and disease (hepatitis, AIDS) due to dirty/shared needle use.

Possible Effects Include: Euphoria, constricted pupils, flushing of the face, drowsiness, respiratory depression, nausea, mental clouding, altered emotions, subdued nerve impulses, low blood pressure, cardiac failure, depressed breathing, pneumonia, lung abscess, liver dysfunction, kidney toxicity or failure, bone marrow inflammation.

### Marijuana

Marijuana is a hallucinogen, which alters mood and cognition. Generally smoked or eaten for its major psychoactive ingredient THC. Effects depend largely on user's mood and personality as well as the amount and strength of the preparation used. Effects range from feelings of relaxation, well being, with enhanced sensations and perceptions to reduced social interaction and increased passive behavior. For some people the drug may have little or no effect at all. Marijuana smoke contains many of the same carcinogenic compounds found in tobacco smoke thereby increasing the risk of lung cancer and other respiratory ailments.

Possible Effects Include: Bloodshot eyes, loss of coordination, increased appetite, dry mouth, possible dizziness and nausea, confusion, inability to carry out multi-step tasks, short term memory impairment, apathy, anxiety, paranoia, hallucinations, reduced oxygen to the heart, increased heart rate, lowered blood pressure, bronchial irritation and inflammation, decreased immune system response.

The drug and alcohol policy is provided to all students at the time of enrollment and a community services directory is available for referral to the appropriate local support agency. The following numbers are available for national assistance.

-American Council on Alcoholism (800) 527-5344, [www.aca-usa.com](http://www.aca-usa.com)

--National Council on Alcoholism and Drug Dependence (800) 622-2255, <https://ncadd.org/>

--National Institute on Drug Abuse Hotline (800) 662-4357, <http://www.drugabuse.gov/>

### **Harassment Policy**

Computer Tutor Business and Technical Institute does not, and will not, tolerate harassment of our employees or students. The term "Harassment" includes, but is not limited to, slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, national origin, citizenship, age or handicap. "Harassment" also includes sexual advances, requests for sexual favors, unwelcome or offensive touching, and other verbal, graphic, or physical conduct of a sexual nature.

**VIOLATION OF THIS POLICY WILL SUBJECT AN EMPLOYEE OR STUDENT TO**

## DISCIPLINARY ACTION, UP TO AND INCLUDING IMMEDIATE DISCHARGE.

If you feel that you have been harassed in any way by another employee or student, or any other person relating to the business of Computer Tutor Business and Technical Institute, you should immediately make your feelings known to your supervisor or instructor. The matter will be thoroughly investigated, and where appropriate, disciplinary action will be taken. If you do not feel that you can discuss the matter with your supervisor or instructor, or if you are not satisfied with the way in which your claim has been handled, please contact George Rawe, Director of Computer Tutor Business and Technical Institute. You will not be penalized in any way for reporting such conduct concerning yourself or another person. Confidentiality and protection of the victim will be asserted.

Do not assume that Computer Tutor Business and Technical Institute is aware of the problem. It is your responsibility to bring your complaints and concerns to our attention so that we can help resolve them.

### **Domestic Violence, Dating Violence, Sexual Assault and Stalking**

Computer Tutor Business and Technical Institute is committed to promoting and maintaining a community in which employees and students work and learn in an environment free from all forms of harassment, exploitation, intimidation or violence. The school regards all forms of or attempts at domestic violence, dating violence, sexual assault, stalking or related misconduct as serious offenses that may result in suspension, expulsion or termination of employment. The school prohibits retaliation against an individual because that individual exercised their rights or responsibilities under Title IX of the Education Amendments or the Violence Against Women Reauthorization Act of 2013 (VAWA). Statistics and definitions of these offenses are found at the end of this report.

Domestic Violence Hotline (National) 800-799-7233  
Haven Women's Center 209-577-5980

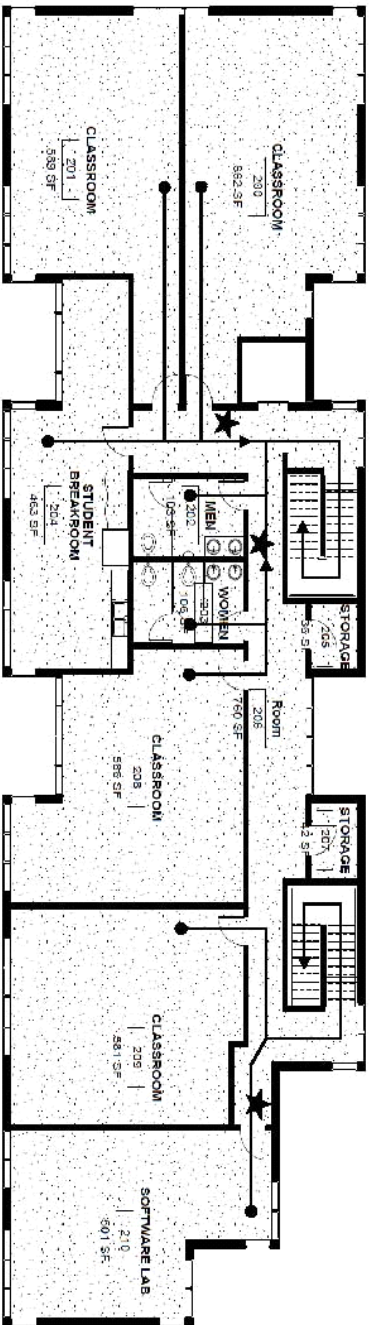
## **Emergency Response and Evacuation Procedures**

### **Building Lockdown Plan**

- Call 911
- All students must return immediately to their classrooms.
- Instructors will lock their classrooms immediately, and the classrooms will remain locked until the Director gives the “All Clear”.
- Placement Staff will lock the exterior door to the back staircase.
- Director will lock the three front exterior doors.
- All doors will remain locked until the Director gives the “All Clear”.

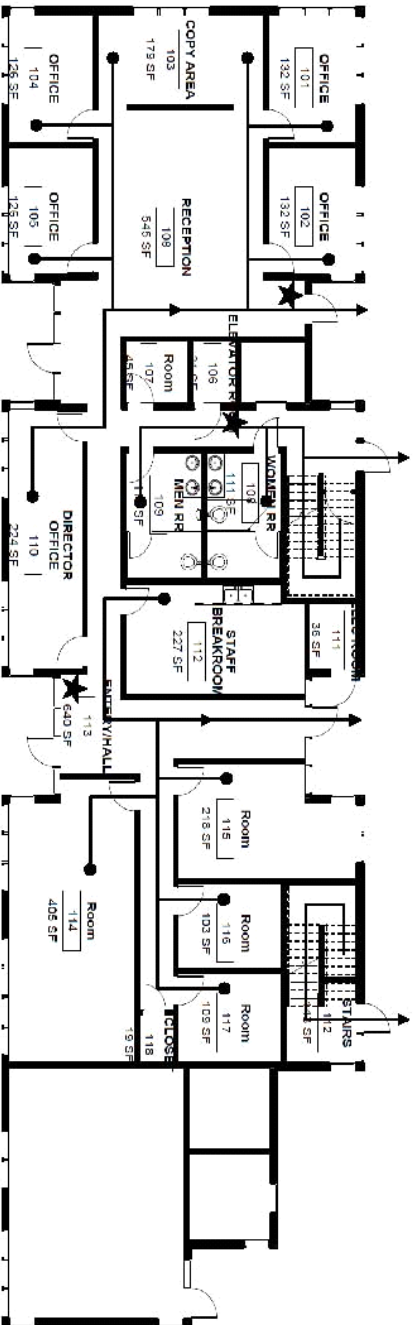
### **Fire Escape Plan**

- Call 911
- Follow the arrows on the posted “Fire Escape Plan” to safely exit the building.
- Instructors will assist in directing students to the nearest exit.
- Instructors will conduct a 2nd floor walk-thru to check for any remaining students and will shut all doors.
- Director will conduct a 1st floor walk-thru to check for any remaining students and will shut all doors.
- Students and Staff will congregate in the North Parking Lot.



Second Floor

# Fire Escape Plan ★ = Fire Extinguisher



First Floor



### Timely Warnings

If at any time a situation arises that requires immediate notification to students, each room is equipped with an intercom/phone system that can be utilized by staff and faculty. A record of student email and text information is also kept for less pressing notification. Students will be kept informed of any situation that has to do with their safety and well-being. The Director or his designee will make the determination when it is appropriate to notify students.

### Security Report Statistics for the past three years

**Security Report Crime Statistics  
Calendar Years 2013 through 2015  
Computer Tutor Business and Technical Institute and Vicinity**

<b>ON-Campus (4300 Sisk Road)</b>			
Offense	Year		
	2015	2014	2013
Murder & Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-forcible Sex Offenses - Incest	0	0	0
Non-forcible Sex Offenses - Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes ( If yes, What Kind?)	0	0	0
Arrests for Crimes	0	0	0
Liquor, Drugs, and Weapons Arrests	0	0	0
Liquor, Drugs, and Weapons Referrals (no arrest)	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

<b>NON - Campus (adjacent of 4300 Sisk Road)</b>			
Offense	Year		
	2015	2014	2013
Murder & Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-forcible Sex Offenses - Incest	0	0	0
Non-forcible Sex Offenses - Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes ( If yes, What Kind?)	0	0	0

Arrests for Crimes	0	0	0
Liquor, Drugs, and Weapons Arrests	0	0	0
Liquor, Drugs, and Weapons Referrals (no arrest)	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

<b>Public Property (adjacent of 4300 Sisk Road)</b>			
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Offense	Year		
	2015	2014	2013
Murder & Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-forcible Sex Offenses - Incest	0	0	0
Non-forcible Sex Offenses - Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes ( If yes, What Kind?)	0	0	0
Arrests for Crimes	0	0	0
Liquor, Drugs, and Weapons Arrests	0	0	0
Liquor, Drugs, and Weapons Referrals (no arrest)	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

**Definitions of crimes outlined in Violence Against Women Reauthorization Act of 2013 (VAWA)**

- Stalking: ongoing conduct that could cause a reasonable person to fear for the safety of themselves or others, or suffer emotional distress (e.g., following, monitoring, threatening, communicating to or about the victim, or interfering with a victim's property)
- Intimidation: words or conduct that places the victim in reasonable fear of bodily harm (does not include use of a weapon, which is a different crime under Clery)
- Dating Violence: threats or actual sexual or physical abuse in a dating relationship
- Domestic Violence: crime of violence committed by former spouse, cohabiting partner, or someone with whom you share a child
- Sexual Assault: rape (oral, anal or vaginal), fondling, incest, or statutory rape
- Hate Crimes: any crime motivated by perpetrator bias against the victim based on race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and

disability (whether actual or perceived)

### **Definition of consent**

**Consent** means an informed, affirmative, conscious decision by each participant to engage in mutually agreed-upon sexual activity.

Consent must be *voluntary*, and given without coercion, force, threats, or intimidation. Consent requires positive cooperation in a particular sexual act, or expression of intent to engage in that sexual act through the exercise of free will.

Consent can be *withdrawn or revoked*. Consent to one form of sexual activity (or one sexual act) does not constitute consent to other forms of sexual activity (or other sexual acts). Consent to sexual activity given on one occasion does not constitute consent to sexual activity on another occasion. The fact that two people are or were in a dating or sexual relationship does not constitute consent to engage in sexual activity. There must *always* be mutual and affirmative consent to engage in sexual activity. Consent to a sexual act may be withdrawn or revoked at any time, including after penetration. The victim's request for the perpetrator to use a condom or birth control does not, in and of itself, constitute consent. Once consent is withdrawn or revoked, the sexual activity must stop immediately.

Consent cannot be given by a person who is *incapacitated*. For example, a person cannot give consent if s/he is unconscious or coming in and out of consciousness. A person is *incapacitated* if s/he lacks the physical and/or mental ability to make informed, rational judgments. Examples of incapacitation include unconsciousness, sleep and blackouts. Whether an *intoxicated* person (as a result of using alcohol or other drugs) is *incapacitated* depends on the extent to which the alcohol or other drugs impact the person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments. A person with a medical or mental disability may also lack the capacity to give consent.

Being intoxicated by drugs or alcohol does not diminish a person's responsibility to obtain consent from the other party before engaging in sexual activity. Factors to be considered include whether the person knew, or whether a reasonable person in the accused's position should have known, that the victim did not give, or revoked, consent; was incapacitated; or was otherwise incapable of giving consent.

Sexual intercourse with a minor is never consensual when the victim is under 18 years old, because the victim is considered incapable of giving legal consent due to age.

### **Reminders about campus security:**

- Do not leave valuable articles in open view in your office or work space; place them in a locked desk drawer or a sheltered location.
- Close and lock your office door each time you leave the office unattended.
- Be alert for strangers within the campus environment. If you see an unfamiliar face in the vicinity, proceed to your work/class area, then report the matter immediately.
- Park your car in well lit, designated parking areas, Do not leave items in your car which are visible from the outside; rather, place the items in the locked trunk of your car, or under a car

seat, if possible.

- Lock all car doors, and check them, before leaving your parked car. Keep your car key in your hand until you are in a well-lighted or heavily trafficked area. This will allow you to rapidly re-enter your vehicle, should you see a suspicious person in the area.
- At night, travel in well-lit areas. Travel on the most directly and highly traveled paths. Do not take shortcuts through dark or deserted areas.
- When you approach your car, have your keys ready. Look into the back and front seats to make sure the car is empty before you get in.
- You may want to invest in a mechanical locking device or electronic alarm system for your car. If you have such a device/ system, ensure that you use it each time you park your car.
- Have a plan of action in mind, should you be accosted. If you have an authorized antipersonnel protection device (e.g. mace or pepper spray) with you, ensure that it is readily accessible and ready for use.
- In case of a personal attack, scream as loudly as you can and run toward a more lighted or highly trafficked area. Do not voluntarily enter an assailant's automobile to go with an assailant to a more remote location.
- Try to note the size and physical characteristics of your assailant, as well as the color and make of car (if appropriate), and give the person to whom you are reporting the crime as much information as you can.
- If you are not able to report the crime immediately, jot down your recollections so that you can better recall the information when you do report the crime.

**Please sign and date receipt of this report:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Prepared on August 18, 2016