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## **CAMPUS SECURITY AND CRIME AWARENESS POLICY**

It is the policy of CDE Career Institute to provide a safe, secure and crime free learning environment. As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, CDE Career Institute, has implemented these policies regarding campus security.

### **CRIME STATISTICS**

By January 1 of each year, CDE Career Institute will distribute a copy of the prior year's its annual security report to all enrolled students via hard copy or email.

Additionally, a copy of the annual security report will be provided to all employees. Hard copies will be available. This report will include statistics for crimes, which occurred on or near the campus.

### **CRIME REPORTING POLICY**

It is the policy of CDE Career Institute that all incidents of criminal actions and other emergencies that students, faculty, or administrative staff become aware of will be reported immediately to the Campus Safety and Security Officer or to his/her designee. This report can be verbal or written depending on the severity of the incident. The Campus Safety and Security Officer or his/her designee will investigate such reports and take legal or other action deemed necessary by the situation. The Campus Safety and Security Officer will contact the appropriate emergency personnel to deal with the incident and will maintain a record of all incidents that occur. In case of a medical emergency, life-threatening situations, fire, or natural disaster, or criminal action, 9-1-1 should be called to obtain immediate emergency assistance. The School President or his/her designee should be notified immediately if emergency assistance has been called.

### **TIMELY WARNING**

CDE Career Institute will make timely warnings to the campus community of crimes reported or other incidents that pose the potential for danger to students or employees. Depending on the nature of the incident, the following procedures will be followed:

- a. An incident presenting eminent danger/injury, such as a robbery, assault, fire or natural disaster – 9-1-1 will be called immediately and all affected students, faculty, and administrative staff will be evacuated from the building or escorted to a safe location by the School President or his/her designee.
- b. An incident presenting the possibility of future danger – students, faculty, and administrative staff will be notified verbally by phone or in writing by email of the incident and advised of the caution that individuals should take in protecting themselves.

## **PREPARATION OF ANNUAL CRIME STATISTICS**

In preparing annual crime statistics, CDE Career Institute will tabulate data on all reported incidents on campus. In addition, the institution will contact the appropriate law enforcement agencies to gather data on crimes that have occurred in close proximity to the campus. These statistics will be included with the statistics gathered through campus reporting. All cumulative data will be included in the annual security report and distributed to students, faculty, and administrative staff by January 1 of each year.

## **REPORT CRIMES TO:**

Students and employees should report criminal offenses to:

Pocono Township Police Department  
State Route 611  
Tannersville, PA 18372 (570)629-7323

Pennsylvania State Police  
Route 611  
Swiftwater, PA 18370 (570) 839-7701

## **BUILDING SECURITY & ACCESS**

The main campus in Tannersville of CDE Career Institute is located on a main artery, Route 611. The school is open to the public. The school does not employ campus security personnel. Faculty and Administrative staff are to take whatever measures are required to protect themselves and students in the event of a safety or security emergency.

Students have access to instructional facilities during normal class hours. Students are to sign in on the attendance list upon arrival for class, and sign out upon departure. Students and employees should notify the School President or her designee immediately if an unauthorized visitor is observed in the classrooms, labs, or administrative offices. Before and after business hours, the institution's administrative and educational facilities are locked. The School President will only issue keys to employees. Employees are to exercise reasonable care to secure keys issued to them. Replacement keys are to be requested from the School President. Members of the campus community should be aware if building is not locked and secured, nor are there security personnel on-site. When leaving class and going to the parking lot, particularly at night, it is always a good practice to walk in pairs or for a student to ask an instructor to accompany him/her to their automobile.

## **CAMPUS SECURITY AUTHORITY**

CDE Career Institute does not employ any security personnel and no employees have any law enforcement authority. The School President or his/her designee is responsible for the campus security. Students and employees are encouraged to accurately and promptly report all crimes to the local authorities and to notify the School President of the incident being reported. Students are encouraged to discuss sensitive concerns they may have with the School President, who may be able to assist students to report crimes on a voluntary and confidential basis.

## **CAMPUS SECURITY INFORMATION PROGRAMS**

Crime prevention and personal safety are issues that concern all students, faculty, and administrative staff. It is the policy of CDE Career Institute that all students receive a copy of the

School Catalog prior to beginning classes. The Catalog contains the Campus Security and Crime Awareness policies of the institution. These policies will be addressed during new student orientation. All new employees receive the CDE Career Institute School Catalog, containing the Campus Security and Crime Awareness policies of the institution. These policies will be addressed during new employee orientation, which is conducted by Human Resources or Administration. Students and employees are responsible for their own security and safety both on campus and off campus and must be considerate of the security and safety of others. The institution has no responsibility or obligation for any personal belongings that are lost, stolen, or damaged, whether on or off campus premises or during any school activities.

### **OFF-CAMPUS LOCATIONS**

All CDE Career Institute instructional programs occur at the Main Campus.

### **STUDENT CONDUCT REQUIREMENTS**

Students are expected to dress and act in a businesslike manner while attending classes in order to prepare for a professional workplace. CDE's dress code policy is strictly enforced. Violators may be warned and then upon further violation, asked to leave class and schedule make up time. At the discretion of the school administration, a student may be dismissed from school for serious incident or repeated incident of an intoxicated or drugged state of behavior, possession of drugs, or alcohol upon school premises, possession of weapons upon school premises, behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to other students, an administrator, or faculty member, failure to conform to building policies, or any other stated or determined infractions of conduct. Possession, distribution, or use of alcohol or illicit substances on school premises may bring immediate expulsion.

CDE Career Institute prohibits copyright infringement. The school will take disciplinary action against any student who distributes unauthorized copyrighted materials including peer-to-peer file sharing and the prohibited use of the institution's information technology system for those activities. Any student involved in such an act will be reported to the proper authorities and charges will be pressed. CDE Career Institute prohibits the use of personal storage devices in our computers. CDE provides all students with internet access for class material and job search purposes only. The technology and internet use policy explained and signed at student orientation will be strictly enforced.

Refunds for students terminated because of not maintaining the school's Conduct Requirements will be made according to the guidelines in the Cancellation and Refund Policy.

### **ACADEMIC HONESTY**

Academic honesty is expected of all CDE Career Institute students. Academic dishonesty includes, but is not limited to cheating, plagiarism, and theft. Any student found guilty of academic dishonesty is subject to disciplinary action.

Disciplinary action against a student found guilty of academic dishonesty may include, but is not limited to: (1) a failing grade for the test or assignment in question; (2) a failing grade for the course; and/or (3) a recommendation for dismissal from the school.

Students may appeal the Academic Dishonesty determination by submitting a written notice of appeal to the School President within seven (7) days of the date they were notified of determination. The written notice of appeal submitted by the student must document any mitigating circumstances that might lead to the removal of the academic dishonesty determination. The School President will notify the student in

writing of the outcome of their appeal within seven (7) days of receipt of the appeal. The appeal and its outcome will be documented in the student's file.

### **DRUG OR ALCOHOL ABUSE EDUCATION PROGRAMS**

CDE Career Institute does not provide substance abuse counseling or educational programs to students. Students are encouraged to seek assistance from community agencies that provide these services.

### **ALCOHOL, DRUG, & WEAPONS**

The possession, use and/or sale of alcoholic beverages and/or any illegal drugs is strictly forbidden on the campus (including the parking lot and adjacent areas) of CDE Career Institute. All students and employees receive the CDE Career Institute alcohol, drug, and weapons policies during new student or new employee orientation and sign the Student Conduct Agreement. Any student or employee in violation of this policy may be terminated from school or employment immediately. The possession and/or use of any weapons, including but not limited to knives and firearms, is strictly prohibited on campus, and are cause for immediate termination.

### **SEX OFFENSES**

Student sex offenses are addressed as part of the School's Discrimination and Harassment Policy. This policy is reviewed and distributed to each student at initial orientation. Students and employees should immediately report all sex offenses to the School President or his/her designee. Physical evidence is crucial for the successful prosecution of sex offenders and therefore should be preserved for proof of a criminal offense should the student or employee determines s/he will report the offense to law enforcement personnel. The School President, or other personnel selected by the student, will assist the student in notifying authorities if the student requests such assistance.

The institute will change the training schedule of a student after an alleged sex offense if requested by the student.

## **CAMPUS SAFETY POLICY**

### **MEDICAL EMERGENCIES**

In the event of sickness or accident, these procedures are to be followed:

1. If you become ill or are injured in an accident on campus, notify your instructor immediately.
2. If the illness or accident requires emergency care, the school will obtain emergency assistance by calling 9-1-1.
3. The school will notify the individual you have designated as your Emergency Contact.
4. First-Aid Kits are located throughout the Institution for minor emergencies. All staff members are aware of the location of the First-Aid Kits.
5. In the event of illness or injury, your instructor will complete an Incident Report and submit that report to the School President or his/her designee.

### **BUILDING EMERGENCIES**

#### **Fire Emergency**

All students should familiarize themselves with the evacuation plans posted in the classrooms and through the building. In the event of a fire in the school building, students should:

- Immediately notify an instructor so that a fire evacuation may be initiated if the alarm has not already sounded.
- Remain calm; cooperate with the instructor and follow directions given.
- Assist the instructor in closing all windows and doors behind you as you leave.
- Crawl low under the smoke to escape.
- If escape through the doors is not possible, your instructor will assist you in exiting through the nearest unobstructed window.
- If your clothing catches fire, stop right where you are. Drop to the ground. Roll over and over to put out the flames.
- It is your responsibility of ALL students to follow these procedures. No student should leave his/her group and wander around the building alone. Students and instructors will gather in the front parking lot at a safe distance from the building following evacuation.

#### Natural Disaster

In the event of natural disasters, the following procedures should be followed:

- Floods and Flash Floods –
  - Stay inside.
  - Do not evacuate unless you are told to do so.
- Severe Thunderstorms and Lightning –
  - Stay inside; move away from windows, water faucets, sinks and metal objects.
  - Proceed in an orderly fashion to the inside hallway away from windows.
  - Do not use telephones.
  - Turn off computers and other electrical equipment you may be using.

#### Emergency Evacuation for Students with Special Needs:

If you need special help or assistance during an emergency evacuation, be sure to tell your instructor.