



Summit Academy Annual Campus Security Report

Introduction

The purpose of this Campus Security Report is to make available to all current students and employees, and, upon request, members of the public and prospective students or employees, an annual report that includes specific security and safety policies and statistics concerning criminal offenses that occurred on campus or on public property adjacent to campus and were reported to campus administrators and/or the Minneapolis Police Department. The information in this report includes crime statistics for the three previous calendar years and is updated annually. A copy of the Campus Security Report is available upon request at the front desk, and online at: www.saoic.org

The report includes:

- Crime and emergency reporting policies
- Emergency response and evacuation procedures
- Campus security statistics
- Substance abuse policy
- Harassment policy

Crime and Emergency Reporting Policy

A crime or incident should be reported to any individual that has significant responsibility for students or institutional activities including but not limited to counselors, instructors, support services staff, etc. That initial point of contact will complete an incident report form immediately and send it via email to the Director of Adult Education, Human Resources Manager, Chief Administrative Officer and the Chief Executive Officer.

Students, faculty, and staff are strongly encouraged to report promptly and accurately any and all suspected or actual criminal activity to the Director of Adult Education as well as to the Minneapolis Police department (9-1-1 for emergencies and 3-1-1 for non-emergency crime reporting).

Prompt reporting will assist in assuring timely warning notices on-campus and timely disclosure of crime statistics.

The Minneapolis Police Department has jurisdiction over the area in which Summit Academy is located. The institution will cooperate fully in the investigation of any crime on/or near campus.

Crimes may be reported to staff, as well as administration, on a confidential or anonymous basis if the reporting party does not wish to pursue disciplinary action or criminal charges, however, the institution reserves the right in compelling situations to take reasonable action in response to any crime report. All reports submitted on a confidential or anonymous basis are evaluated for purposes of issuing a campus-wide "Security Alert", as well as inclusion in the annual crime statistics.

Emergency Response and Evacuation procedures

Emergency Action Plan (Intruder on Campus)

Critical Information:

An intruder may be either well-or-ill intentioned. Early intervention may reduce or eliminate the escalation of the incident. There is always the potential that an intruder may possess a weapon or become violent.

When interacting with a stranger at school, use the "I CAN rule." Intercept Contact Ask Notify

In the event an unauthorized person enters school property (intruder):

Staff

- Politely greet subject and identify yourself
 - Consider asking another staff person to accompany you before approaching subject
- Inform subject that all visitors must register at the reception area
 - Ask subject the purpose of his or her visit
 - If possible, attempt to identify the individual and vehicle
 - Escort the subject to the reception area
- If the subject refuses or his or her purpose is not legitimate, notify building administration that there may be an intruder in the school building
 - Attempt to maintain visual contact with the intruder until assistance arrives
 - If possible keep students away from the intruder
 - Take note of the subject name, clothing and other descriptors
 - Observe the actions of the intruder (e.g. where he or she is located in school building, whether he or she is carrying a weapon or package)
 - Back away from subject if he or she indicates a potential for violence
 - Allow an avenue of escape for both intruder and yourself

Building Administration

- Respond to call for assistance from staff
 - Advise the subject that they are trespassing and need to leave the school and if they do not leave law enforcement will be notified
- If the subject refuses or his or her purpose is not legitimate,
 - Consider initiating Lockdown with Intruder procedures
 - CALL 911 and notify law enforcement
 - Advise law enforcement if intruder is still in the building or on the property
 - Provide a full description of the intruder
 - Attempt to keep subject in full view until law enforcement arrives while maintaining a safe distance
 - Provide all staff with a full description of the intruder
- Notify administration
- Document all actions taken by staff

(Minnesota State statute 609.605 subd.4 gives a school building administrator authority to have persons removed from school property as trespassers if they are not authorized to be there.)

Fire/ Evacuation procedure

Critical Information:

Remember smoke is just as dangerous as fire. Most fire deaths are due to smoke inhalation.

Staff

- Activate fire alarm and notify building administration
- Check assigned locations where students may not hear alarm
 - (e.g. washrooms, lunchroom, sound booths, dark rooms, pool, locker rooms)
- Implement evacuation plan for any students needing special accommodations
- Evacuate students and other staff to designated areas
 - Take class rosters
 - If primary route is blocked or dangerous, use closest, safe exit
 - If trapped by fire, implement Shelter-in-Place procedures
 - Once outside, assemble a safe distance from building and emergency apparatus
 - Take student attendance
 - Report missing, extra or injured students to building administration

Business Administration

- CALL 911 and notify emergency responders
 - Confirm address of school
- In the case of a fire or smoke
 - Provide exact location of smoke or fire
 - Ensure fire alarm has sounded
 - Notify district administration
 - Meet with fire officer
 - Identify the location of fire
- Advise location of injured persons
- Provide names of any missing persons
- Determine if students need to be transported to an evacuation site
- Notify Safety Consultant
- Signal “all clear” when safe to re-enter school building

Fire evacuation instructions are posted throughout the building and drills are conducted annually.

Campus Security Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies.

Schools have to publish an annual report every year by October 1st that contains 3 years worth of campus crime statistics and certain security policy statements including sexual assault policies which assure basic victims' rights, the law enforcement authority of campus police and where students should go to report crimes. The report is to be made available automatically to all current students and employees while prospective students and employees are to be notified of its existence and afforded an opportunity to request a copy.

Each school must disclose crime statistics for the campus, unobstructed public areas immediately adjacent to or running through the campus, and certain non-campus facilities including Greek housing and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other school officials who have "significant responsibility for student and campus activities" such as student judicial affairs directors.

Campus: Summit Academy OIC

General

935 OLSON MEMORIAL HWY
MINNEAPOLIS, MN 55405

Security Officer

Name: Leroy West
Title: Chief Administrative Officer
935 OLSON MEMORIAL HWY
MINNEAPOLIS, MN 55405
Phone: 612-377-0150

Fire Safety Officer

Name: Leroy West
Title: Chief Administrative Officer
935 OLSON MEMORIAL HWY
MINNEAPOLIS, MN 55405
Phone: 612-377-0150

On-campus Student Housing Facilities

This institution does not provide On-campus Student Housing Facilities.

Local Police Crime Statistics

Local statistics are not available

Criminal Offenses - On campus			
Criminal offense	Total occurrences On campus		
	2007	2008	2009
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0
d. <u>Sex offenses - Non-forcible</u>	0	0	0
e. <u>Robbery</u>	0	0	0
f. <u>Aggravated assault</u>	0	1	0
g. <u>Burglary</u>	0	0	0
h. <u>Motor vehicle theft</u>	0	0	0
i. <u>Arson</u>	0	0	0
Caveat:			

Criminal Offenses - Public Property			
Criminal offense	Total occurrences on Public Property		
	2007	2008	2009
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0
d. <u>Sex offenses - Non-forcible</u>	0	0	0
e. <u>Robbery</u>	0	0	0
f. <u>Aggravated assault</u>	0	0	0

g. <u>Burglary</u>	0	0	0
h. <u>Motor vehicle theft</u>	0	0	0
i. <u>Arson</u>	0	0	0

Caveat:

Hate Crimes - On campus

Criminal offense	Occurrences of Hate crimes								
	Total by year			Category of Bias for crimes reported in 2009					
	2007	2008	2009	Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
b. <u>Negligent manslaughter</u>	0	0							
c. <u>Sex offenses - Forcible</u>	0	0	0	0	0	0	0	0	0
d. <u>Sex offenses - Non-forcible</u>	0	0	0	0	0	0	0	0	0
e. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
f. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
g. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
h. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
i. <u>Arson</u>	0	0	0	0	0	0	0	0	0
j. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
k. <u>Larceny-theft</u>			0	0	0	0	0	0	0
l. <u>Intimidation</u>			0	0	0	0	0	0	0
m. <u>Destruction/damage/ vandalism of property</u>			0	0	0	0	0	0	0

Caveat:

Hate Crimes - Public Property

Criminal offense	Occurrences of Hate crimes								
	Total by year			Category of Bias for crimes reported in 2009					
	2007	2008	2009	Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
b. <u>Negligent manslaughter</u>	0	0							
c. <u>Sex offenses - Forcible</u>	0	0	0	0	0	0	0	0	0
d. <u>Sex offenses - Non-forcible</u>	0	0	0	0	0	0	0	0	0
e. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
f. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
g. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
h. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
i. <u>Arson</u>	0	0	0	0	0	0	0	0	0
j. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
k. <u>Larceny-theft</u>			0	0	0	0	0	0	0
l. <u>Intimidation</u>			0	0	0	0	0	0	0
m. <u>Destruction/damage/ vandalism of property</u>			0	0	0	0	0	0	0

Caveat:

Arrests - On campus

Law Violation	Number of Arrests		
	2007	2008	2009
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

Arrests - Public Property

Crime	Number of Arrests		
	2007	2008	2009
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

Disciplinary Actions - On campus

Law Violation	Number of persons referred for Disciplinary Action		
	2007	2008	2009
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

Disciplinary Actions - Public Property

Law Violation	Number of persons referred for Disciplinary Action		
	2007	2008	2009
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

Substance Abuse Policy

Summit Academy OIC (SAOIC) is a drug-free school. It is the policy of SAOIC that the unlawful use, possession, transfer or sale of substances, including marijuana, other illegal drugs, prescription drugs or other controlled substances by any student or employee on company premises, operating on company business or conducting company business is prohibited. Use of alcohol on school premises is strictly prohibited. There is zero tolerance for drugs anywhere on school property. Violations of this policy will result in disciplinary action up to and including expulsion. Definitions of substances are as follows:

Drug – means any controlled or other substance defined in the Comprehensive Drug Abuse Prevention and Control Act of 1970, Title 2, as amended, commonly known as the Controlled Substance Act (CSA), Schedule I-V (21 U.S.C § 812). Drug also means any controlled or other substance other than alcohol that is capable of altering the mood, pain level, judgment, or perception of the person consuming it. It also includes any fake drug sold under the pretext or misrepresentation that it is a drug. It includes intoxicants other than alcohol.

Alcohol – means any substance containing alcohol. This includes items advertised as alcohol-free containing a small amount of alcohol. It also includes items, whether liquid or solid, that contains alcohol even though not sold for human consumption or as a licensed alcoholic beverage or intoxicant.

Drugs and Alcohol are highly addictive. They can also be dangerous to a person and cause harmful effects to the body. Physical symptom may include: restlessness, irritability, paranoia, depression, loss of physical coordination and appetite, coma, convulsions, or even death.

SAOIC will abide by the law as outlined in the accompanying policy. As a part of our institutional philosophy, we are dedicated to the advancement and well being of the population we serve. The school

recognizes that drug and alcohol abuse and dependence can cause harmful effects to virtually every aspect of a person's life (i.e. relationships, family, job, school, physical and emotional health).

There are danger signals that could indicate when someone is at risk with drugs and alcohol:

- Inability to get along with friends and family
- Uncharacteristic temper outbursts
- Increased "secret" behavior
- Abrupt changes in mood or attitude
- Resistance to discipline at home or school
- Increased borrowing of money

We recommend that any person observing changes in students or staff immediately notify a counselor or anyone else in authority at the school. Any student or employee who suspects either they or someone else may be at risk is encouraged to seek services which can help.

The school maintains drug and alcohol education information and a list of counseling and support services which can be obtained in the counselor's offices.

Admissions counselors hear concerns regarding drug and alcohol use, offer referrals, advice and information on drug and alcohol education and services in the community. Issues discussed with counselors will be kept confidential.

The federal government has taken a number of legal steps to curb drug abuse and distribution. The anti-drug law can affect several areas of our lives. Students convicted of possession or sale of illegal drugs can lose their ability to receive federal student aid. Further, they could also be denied other federal benefits such as veteran's benefits, disability, retirement, health, welfare and social security. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain career fields.

Summit Academy OIC Harassment policy

1. Policy statement

1.1 The School is committed to a working and learning environment where people can achieve their full potential. The School's policy and procedure on harassment is designed to provide:

- an environment where it is clear that harassment is unacceptable, thereby reducing the chance that harassment will occur in the first instance; and
- a mechanism to resolve complaints where it is felt that harassment has occurred.

1.2 Disciplinary action may be taken to deal with actions or behavior, intentional or unintentional, that results in a breach of this policy. Disciplinary action may also be taken if allegations of harassment are found to be malicious or vexatious.

1.3 It should be noted that harassment can also lead to civil and criminal claims beyond the School's own disciplinary proceedings. For example, victims may be able to apply to the Civil Courts for an injunction to restrain the offending behavior or claim damages for anxiety caused.

1.4 The Students' Union Disciplinary Procedure provides an alternative means of resolving allegations of harassment, if the incident/s occurred on the Students' Union premises and involves an LSE student against another LSE student. A student may take forward a complaint under SU procedure (which includes a mechanism for appeal) or under this procedure.

However, there is no entitlement for a student to ask for a complaint to be considered under one procedure and subsequently ask for a further consideration of the complaint under the terms of the other procedure.

2. Scope of policy

2.1 This policy applies to all students and staff at the School and relates to harassment perpetrated by:

- a student against a student
- a student against a member of staff
- a member of staff against a student
- a member of staff against a member of staff

Harassment is not necessarily confined to the behaviour of senior staff towards more junior staff; it can take place between colleagues at the same level or involve staff behaving inappropriately towards more senior staff.

3. Definition of harassment

3.1 For the purpose of this policy, harassment is defined as unwelcome comments (written or spoken) or conduct which:

- Violates an individual's dignity, and/or
- Creates an intimidating, hostile, degrading, humiliating or offensive environment.

This reflects the statutory definition of harassment as outlined in the recent Race and Employment Directive. It should be noted that racial harassment and harassment relating to disability are now considered to be examples of direct discrimination.

Examples of the different types of harassment are included in Appendix A.

4. Responsibility of all staff and students

4.1 All staff and students can help to:

- prevent harassment by being sensitive to the reactions and needs of others, and ensuring that their conduct does not cause offence;
- discourage harassment by others through making it clear that such conduct is unacceptable, and supporting colleagues and peers who are taking steps to stop the harassment.

4.2 The School is responsible for:

- providing an environment where it is clear that harassment is not acceptable;
- taking action when it is aware that harassment may be or is taking place;
- ensuring that faculty are aware of their responsibility for trying to prevent and, in the first instance, resolve problems in the immediate workplace.

6. Individual liability

A member of staff or student who is found to be harassing another individual is liable at law for his/her actions and may face action in the courts.

Appendix A - Examples of harassment

The examples given below, which include unacceptable physical and verbal conduct, are not exhaustive. Harassment on grounds of race, sex and disability now constitute forms of discrimination under the law.

- **Sex-related harassment**
Examples include displaying power over a man or a woman because of gender through disparaging gender-related remarks and threatening behavior.
- **Sexual harassment**
Examples include unnecessary touching, unwelcome jokes of a sexual nature, inappropriate use of suggestive visual display unit material, intimidating behavior such as asking for, or offering, sexual favors in return for positive academic assessment or promotion.
- **Harassment on grounds of sexual orientation**
Examples include homophobic remarks or unwelcome jokes, threats to disclose sexuality and intimate questions about sexual activity.
- **Racial harassment**
Examples include inappropriate questioning and/or jokes about racial or ethnic origin, offensive graffiti and intimidating behaviour, including threatening gestures.
- **Personal harassment**
Examples include making fun of personal circumstances or appearance.
- **Bullying**
This can be physical or psychological. Examples of psychological bullying include unmerited criticism, isolation, gossip, essential information withheld, or behavior that is intimidating or demeaning.
- **Harassment of disabled people**
Examples include discussion of the effects of a disability on an individual's personal life, uninvited touching or staring, and inappropriate questioning about the impact of someone's disability.
- **Age harassment**
Examples include derogatory age-related remarks and unjustifiable dismissal of suggestions on the grounds of the age of the person.
- **Stalking**
This can be physical or psychological. Examples include leaving repeated or alarming messages on voice mail or e-mail, following people home, or approaching others to ask for personal information.

The Student Success Manual states, “SAOIC is an educational institution and each student is held accountable for his or her behavior as it relates to the freedom, rights, and safety of others or affects the learning atmosphere. Specific unacceptable behaviors will serve as a basis for expulsion. These include possession or use, *harassment or sexual harassment...*”