



**Career Quest**  
LEARNING CENTERS

**Campus  
Safety**

**2020**

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Jeanne Clery Disclosure of Campus Safety Policy and Campus Crime Statistics  
Act Violence Against Women Reauthorization Act (VAWA)

**Annual  
Security  
Report**

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

It is the policy of Career Quest Learning Centers, Inc. 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, Career Quest Learning Centers, Inc., has implemented these policies regarding campus security. Pursuant to the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), Career Quest Learning Center is required to annually compile and publish crime statistics. This annual report covers the previous calendar year and must include statistics of specified crimes reported to local police agencies that occurred on or near our campus. The criminal offenses that the campus is required to report are the following offenses as defined by the FBI Uniform Crime Report (sex offenses are defined using the UCR-National Incident-Based Reporting System).

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act (VAWA), which amended the Higher Education Act (HEA), also known as the Jeanne Clery Disclosure of Campus Safety Policy and Campus Crime Statistics Act. Notably, the VAWA amended the Clery Act to now require institutions to compile statistics for incidents of dating violence, domestic violence, sexual assault, and stalking.

### **CRIME STATISTICS**

By October 1<sup>st</sup> of each year, Career Quest Learning Centers, Inc. will distribute a copy of its annual security report to all enrolled students via their student e-mail accounts. Additionally, a copy of the annual security report will be provided to all employees via their e-mail accounts. Hard copies will also be available upon request. This report will include statistics for crimes which occurred on or near the campus locations.

### **CRIME REPORTING POLICY**

It is the policy of Career Quest Learning Centers, Inc. 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 President, or to his/her designee. This report can be verbal or written depending on the severity of the incident. The Campus President or his/her designee will investigate such reports and take legal or other action deemed necessary by the situation. The Campus President 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 Campus President or his/her designee should be notified immediately if emergency assistance has been called.

### **TIMELY WARNING**

Career Quest Learning Centers, Inc. 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 Campus President or his/her designee. If the incident is related to sexual assault, stalking, domestic violence, sexual violence or stalking (Clery crimes), the institution will report the crime immediately but will withhold as confidential the names and other identifying information of victims.

- b. An incident presenting the possibility of future danger: students, faculty, and administrative staff will be notified verbally or in writing 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, Career Quest Learning Centers, Inc. 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 October 1<sup>st</sup> of each calendar year.

**REPORT CRIMES TO:**

Students and employees should report criminal offenses to the Campus President and local authorities. Anonymous reporting is also available:

<p><b>Lansing Police Department</b>          120 w. Michigan Ave.          Lansing, MI 48933          (517) 483-4600 (Non-Emergency)          911 (Emergency)</p>	<p><b>Jackson Police Department</b>          216 E Washington Avenue          Jackson, MI 49201          (517) 788-4100 (Non-Emergency)          911 (Emergency)</p>
<p><b>Bay City Police Department</b>          501 3<sup>rd</sup> Street          Bay City, MI 48708          (989) 892-8571 (Non-Emergency)          911 (Emergency)</p>	<p><b>Mt. Pleasant Police Department</b>          804 E. High Street,          Mt. Pleasant, MI 48858 (989) 779-          5100 (Non-Emergency)          911 (Emergency)</p>

**Confidential Reporting Procedures**

If you are the victim of a crime and do not want to pursue action within the Institution or the criminal justice system, you may still want to consider making a confidential report. With your permission, the School Director can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the Institution can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

**Reporting Policy Relative to Counselors**

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f) clarification was given those considered to be campus security authorities. 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. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistic. Career Quest does not have an employee on staff who is a professional counselor, however, the institution contracts with a licensed counselor in the event counseling services are needed.

The rulemaking committee defines counselors as:

**Pastoral Counselor**

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

### **Professional Counselor**

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. Career Quest Learning Centers does not have an employee on staff who is a professional counselor, however, the institution contracts with a licensed counselor in the event counseling services are needed.

## ***CAMPUS COMMUNITY – EMERGENCY NOTIFICATION RESPONSE AND EVACUATION PROCEDURES***

Career Quest Learning Centers is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves and immediate threat to the health or safety of students for employees. An "immediate threat" refers to an imminent or impending threat, which may include: fire, extreme weather conditions (i.e. tornado), gas leak, terrorist incidents, earthquake, armed intruder, bomb threats, chemical/hazardous waste spills, outbreak of serious illness, rioting, etc.

Once the emergency situation or dangerous situation is confirmed, the institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Upon confirmation from an institutional official (Campus President, Front Desk Administrative Assistant, Student Service Coordinator, or other appointed designee), the campus community may be notified in a variety of ways for the response action. Notifications may occur via the public address system, text message, email, fire alarm, posted signs on entrance doors, or even word of mouth dependent upon the nature of the emergency. Staff and students may be directed to a safe location, instructed to follow evacuation plans, follow emergency procedures, or initiate a lockdown. Ultimately, the Campus President at each location is responsible for confirming an emergency and initiating the appropriate response. If the Campus President is not available, they will appoint another member of the management team to make the judgement. If a notification is required, all members of the staff and students (of the specific campus) will be notified.

Responsible authorities for each campus are defined as the Campus Presidents. The current Campus Presidents include: Mollie Woodworth (Lansing and Jackson), Shelby Dalglish (Mt.Pleasant), Cassie Ferrer (Bay City). In their absence, they will appoint a trusted designee to make a rational, professional judgment in emergency situations. Other designees may include:

- Lansing – Bob Moyer (Regional Director of Student Retention), Jim Hutton (CEO), Rich Zeeman (EVP, Chief Operating Officer), Dave Heckeler (Chief Academic Officer), Cassandra Weir (Administrative Assistant), Alison Southwell (Administrative Assistant).
- Jackson –Pebbles Glaspie (Senior Admissions Representative), Tim Mastie (Director of Information Technology).
- Mt. Pleasant – Brooke Allen (Director of Career Services), Melissa Adams (Financial Aid Officer).
- Bay City – Rachel Higgins (Administrative Assistant), Megan Ely (Student Services Coordinator).

When necessary, emergency information may need to be disseminated to the larger community, beyond the campus. Various methods may be used to communicate relevant information. Career Quest Learning Centers has the ability to send cell phone alerts to active students, if necessary.

Other methods for alerting the community include TV alerts, Facebook alerts, and virtual classroom announcements. The Campus President is responsible for developing the information to be disclosed. Depending on the nature of the emergency, one or more methods will be used. For any building closures due to weather, illness, bomb threats, gas leaks, hazardous waste spills, the campus community will be notified by TV alerts (Campus President), Facebook alert on Career Quest Facebook page (Morgan Collings, Director of Marketing), Moodleroom announcements (individual instructors and/or Stephanie Nye, Online Academic Administrator), and phone alerts (Tim Mastie, Director of Information Technology). Lansing and Jackson utilize channel 6 WLNS (<https://www.wlns.com/>) as their news outlet. Bay City utilizes channel 5 WNEM (<https://www.wnem.com/>) as their news outlet, and the Mount Pleasant campus utilizes WWTW/WWUP-TV 9&10 News (<https://www.9and10news.com/>) as their news outlet. Some emergencies may not warrant the timeliness to utilize all methods. In extreme emergencies (limited time to react), such as an armed intruder, the Campus President and all others on campus are encouraged to call 9-1-1 and initiate a facility lockdown.

Career Quest Learning Centers will schedule at least one emergency response test per calendar year. The Campus President and Director of Compliance (Phil Dunn) will collaborate to schedule a date, determine type of emergency response to test/evaluate, and document the results. Depending on the nature of the test, it may be announced or unannounced. A fire/tornado drill will not be announced. Tests that require a facility "lockdown" will be announced to avoid confusion, fear, miscommunication, etc. The Campus President and Director of Compliance will establish outcomes/goals for the test. Upon completion, The Campus President and Director of Compliance will assess the drill, activity, exercise to evaluate if the outcomes were met. Testing the phone alert system will be announced via the Moodleroom classroom announcement, in lab classes, and on the Career Quest Facebook page. The Director of Information Technology, Tim Mastie, will conduct the phone alert test at least once annually.

Each module (every 5 week start date), the "Emergency Procedures for Students" are covered by instructors on the first day of class. Additionally, one week prior to conducting any emergency test, all students and staff in the active directory will be sent the preceding information on emergency response and evacuation procedures. Upon completion, the Director of Compliance (Phil Dunn) will document the test by providing a description of the exercise, the date, the time of start and finish, and whether the test was announced or unannounced. The Director of Compliance will keep the documentation filed and saved electronically on a secured network drive for at least seven years.

### ***PLAN FOR INITIATING A FACILITY "LOCKDOWN"***

A "Lockdown" is the temporary sheltering technique, e.g. 30 minutes to several hours, utilized to limit civilian exposure to an "Active Shooter" or similar incident. When alerted, occupants of any building within the subject area (i.e. CQLC Offices/Campus) will lock all doors and windows, not allowing entry or exit to anyone until the "All Clear" has been sounded by the Campus President or appropriate law enforcement. This procedure converts any building into a large "Safe Room."

#### **Incident Notification**

All emergencies, e.g. police emergencies, fires, or hazardous material spills, must be reported to the local Police Department; by dialing 9-1-1. When reporting an emergency, provide the following:

- Your name;
- Location of the emergency;
- Telephone number from which you are calling; and
- Type of emergency you are reporting (e.g., police, fire, or hazardous material spill, etc.)

#### **Initiation of "Lockdown" Procedure**

If the risk assessment determines the need to secure a building to protect the campus community and to prevent an escalation of the emergency, the Campus Manager or designee will give the order to "Lockdown" the campus.

- Notice that a "Lockdown" has been issued will be broadcast over the Public Address (PA) system and/or the staff/faculty/classroom telephone system, or by staff/faculty communication.

#### **"Lockdown" Procedure**

- If preceding an order to "Lockdown" you hear gunshots in or around your building or once the notice to "Lockdown" has been issued, take the following action:
- Follow instructions;
- Try to remain calm;
- Place a sign (if possible) on the entrance indicating the "Facility Is In Lockdown."
- Remain indoors, e.g. your office or classroom. Once in "Lockdown" you will not be allowed to move about the facility until an "All Clear" has been sounded by the Campus Manager or law enforcement;
- If not in your typical surroundings (classroom or office) proceed to a secured location
- Close and lock all doors;
- Turn off all lights;
- Occupants should be seated below window level, toward the middle of a room away from windows and doors;
- Remain silent;
- Turn off all radios, computer monitors, and other devices that emit sound and light;
- Silence cell phones;
- If gunshots are heard lay on the floor using heavy objects, e.g. tables, filing cabinets, etc. for shelter;
- Use phones only for emergency notification;
- Do not shelter in open areas such as hallways or corridors. Go to the nearest classroom or office that can be locked.
- If outdoors, seek nearby shelter, e.g. large trees, walls, mail boxes, and wait for additional instructions from the administration.
- Do not unlock doors or attempt to leave until instructed to do so by law enforcement. The "All Clear" will be announced over the Public Address (PA) system and/or the staff/faculty/classroom telephone system when it is considered safe.

### ***BUILDING SECURITY & ACCESS***

The Lansing Campus of Career Quest Learning Centers, Inc. is located on a major street. The school is open to the public. Due to its size, location and excellent safety record, the institution 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.

The Branch Campus in Jackson of Career Quest Learning Centers, Inc. is located in a large commercial office complex, which is open to the public. This location has maintained an excellent safety record in part due to the fact full time security staff are employed by the property managers.

The Mount Pleasant Branch Campus is located in a large commercial strip mall, which is open to the public. Due to its size, location and excellent safety record, the institution 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.

The Bay City Branch Campus is located in a large, commercial strip mall, which is open to the public. Due to its size, location and excellent safety record, the institution 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 Campus President 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 Campus 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 Campus President. The Campus President will work with campus landlords or contracted locksmiths if doors or locks need replaced or rekeyed due to maintenance or safety concerns. Members of the campus community should be aware that the 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 vehicle.

### ***CAMPUS SECURITY AUTHORITY***

Career Quest Learning Centers, Inc. does not employ any security personnel and no employees have any law enforcement authority. The Campus President is responsible for the campus security. A building security company is contracted by the Jackson Branch Campus property managers. Students and employees are encouraged to accurately and promptly report all crimes to the local authorities and to notify the Campus President of the incident being reported. Students are encouraged to discuss sensitive concerns they may have with the Campus President who may be able to assist students to report crimes on a voluntary and confidential basis. In the event a student or employee is unable to make such a report, the Campus President may do so on their behalf.

### ***CAMPUS SECURITY INFORMATION PROGRAMS***

Crime prevention and personal safety are issues that concern all students, faculty, and administrative staff. It is the policy of Career Quest Learning Centers, Inc. that all students will have access to a copy of the School Catalog prior to beginning classes. That catalog will contain the Campus Security and Crime Awareness policies of the institution. These policies will be addressed during new student orientation. All employees will receive the Career Quest Learning Center Employee Handbook, which will also contain information on safety and security. These policies will be addressed during new employee orientation, which is conducted by the Campus President or his/her designee. 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.

### ***PERSONAL SAFETY***

- Be aware of your surroundings and of those around you.
- Do not walk in dark, unlit areas or surroundings.
- Walk in pairs or groups when entering and exiting the Institution.
- Avoid working or studying alone at night, in remote areas or offices, and keep your door locked if you have to work late.
- Have your keys ready and in hand when approaching your vehicle or office.

### ***VEHICLE SECURITY***

- Park in well-lit areas and always lock your car.
- Secure your windows by rolling them up.
- Secure valuables such as CDs, radios, phones, books, and packages by placing them in the trunk or out of sight.
- Invest in a car alarm; kill switch, and/or steering wheel locking device.
- Park in authorized spaces and between the lines to reduce the chance of damage or vandalism to your vehicle.

## ***PROPERTY SECURITY***

- Lock and secure your desk and office when not in use.
- Lock up equipment when not in use.
- Do not leave books, bags, purses, wallets, keys or any other possessions unattended.
- Identify your valuables with tags, marker, etc.

## ***CRIME PREVENTION PROGRAMS***

Career Quest Learning Centers, Inc. will provide its students, staff and faculty with crime prevention information and safety each year through its Annual Security Report and prevention programs. Furthermore, the institution encourages students to utilize programs in the community that are designed for this purpose. The Crime Prevention Association of Michigan is located at 655 Auditorium Rd, Baker Hall Room 540, in East Lansing, Michigan. A calendar of crime prevention trainings and events that are available may be obtained at:

<http://www.crimepreventionassociationofmichigan.org/upcomingEvents.html>

Additionally, upon enrollment, students are provided with a GCN Training account which provides tutorials which include, but are not limited to:

- Active Shooter
- Domestic and Sexual Violence
- Alcohol and Drug Awareness,
- Proactive Safety
- School Safety
- Student-to-Student Hazing and Harassment
- Dating Violence
- Workplace Violence

## ***OFF-CAMPUS LOCATIONS***

All Career Quest Learning Centers, Inc. instructional programs occur at either the Main Campus or Branch Campuses.

# **EMERGENCY PROCEDURES FOR STUDENTS, STAFF AND FACULTY**

## ***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 and injuries. All staff are aware of the location of the First-Aid Kits. There is at least one in each classroom.
5. In the event of illness or injury, your instructor will complete an Incident Report and submit that report to the Campus President.

## ***BUILDING EMERGENCIES***

### **Fire Emergency**

All students should familiarize themselves with the evacuation plans posted in the classrooms and throughout 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; quickly secure personal belongings only; walk, do not run, to nearest exit in accordance with the diagram posted. Cooperate with the instructor or administration, and follow directions given.
- Before opening the classroom door, the instructor will feel the door quickly with the back of his/her hand.
- If the door is hot, the hallway on the other side is probably on fire. The instructor will advise students to use an alternate exit if possible.
- If the door is cool, the instructor will kneel down and check the air coming in under the door. If the air is cool, the hallway may be safe to enter.
- When opening the door to the hallway, the instructor will kneel behind the door while he/she opens it just a little with his/her face turned away from the opening. Listen and smell for fire and smoke.
- 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.
- Upon exiting the building students and instructors will gather in the far side of the student parking lot at a safe distance from the building.
- The instructor will determine if all students have safely exited the building and inform the Campus Manager.
- Fire extinguishers are located throughout the facility. The evacuation of students, employees and guests is the primary objective. Staff that is familiar with their use after evacuation procedures have been initiated may use a fire extinguisher.
- It is the responsibility of ALL students to follow these procedures. No student should leave his/her group as attendance will be taken when in a safe place outside the building. Students and instructors will gather in the far side of the 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:

- Tornado
- Stay away from windows.
- Stay inside if you are not told to evacuate.
- Proceed in an orderly fashion to the inside hallway away from windows.
- Floods and Flash Floods
- Stay in the building.
- 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.
- When instructed, 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 or an administrator.

## **ALCOHOL AND DRUG POLICY**

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 Career Quest Learning Centers, Inc., or at any activity sanctioned by the institution. To assist in the enforcement of Michigan underage drinking laws and

the enforcement of Federal and State drug laws, Career Quest Learning Centers, Inc. will notify Local and State policing agencies when any such activity occurs on or near the campus. All students and employees receive the Career Quest Learning Centers, Inc. alcohol, drug, and weapons policies and prevention information during new student or new employee orientation. Any student or employee in violation of this policy may be terminated from school or employment immediately. Additional information is available in the institution's Drug and Alcohol Abuse Prevention. This program contains information regarding health risks, legal sanctions, assistance organizations, etc.

### **DRUG AND ALCOHOL ABUSE EDUCATION PROGRAM**

Federal regulations require institutions participating in Federal Student Aid programs to provide its students, staff and faculty information pertaining to the prevention of drug and alcohol abuse. Students and employees are expected to dress and act in a businesslike manner while attending classes and while 'on-the-job'. At the discretion of the school administration, a student or employee may be dismissed from school or employment 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 or administrative policies; including failure to uphold financial obligations, or any other stated or determined infractions of conduct. Any student or employee convicted of a drug or alcohol crime may be dismissed from school or employment immediately. Possession, distribution, or use of alcohol or illicit substances on school premises may bring immediate expulsion or employment termination. Furthermore, the institution may report the incident to local law enforcement.

#### **Standards of Conduct:**

- 1) Consumption of alcohol is prohibited on all campuses and externship/clinical sites.
- 2) Drug usage, other than over-the-counter drugs and prescription medications used in accordance with a doctor's prescription, is prohibited while serving as an employee or student representative of the Institution, whether on- or off-campus.
- 3) The unlawful use, possession, manufacture, or distribution of controlled substances on any campus or externship/clinical site is strictly prohibited.
- 4) The operation of any vehicle or machinery for Institution business while under the influence of alcohol or drugs is strictly prohibited.
- 5) The sale of drugs or alcohol on any campus or externship/clinical site is prohibited.

(Note: The term "Campus" also encompasses at any school sanctioned activity or function.)

For more information regarding drug and alcohol rules, policies, regulations, and resources for support, please see the Drug and Alcohol Abuse Prevention Program:

<https://www.careerquest.edu/wp-content/uploads/2020/09/Drug-and-Alcohol-Prevention-Program-Biennial-Review-2020.pdf>

### **SEX OFFENSES**

Students and employees should immediately report all sex offenses to the Campus 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 determine he/she will report the offence to law enforcement personnel. The Campus President, or other personnel selected by the student, will assist the student in notifying authorities if the student requests such assistance.

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

This Institution does not have professionally trained on-campus staff to provide educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sexual

offenses. Nor does it have on-campus counseling to sexual assault victims. The following off-campus resources are available:

1. **EVE (End Violent Encounters)**  
(517) 372-5572 (24-hour crisis line)
2. **Listening Ear Crisis Intervention**  
(517) 337-1717
3. **Michigan Coalition to End Domestic & Sexual Violence**  
(517) 347-7000
4. **National Sexual Assault Hotline**  
(800) 656-4673 (24-hour crisis line)

Career Quest Learning Centers, Inc. will convene, as needed, a disciplinary committee for hearing accusations of on-campus sex offenses between members of the institution's staff and/or student body. The disciplinary committee will consist of the Campus President and one other staff member as approved by both the accuser and the accused. If parties involved in the proceedings are not able to agree on an independent staff member, the Campus President will select a staff member and conduct the proceedings. Career Quest Learning Centers, Inc. has established the following procedures for campus disciplinary proceedings: 1) both the accuser and accused are entitled to have others present during a disciplinary proceeding; 2) both parties shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sexual offense.

The following sanctions may be imposed:

1. Require the accused to provide proof that professional counseling is being received.
2. Administratively dismiss the accused.
3. Suspend the student, or suspend the disciplinary proceedings, pending the completion of legal proceedings.
4. Dismiss the accuser's accusations as unfounded if appropriate.

The Michigan State Police maintains the Michigan Public Sex Offender Registry. Students and employees may obtain information concerning registered sex offenders who might be present on campus or in the immediate area at [www.mipsor.state.mi.us](http://www.mipsor.state.mi.us), or by calling the Michigan State Police Sex Offender Registry at (517) 241-1806.

### ***DISCLOSURES TO ALLEGED VICTIMS OF CRIMES OF VIOLENCE OR NON-FORCIBLE SEX OFFENSES***

This institution will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the institution against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, this institution will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

### ***VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013 (VAWA)***

On March 7, 2013 President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA). Among other provisions, this law amended the Clery Act to require postsecondary institutions to include in the Annual Security Report all instances of domestic violence, dating violence and stalking; and instances of gender identity and national origin crimes which fall under the category of Hate Crimes.

### ***REPORTABLE OFFENSES UNDER THE CLERY ACT***

The Clery Act requires Career Quest Learning Centers to report of the following offenses:

- Manslaughter (non-negligent)
- Murder
- Rape

- Fondling
- Incest
- Statutory Rape
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Arrests, or persons referred for campus disciplinary action for liquor law violations
- Arrests, or persons referred for campus disciplinary action for drug-related violations
- Arrests, or persons referred for campus disciplinary actions for weapons possession
- Hate Crimes: Where the victim is intentionally selected because of his/her actual or perceived race, gender, religion, sexual orientation, ethnicity, and or disability
- Larceny-Theft
- Simple Assault
- Intimidation
- Destruction, damage, or vandalism of property
- Domestic Violence
- Dating Violence
- Stalking
- Unfounded Crimes

### ***CAMPUS SEXUAL VIOLENCE ELIMINATION ACT (SaVE)***

The Campus Sexual Violence Elimination Act, or Campus SaVE Act (SaVE), is a 2013 amendment to the federal Jeanne Clery Act. SaVE was designed by advocates along with victims/survivors and championed by a bi-partisan coalition in Congress as a companion to Title IX that will help bolster the response to and prevention of sexual violence in higher education. President Obama signed the measure into law as part of the Violence Against Women Reauthorization Act of 2013 on March 7, 2013.

SaVE requires colleges and universities, both public and private, participating in federal student aid programs to increase transparency about the scope of sexual violence on campus, guarantee victims enhanced rights, provide for standards in institutional conduct proceedings, and provide campus community wide prevention educational programming. In addition, SaVE also requires schools to educate students, staff, and faculty on the prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.

### ***CAMPUS SEX CRIMES PREVENTION ACT - SEX OFFENDER INFORMATION***

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Career Quest Learning Centers is providing a link to the State of Michigan Sex Offender Registry. This act requires Institutions of higher education to provide a method whereby the campus community can obtain law enforcement information provided by the State concerning registered sex offenders. The Michigan State Police is responsible for maintaining this registry. Follow the link to access the Michigan State Police Website at <http://www.mipsor.state.mi.us/>. Information is also available in the United States Department of Justice national sex offender registry at <https://www.nsopw.gov/>.

### ***SEXUAL ASSAULT POLICY & PROCEDURES***

It is Career Quest Learning Centers' policy that any form of sexual assault is strictly prohibited. The institution will make all responsible efforts to maintain a campus environment free from sexual assault.

## **What is Sexual Assault?**

The Campus SaVE Act defines Sexual Assault, as an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. The State of Michigan defines Sexual Assault (often known as rape) as forcing or coercing an individual to engage in any non-consensual sexual contact or sexual penetration. In Michigan, the law regarding sexual assault is called the Criminal Sexual Conduct Act. It is gender neutral and includes marital, stranger, date, acquaintance, and child sexual assault.

There are four degrees of criminal sexual conduct. First and third degrees involve forced or coerced penetration. This can involve vaginal, anal or oral intercourse, or putting a finger or object in another person's genital or anal opening. The second and fourth degrees involve forced or coerced sexual contact. This includes touching the groin, genital area, inner thighs, buttocks, breasts or the clothing covering these parts.

How serious the crime is considered by the prosecutor depends on a number of factors such as: more than one assailant, a weapon, a physical injury other than sexual assault, extortion or the element of surprise. The charges of criminal sexual assault are viewed as more serious if the victim is under 13 years of age, from 13-15 years of the age and the assailant is a member of the family or in a position of authority over the victim, such as a teacher, counselor, clergy or doctor. Criminal sexual conduct does not require a witness other than the victim. It is also a crime if the assailant is your dating partner or spouse ([www.michigan.gov/datingviolence](http://www.michigan.gov/datingviolence)).

## **Domestic Violence**

Domestic Violence is defined by the State of Michigan as the occurrence of any of the following acts by a person that is not an act of self-defense: causing or attempting to cause physical or mental harm to a family or household member; placing a family or household member in fear of physical or mental harm; causing or attempting to cause a family or household member to engage in involuntary sexual activity by force, threat of force, or duress; and/or engaging in activity toward a family or household member that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested ([http://www.michigan.gov/dhs/0,4562,7-124-7119\\_7261-15005--,00.html](http://www.michigan.gov/dhs/0,4562,7-124-7119_7261-15005--,00.html)). Further, the act defines "family or household member" to include any of the following:

- A spouse or former spouse.
- An individual with whom the person has or has had a dating relationship.
- An individual with whom the person is or has engaged in a sexual relationship.
- An individual to whom the person is related or was formerly related by marriage.
- An individual with whom the person has a child in common.
- The minor child of an individual described in the above bullet points.

## **Dating Violence**

Dating violence is a pattern of assaultive and controlling behaviors that one person uses against another in order to gain or maintain power and control in the relationship. The abuser intentionally behaves in ways that cause fear, degradation and humiliation to control the other person. Forms of abuse can be physical, sexual, emotional and psychological. Victims and abusers come from all social and economic backgrounds, faith communities, and racial and ethnic backgrounds. Abuse also occurs in same-sex relationships. Both females and males can be victims of dating violence, but numerous studies reveal the reality that the majority of victims are females (usually more than 95 percent). Victims are often referred to as females and abusers as male. That reference does not change the fact that every survivor -- male or female -- deserves support, options, resources and safety.

Abusers attempt to control their partners in a variety of ways. The following is a list of common controlling behaviors:

- **Isolation:** Trying to cut off the victim's relationship with family and friends; using jealousy to justify behavior.
- **Emotional:** Humiliating the victim in front of friends or making the victim feel guilty when she confronts the abuser about the abuse.
- **Intimidation:** Making the victim fearful by using threatening behavior, abuse of animals, verbal aggression or destruction of property.
- **Coercion:** Threatening to find someone else if the dating partner doesn't comply with the abuser's wishes or demands. Threats to harm self or others if the dating partner leaves.
- **Physical:** Using or threatening to use physically assaultive behaviors such as hitting, shoving, grabbing, slapping, beating, kicking, etc.
- **Sexual:** Touching or forcing the victim to engage in unwanted sexual activity.

At the beginning stages of the dating relationship, these behaviors may not be apparent or the use of them is so subtle that they may be mistaken for the abuser's caring and concern. For example, the abuser may suggest that the couple spend all their time together because when they are apart, they will miss each other. If the victim spends time with other friends, the abuser may appear to be sad or disappointed. As the relationship becomes more involved, the abuser may gradually escalate the use of these behaviors to include severe jealousy, which is not a sign of love as many in our society believe ([www.michigan.gov/datingviolence](http://www.michigan.gov/datingviolence)).

### **Stalking**

Stalking is defined as a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested (Michigan Penal Code MCLA750.411 h). In this definition, "willful course of conduct" refers to a pattern of behavior made up of a series of two or more separate non-continuous acts which share the same purpose. The term harassed is defined as repeated or continuing unconsented contact directed toward a victim resulting in emotional distress ([https://www.michigan.gov/documents/mdch/Stalking\\_Brochure\\_2\\_175588\\_7.pdf](https://www.michigan.gov/documents/mdch/Stalking_Brochure_2_175588_7.pdf)).

### **Consent for Sexual Activity**

In Michigan, the age of consent is 16, and people who engage in sexual activity with children who are underage may be convicted of statutory rape (also called criminal sexual conduct). Michigan's laws also prohibit teachers from engaging in sex with students aged 16 or 17 years old. In statutory rape cases, the determinative fact is the age of the child. Even if the underage person pursues or agrees to the sexual relationship, the defendant can still face criminal conviction. Of course, people who commit sex acts against others without their consent can also be convicted of sexual assault or assault and battery.

### **Statutory Rape**

Under Michigan's law, a person commits criminal sexual conduct in the third degree by engaging in sexual penetration (intercourse, oral or anal sex, or digital penetration) with:

- A child under the age of 16 but over the age of 13, or
- A child age 16 or 17 if the defendant is a teacher or school employee.

Any sexual activity (including, but not limited to sexual penetration) with a child under the age of 13 or with a child between the ages of 13 and 16 by an adult who is in the child's family or household or in a position of authority over the child is punished more severely, as first or second degree criminal sexual conduct (Mich. Comp. Laws Ann. §§ 750.520b, 750.520c, 750.520d.).

## **Other Sexual Conduct**

It is a lesser crime (criminal sexual conduct in the fourth degree) to engage in sexual activity short of sexual penetration with:

- A child under the age of 16 but over the age of 13, when the defendant is at least five years older, or
- A child age 16 or 17 if the defendant is a teacher or school employee. (Mich. Comp. Laws Ann. §§ 750.520e.)

## **Child Enticement**

In Michigan, people who lure or encourage children under the age of 16 to engage in any sexual conduct commit the crime of child enticement, even if no sexual conduct ever results. A common scenario that results in enticement charges is a defendant who meets a child online and arranges to visit the child for sex.

## **Sex Offenders**

Convicted sex offenders who qualify under the Sex Offenders Registration Act, Act 295 of 1994, are listed on the Michigan Public Sex Offender Registry (PSOR) website. The PSOR site includes: offender's name, date of birth, registration number, photo, registration details, physical characteristics, known alias(es), scars, marks, tattoos, offense information, address information, employment information, and vehicle information.

## **Bystander Intervention Options**

Bystander intervention programs teach potential witnesses safe and positive ways that they can act to prevent or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

### **What is a bystander?**

A bystander is a person present but not directly involved in an event, who has the capacity for moral decisions and is therefore responsible for rational thought and action.

### **Why should bystanders be accountable?**

In the past, people were comfortable in a passive role, only being responsible for themselves. The bystander approach acknowledges the fact that we are all interdependent and can all have a positive impact on each other. If we keep our eyes open to potentially dangerous situations, we can step in before something bad happens. As people feel empowered to become "active" bystanders, it will, in turn empower others surrounding them. The goal of this program is engaging members of our campus community to realize its true potential to influence others, and potentially save lives.

### **5 Steps to Accountability:**

- Notice the event.
- Recognize it as a risky situation.
- Take responsibility for helping in the situation.
- Have the skills necessary to intervene.
- Take Action!

### **Intervening in Any Situation**

- Gather details about the situation.
- Ask for help from other bystanders or friends.
- Be sensitive and understanding.
- Intervene early and in a safe manner.
- Consider multiple options.
- Don't be afraid to call for help!

### **Non-emergency Intervention**

- Don't make assumptions about the people involved or the situation.
- Keep your eyes open for red flags.
- Set a goal or a plan.
- In conversations, keep in mind that it is about mutual respect.

Ongoing prevention and awareness campaigns are programs sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

Primary prevention programs are initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

### **Risk Reduction to Recognize Warning Signs of Abusive Behavior**

Risk reduction is defined as the options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Career Quest Learning Centers has made available to its student body, staff, and faculty, reading material on recognizing the warning signs of abusive behavior as well as information on how to avoid potential attacks. This material is located in the Media Center.

### **Suggestions to Reduce Risk – On and Off Campus:**

- Drink responsibly or not at all.
- Remain Drug-Free.
- Strength in numbers: Have a preplanned signal to let your friend know that you want to leave or if you need help.
- Know your limits. It's never too late to say "no". Never be embarrassed or ashamed to say "no" or ask someone to stop.
- Verbalize your expectations and be up front. A potentially embarrassing conversation could save you from a traumatic situation.
- Trust your gut instinct and guard your personal space. If someone makes you uncomfortable, remove yourself from the situation.
- Believe in yourself. Women do not ask to be raped any more than a man with money in his pocket is asking to be robbed. You are in charge of your body and you can say "NO".
- End the night early if your date becomes drunk or abusive. No one deserves physical or emotional abuse.

### **Sexual Assault Prevention Programs/Reporting Procedures**

Career Quest Learning Centers has established the following programs to prevent sexual assault as well as procedures to follow if a sexual assault has occurred.

### **Importance of Preserving Evidence after a Sexual Assault**

Evidence of a sexual assault should be preserved as soon as possible after the incident, even if the reporting student is unsure about reporting a or filing criminal charges.

- A Sexual Assault Forensic Examination (SAFE) will preserve evidence and may be done up to 72 hours after an assault.
- A SAFE may be done regardless of whether or not the student receiving the examination wants to pursue criminal charges.
- The student does not need to provide his/her name to police to have the exam and for the evidence to be preserved.
- Preserving evidence, including from a SAFE, does not obligate the student to pursue criminal charges or appear in court.

**Steps to preserve evidence:**

- Do not shower or douche
- Try not to urinate. Urinating may reduce the ability to detect “date rape” drugs
- If there was oral contact, do not smoke, eat, or brush teeth
- Do not change clothes. If you have already changed your clothes, place them in a paper bag (plastic may destroy evidence) If you haven’t changed, keep the original clothes on and bring an extra set to wear home from the hospital
- Go to a hospital with the ability of providing a SAFE exam. The cost of a SAFE examination is paid for from a state fund

**Discussion**

If a student is sexually assaulted, preserving any available evidence, including the results of a SAFE, blood tests for “date rape” drugs, and/or testing urine, allows the student to leave open the option of criminal prosecution in the future without obligating the student to take that step. Moreover, because some kinds of evidence may only be collected within a short period of time after an assault, delaying action to preserve evidence immediately after an assault may reduce the chances for a successful criminal prosecution in the future. After a sexual assault, you may not feel like having a rape kit done or reporting the sexual assault to law enforcement. However, you may still wish to seek medical attention. A Rape Response Services advocate can accompany you to any medical appointment and will not pressure you to file a report to law enforcement or have a Sexual Assault Forensic Examination. What you want to do is always your choice. To reach an advocate, call 1-800-310-0000.

**Medical Examination without a Police Report**

Hospitals will provide a SAFE, including appropriate blood and urine tests, even if the student does not want to make a police report. These examinations are referred to as “Non-Reporting” SAFEs, or “Jane Doe” examinations. This option allows the student to have potential evidence collected and preserved without giving his/her name to the police, or being obligated to pursue criminal charges. Hospital staff will conduct the non-reporting SAFE in the same manner as if a police report where being made so that the evidence is usable by police detectives and potentially admissible in court. Hospital staff will contact police once the examination is completed. A police officer will respond to collect the evidence and assign a police report number (without the student’s name), and will enter any evidence collected into police evidence. However, the evidence will not be processed or examined by detectives unless the student subsequently makes a report to police.

## **Costs of a SAFE and Medical Care**

The cost of the Sexual Assault Forensic Examination is covered by a state fund. However, if the student requires additional medical care for injuries suffered during the assault or follow up care, those costs may be billed to the student's health insurance. If criminal charges are filed, a state victim's compensation fund may cover some or all of the costs for medical care.

### **A. Educational Programs**

In compliance with the SaVE act requirements for primary prevention and awareness of these offenses, Career Quest Learning Centers has implemented an educational program for students, staff, and faculty to prevent and promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking which shall include primary prevention and awareness programs for incoming students and new employees, as well as ongoing prevention awareness programs for students and faculty, that includes, but is not limited to the following:

- Sexual Violence Prevention and Awareness Training (in conjunction with Library Training).
- Widespread distribution and publication of campus security information.
- Nationally recognized handouts available (School Library) on awareness and prevention of Sexual Violence.
- Trauma Training for School Officials on Campus Sexual Violence.
- Distribution of Campus Sexual Misconduct Policy.
- GCN Training Tutorials (<https://site.gcntraining.com/> )

Career Quest Learning Centers strictly prohibits the offenses of sexual assault, domestic violence, dating violence, and stalking and attempts to protect members of the school community, including visitors, from such offenses. Career Quest Learning Centers offers any student, faculty or staff member who survives a sexual assault that occurs within the context of the school community the support necessary to enable them to continue to pursue their academic or career goals. In addition, Career Quest Learning Centers has support staff available to assist victims in notifying appropriate law enforcement authorities regarding such crimes, if so requested by the victim.

In effort to provide a safe environment for our students, staff, and faculty, Career Quest Learning Centers provides prevention and awareness programs (referenced above) to enhance awareness of sexual assault and the condition that fosters this offense on school campuses. Career Quest Learning Centers undertakes efforts to safeguard the rights and interests of the survivor and pursues sanctions against the perpetrator(s) of sexual assault. Any individual who has been sexually assaulted, including date or acquaintance rape, is strongly encouraged to report the incident to the local police (if off-campus), the Campus President as well as any civil authorities that an individual deems appropriate. Furthermore, Career Quest Learning Centers prohibits any and all retaliation by its faculty and staff against a person who exercises his or her rights or responsibilities under any provision of the Campus SaVE Act.

Sex crimes, including but not limited to sexual assault, domestic violence, dating violence, and stalking, represent violations of criminal and civil law, and constitute a serious breach of student or employee conduct. All parties engaging in sexual activity must be based upon explicit consent among the parties. Verbal communications of non-consent, non-verbal acts of resistance or rejection, or mental impairment of the victim due to any cause including the victim's use of alcohol or drugs may constitute lack of consent. The use of alcohol or drugs will not be accepted as an explanation for the actions of any individual charged with a violation of this policy.

### **B. Procedures to Follow if a Sexual Offense, Domestic Violence, Dating Violence, Sexual Assault, or Stalking has Occurred**

- If you are a victim of a sexual offense, domestic violence, dating violence, sexual assault, or stalking at Career Quest Learning Centers, your first priority should be to get to a place of safety. Medical attention and/or treatment should then be obtained as quickly as possible following the incident. Assaults should be reported directly to a school official (i.e. Title IX Coordinator, Campus President, Director, etc.) and/or local law enforcement authorities at 9-1-1. If a student chooses, campus authorities will assist the student in notifying the proper law enforcement authorities. Because of the importance of preserving evidence in order to provide proof of criminal domestic violence, dating violence, sexual assault, or stalking, or for obtaining a protection order, students should contact either a school official or the proper law enforcement as soon as possible after the incident (Please See Preserving Evidence after a Sexual Assault above).
- If the assailant is identified as a Career Quest Learning Centers student, a school official will report the incident to the Title IX Coordinator (Phil Dunn), who will assist with the appropriate course of action in accordance with the Student Conduct Policy and/or the CQLC-Title IX-Sexual Harassment and Misconduct Policy. Potential school sanctions include permanent termination from the program.
- If the assailant is a Career Quest Learning Centers employee, a school official will report the incident to the Title IX Coordinator (Tina Bowler) for appropriate action. Potential school sanctions include termination of employment.

**C. Procedures for Institute Disciplinary Action in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking (The Federal Campus Sexual Assault Victims' Bill of Rights)**

- Career Quest Learning Centers will do its best to provide a prompt, fair, and impartial investigation and resolution on all cases of alleged domestic violence, dating violence, sexual assault, and stalking.
- The proceedings shall be conducted by a school official who has received training on an annual basis on issues related to domestic violence, dating violence, sexual assault, and stalking, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- The accuser and the accused are entitled to the same opportunities to have others present during an Institutional Disciplinary Proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.
  - The Institutional Disciplinary Proceeding will consist of, but not limited to:
    - First, the victim will notify the Campus President or other school official (Title IX Coordinator, Director, manager, instructor) to initiate the proceeding and complaint procedure.
    - To file a complaint, the victim can submit a written complaint to the Campus President and Title IX Coordinator. The written complaint should contain (1) the nature of the incident(s), (2) approximate date(s) that the incident(s) occurred, (3) name(s) of the individual(s) involved in the incident(s) – staff and/or other students, (4) copies of important information regarding the incident(s), (5) evidence demonstrating that the Institution's complaint procedure was followed prior to this point in time (if applicable), and (6) student signature. Students who file a written complaint can expect to receive a written response or reply within 24 hours. Students may of course call the Campus President to schedule an appointment at any time if they prefer not to follow the written complaint procedure. Additionally, the victim can utilize the school's "open door policy" to meet with the Campus President.
      - Campus Presidents for each campus consist of: Mollie Woodworth (Lansing and Jackson), Shelby Dalgleish (Mt. Pleasant), Cassie Ferrer (Bay City).
      - Title IX Coordinators for CQLC are Phil Dunn and Tina Bowler.
    - Upon receiving a complaint, the Campus President and/or Title IX

Coordinator will begin the proceeding by conducting a fact-finding investigation, interviewing witnesses (if applicable), holding formal and informal meetings as necessary, consulting with other school officials as necessary to establish a final determination, a resolution, or a plan of action. For detailed procedures, visit the CQLC-Title IX-Sexual Harassment and Misconduct Policy at: <https://www.careerquest.edu/wp-content/uploads/2020/08/CQLC-Title-IX-Sexual-Harassment-and-Misconduct-Policy.pdf>

- The final determination will be based on the preponderance of the evidence. This preponderance is based on the more convincing evidence and its probable truth or accuracy, and not on the amount of evidence.
- Career Quest Learning Centers will provide information on how to obtain orders of protection, no contact orders, restraining orders, or similar orders issued by a criminal, civil, or tribal court. Career Quest Learning Centers does not issue orders of protection. However, it is the institutions responsibility to adhere to, and accommodate any students' protection of orders issued by any of the entities listed above. The student will request in writing to the Campus President and provide any necessary documentation. The Campus President will collaborate with necessary personnel to establish a protocol in order to accommodate the student's needs. Resources available to students include the following website, phone number, and law enforcement agencies:
  - [https://www.michigan.gov/documents/msp/PPO\\_Brochure\\_2\\_176129\\_7.pdf](https://www.michigan.gov/documents/msp/PPO_Brochure_2_176129_7.pdf)
  - The National Domestic Violence Hotline – 1 -800-799 -7233
  - Local Law enforcement agencies:

<b>Lansing Police Department</b> 120 w. Michigan Ave. Lansing, MI 48933 (517) 483-4600 (Non-Emergency) 911 (Emergency)	<b>Jackson Police Department</b> 216 E Washington Avenue Jackson, MI 49201 (517) 788-4100 (Non-Emergency) 911 (Emergency)
<b>Bay City Police Department</b> 501 3 <sup>rd</sup> Street Bay City, MI 48708 (989) 892-8571 (Non-Emergency) 911 (Emergency)	<b>Mt. Pleasant Police Department</b> 804 E. High Street, Mt. Pleasant, MI 48858 (989) 779- 5100 (Non-Emergency) 911 (Emergency)

- In addition, the institution will illustrate how it will protect the confidentiality of victims, including how publicly-available recordkeeping will be accomplished without the inclusion of identifying information about the victim, to the extent permissible by law. In order to protect confidentiality of victims, the Campus President will create a written incident report which will include the nature of the offence, a case number, a location, and date/time. The incident report will contain no personally identifiable information. The Campus President will inform the Director of Compliance, and file the incident report in a locked drawer/file cabinet. Additionally, an electronic copy will be saved on a secured network drive. If a third party (law enforcement) requires information regarding the incident, Career Quest Learning Centers will notify the victim before sharing any personally identifiable information. Additionally, Career Quest Learning Centers will inform the victim which information will be shared, with whom, and why it is being shared.
- All parties involved will be provided, in writing, of existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims on campus and in and around the community. The expected timeliness for these resources is 72 hours from the complaint.
- Career Quest Learning Centers will provide written notification to victims about options for available assistance, in and how to request changes to academic, living, or transportation and working situations, or protective measures, regardless of whether the victim chooses to report the crime to the institution or local law enforcement. The expected timeliness for

these resources is 72 hours from the complaint.

- Following the final determination of an Institutional Disciplinary Proceeding, Career Quest Learning Centers will impose sanctions regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses such as termination from the program in the case of a student, and termination of employment in the case of an employee. The sanctions will be communicated within 24 hours of final determination by a phone call or meeting.
- Any student or employee who reports to Career Quest Learning Centers that they have been a victim of one of the aforementioned crimes shall be provided with a written explanation of their rights and options, regardless of whether the crime took place on or off campus. The written explanation will be provided within 48 hours of the reporting time.
- Both the accuser and the accused shall be simultaneously informed, in writing, of:
  - The outcome of the Institutional Disciplinary Proceeding
  - The Institution's procedures for the accused and the victim to appeal the results
  - Any change in the results that occurs prior to the time the results become final
  - When the results become final
- All current students and employees will be made aware of incidents of sexual assault and other crimes via this Campus Crime Report publication, which is distributed to all employees in their employment packet and to students in the school catalog. This report is updated annually and is distributed to both new and current students and employees.

## ANNUAL SECURITY REPORT & STUDENTS-RIGHT-TO-KNOW for Career Quest Learning Centers, Inc. – Lansing

Pursuant to the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), Career Quest Learning Center is required to annually compile and publish crime statistics. This annual report covers the previous calendar year and must include statistics of specified crimes reported to local police agencies that occurred on or near our campus. The criminal offenses that the campus is required to report are the following offenses as defined by the FBI Uniform Crime Report (sex offenses are defined using the UCR-National Incident-Based Reporting System):

Criminal Offense	Main Campus			Public Property		
	2017	2018	2019	2017	2018	2019
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Hate Offenses	Main Campus			Public Property		
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0
Larceny - theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction / damage / vandalism of property	0	0	0	0	0	0
VAWA Offenses	Main Campus			Public Property		
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Arrests / Disciplinary Actions	Main Campus			Public Property		
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0
Unfounded Crimes	Main Campus					
Total Unfounded Crimes	0	0	0			

Career Quest Learning Center is required to report these crimes separately for our main campus as well as public property immediately adjacent to our main campus. For purposes of this report, our main campus is defined as 3215 S. Pennsylvania Avenue, Lansing, MI 48910. Our public property is defined as the parking lots in front of and to the north and south of 3215 S. Pennsylvania Avenue, Lansing, MI 48910. Please note: This campus location does not have any on-campus housing.

For our complete Campus Security, Safety, and Crime Awareness Policy, you may request a copy from our campus.

The institution’s Completion Rate and Placement Rate for the most currently reported cohort group as calculated in accordance to the standards of the U.S. Department of Education can be found at the Institution’s webpage at [www.careerquest.edu](http://www.careerquest.edu)

## ANNUAL SECURITY REPORT & STUDENTS-RIGHT-TO-KNOW for Career Quest Learning Centers, Inc. – Jackson

Pursuant to the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), Career Quest Learning Center is required to annually compile and publish crime statistics. This annual report covers the previous calendar year and must include statistics of specified crimes reported to local police agencies that occurred on or near our campus. The criminal offenses that the campus is required to report are the following offenses as defined by the FBI Uniform Crime Report (sex offenses are defined using the UCR-National Incident-Based Reporting System):

Criminal Offense	Main Campus			Public Property		
	2017	2018	2019	2017	2018	2019
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
<b>Hate Offenses</b>	<b>Main Campus</b>			<b>Public Property</b>		
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0
Larceny - theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction / damage / vandalism of property	0	0	0	0	0	0
<b>VAWA Offenses</b>	<b>Main Campus</b>			<b>Public Property</b>		
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
<b>Arrests / Disciplinary Actions</b>	<b>Main Campus</b>			<b>Public Property</b>		
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0
<b>Unfounded Crimes</b>	<b>Main Campus</b>					
Total Unfounded Crimes	0	0	0			

Career Quest Learning Center is required to report these crimes separately for our Branch campus as well as public property immediately adjacent to our Branch campus. For purposes of this report, our Branch campus is defined as 209 E. Washington Avenue, Jackson, Michigan 49201. Our public property is defined as the sidewalks around the building and adjacent parking lots to 209 E. Washington Avenue, Jackson, Michigan 49201. Please note: This campus location does not have any on-campus housing.

For our complete Campus Security, Safety, and Crime Awareness Policy, you may request a copy from our campus.

The institution’s Completion Rate and Placement Rate for the most currently reported cohort group as calculated in accordance to the standards of the U.S. Department of Education can be found at the Institution’s webpage at [www.careerquest.edu](http://www.careerquest.edu).

# ANNUAL SECURITY REPORT & STUDENTS-RIGHT-TO-KNOW for Career Quest Learning Centers, Inc. – Mt. Pleasant

Pursuant to the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), Career Quest Learning Center is required to annually compile and publish crime statistics. This annual report covers the previous calendar year and must include statistics of specified crimes reported to local police agencies that occurred on or near our campus. The criminal offenses that the campus is required to report are the following offenses as defined by the FBI Uniform Crime Report (sex offenses are defined using the UCR-National Incident-Based Reporting System):

Criminal Offense	Main Campus			Public Property		
	2017	2018	2019	2017	2018	2019
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
<b>Hate Offenses</b>	<b>Main Campus</b>			<b>Public Property</b>		
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0
Larceny - theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction / damage / vandalism of property	0	0	0	0	0	0
<b>VAWA Offenses</b>	<b>Main Campus</b>			<b>Public Property</b>		
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
<b>Arrests / Disciplinary Actions</b>	<b>Main Campus</b>			<b>Public Property</b>		
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0
<b>Unfounded Crimes</b>	<b>Main Campus</b>					
Total Unfounded Crimes	0	0	0	0	0	0

\*This Campus opened and first had students enrolled in January 2017.

Career Quest Learning Center is required to report these crimes separately for our main campus as well as public property immediately adjacent to our main campus. For purposes of this report, our main campus is defined as 2116 S. Mission Street, Mt. Pleasant, MI 48858. Our public property is defined as the parking lots and sidewalks in front of and behind 2116 S. Mission Street, Mt. Pleasant, MI 48858. Please note: This campus location does not have any on-campus housing.

For our complete Campus Security, Safety, and Crime Awareness Policy, you may request a copy from our campus.

The institution’s Completion Rate and Placement Rate for the most currently reported cohort group as calculated in accordance to the standards of the U.S. Department of Education can be found at the Institution’s webpage at [www.careerquest.edu](http://www.careerquest.edu).

# ANNUAL SECURITY REPORT & STUDENTS-RIGHT-TO-KNOW for Career Quest Learning Centers, Inc. – Bay City

Pursuant to the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), Career Quest Learning Center is required to annually compile and publish crime statistics. This annual report covers the previous calendar year and must include statistics of specified crimes reported to local police agencies that occurred on or near our campus. The criminal offenses that the campus is required to report are the following offenses as defined by the FBI Uniform Crime Report (sex offenses are defined using the UCR-National Incident-Based Reporting System):

Criminal Offense	Main Campus			Public Property		
	2017	2018	2019	2017	2018	2019
Murder/Non-negligent manslaughter	N/A	0	0	N/A	0	0
Negligent manslaughter	N/A	0	0	N/A	0	0
Rape	N/A	0	0	N/A	0	0
Fondling	N/A	0	0	N/A	0	0
Incest	N/A	0	0	N/A	0	0
Statutory Rape	N/A	0	0	N/A	0	0
Robbery	N/A	0	0	N/A	0	0
Aggravated assault	N/A	0	0	N/A	0	0
Burglary	N/A	0	0	N/A	0	0
Motor vehicle theft	N/A	0	0	N/A	0	0
Arson	N/A	0	0	N/A	0	0
<b>Hate Offenses</b>	<b>Main Campus</b>			<b>Public Property</b>		
Murder/Non-negligent manslaughter	N/A	0	0	N/A	0	0
Rape	N/A	0	0	N/A	0	0
Fondling	N/A	0	0	N/A	0	0
Incest	N/A	0	0	N/A	0	0
Statutory Rape	N/A	0	0	N/A	0	0
Robbery	N/A	0	0	N/A	0	0
Aggravated assault	N/A	0	0	N/A	0	0
Burglary	N/A	0	0	N/A	0	0
Motor vehicle theft	N/A	0	0	N/A	0	0
Arson	N/A	0	0	N/A	0	0
Simple assault	N/A	0	0	N/A	0	0
Larceny - theft	N/A	0	0	N/A	0	0
Intimidation	N/A	0	0	N/A	0	0
Destruction / damage / vandalism of property	N/A	0	0	N/A	0	0
<b>VAWA Offenses</b>	<b>Main Campus</b>			<b>Public Property</b>		
Domestic Violence	N/A	0	0	N/A	0	0
Dating Violence	N/A	0	0	N/A	0	0
Stalking	N/A	0	0	N/A	0	0
<b>Arrests / Disciplinary Actions</b>	<b>Main Campus</b>			<b>Public Property</b>		
Weapons: Carrying, Possessing, etc.	N/A	0	0	N/A	0	0
Drug abuse violations	N/A	0	0	N/A	0	0
Liquor law violations	N/A	0	0	N/A	0	0
<b>Unfounded Crimes</b>	<b>Main Campus</b>					
Total Unfounded Crimes	N/A	0	0	0	0	0

\*This Campus opened and first had students enrolled in April 2018.

Career Quest Learning Center is required to report these crimes separately for our main campus as well as public property immediately adjacent to our main campus. For purposes of this report, our main campus is defined as 3900 State Street Road, Suite 200, in Bay City, MI 48706.. Our public property is defined as the parking lots and sidewalks in front of and behind 3900 State Street Road, Suite 200, in Bay City, MI 48706. Please note: This campus location does not have any on-campus housing.

For our complete Campus Security, Safety, and Crime Awareness Policy, you may request a copy from our campus.

The institution’s Completion Rate and Placement Rate for the most currently reported cohort group as calculated in accordance to the standards of the U.S. Department of Education can be found at the Institution’s webpage at [www.careerquest.edu](http://www.careerquest.edu).