

The school prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) and the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113- 4), which, among other provisions, amended section 485(f) of the Clery Act. Nothing in the law shall be construed to permit a school to retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual with respect to the implementation of the Clery Act and VAWA. Our school attempts to provide students and employees with a safe and secure environment in which to study and work. The school is open during the hours of 9:00am, to 9pm Monday through Thursday and Friday through Sunday from 9:00am to 4:30pm. School facilities are secured during times the school is not open for business with locked doors and a motion sensing alarm system.

Geography:

The Main Campus of Access Careers is situated in Hempstead, Long Island, New York. Hempstead is part of Nassau County which is located east of New York City. Previously the entire Long Island region was known as Nassau. However, later the region was bifurcated into two separate counties namely Nassau and Suffolk County. As of 2008, Nassau County was the second richest county per capita in the State of New York and 10th richest in the entire nation. Hempstead is the largest out of the three towns in Nassau County. There are twenty two incorporated villages completely or partially in this town. According to 2000 census, Hempstead's combined population was 755,924 which make it not only the most populous town in the State of New York but also the largest Township in the United States. If Hempstead was to be incorporated as one city, it would be the 14th most populous city in the nation. Access Careers occupies a multiple tenant building.

The first floor landing and stairwell is all public property, where the stairwell from the second floor and up is not used by the school or its students. Part of the second floor is used for business by the school. The rear of the building contains a public parking lot. The entrance to the campus building is always locked and students need to be buzzed in. Access Careers has a recorded video surveillance camera system and can be viewed at any time /anywhere by management. Students are asked not to stay in the building except during the hours of the school's operation.

These hours are as follows:

Monday through Friday from 9am to 9pm

Saturday & Sunday from 9am to 4:30pm.

Access to all facilities including offices, classrooms, lounges, and libraries is by key only when classes are not in session. Students are asked to remain in their classrooms or in the lounge areas during class breaks. A member of the administrative staff must accompany prospective students when they tour the school. Strangers are not permitted to loiter in any area of the school. Students, faculty and staff are asked to notify the administration immediately if they see a suspicious person or activity at any time. The Person responsible for the collection of crime data is the School Director or Evening Director or Evening Supervisor. All crime data is compiled by the School Director. Last updated 3/18/18

Campus Security Authorities:

All aspects of security on campus is handled by the following individuals, including handling emergencies and reporting of offenses and the gathering of crime statistics: (34 CFR 668.46(a))

Evening Director: Steven Weinstein

Director: Jaspreet Sawhney

The above mentioned personnel are empowered to enforce Access Careers' school regulations, to investigate incidents and to apprehend those who violate these regulations or commit crimes on campus. Criminal violators who are apprehended will be turned over to the local police precinct. If it is an absolute emergency dial 911. When necessary, Access Careers will press charges against the criminal violators. Documentation is kept in the student's file. Updated: 3/18/18.

Crime Statistics:

Persons responsible for the collection of crime data is the School Director and or Evening Director. All crime data is compiled by the Evening Director. All reported crimes on our Clery geography are included in the annual security report listed below and those statistics are provided to the department through the annual Web-based data collection. The Web-based data collection is completed by the School Director. All records associated with the statistics are scanned and stored securely. A good faith effort is made to include the Local Police Department data. Letters requesting specific data are sent to the Local Police Department via certified mail. The Local Police Department has received the letter yet has not provided this data or acknowledged the intent to compile and provide this data to Access Careers.

Statistics from Law Enforcement Agencies:

A good faith effort is made to collect crime statistics from law enforcement for all crimes committed in the immediate vicinity of our Clery geography. If any information is provided to Access Careers, it is included within the crime statistics and noted as "off campus public property". (34 CFR 668.46(c) (9)) Access Careers personnel communicates regularly on the scene of incidents that occur in and around the campus area. The staff also works closely with investigative effort, reports, crime related reports and exchanges of information, as deemed necessary. There is no written memorandum of understanding between our local police department and the school. The school contacts the local law enforcement precinct every year via conventional mail and requests crime statistics for our Clery geography, as of yet we have received no response.

The Daily Crime Log:

Because neither of Access Careers' campuses have campus police or security departments, a daily crime log is not required to be maintained. (34 CFR 668.46(f))

Timely Warning Policy:

The issuance of Timely Warnings is made by the School Director. When it is appropriate, Access Careers will issue immediate notification of security issues via the School Text Alert system. The School Text Alert system is an alert system that provides Access Careers the opportunity to contact students, staff, faculty or any combination thereof immediate real time notification via an SMS message. Notifications may also be disseminated by the Access Careers website. www.accesscareers.net or via Access Careers Facebook Page (34 CFR 668.46(e)) FERPA does not protect records from being released without consent in an emergency situation when that information is needed to protect the health and safety of others. (34 CFR 99.31(b) (6) and 99.36).

Clery Timely Warning Notices are specifically related to compliance with the federal Clery Act, which requires schools to notify students and employees whenever there is a threat that a serious crime is ongoing or may be repeated--so that campus community members can protect themselves from harm. The Clery Act identifies specific crimes that require a timely warning notice to be issued, when crimes are reported to officials with significant responsibility for student and campus activities, campus safety, or the local police and the reported crime(s) are believed to have occurred on campus, in or on non-campus buildings or property, or on public property contiguous to the campus. All Clery Act Crimes which represent a serious or continuing threat to the person and well-being of students and employees. Examples include but are not limited to:

- Criminal Homicide
- Sex Offenses
- Robbery
- Aggravated Assault
- Burglaries (occupied rooms/offices/structures)
- Hate Crimes
- Persons with weapons with intent to use
- Threat of violent crime
- Situations where suspect is not known
- Assault (physical or sexual)

The Timing, content and decision criteria for a Clery Timely Warning Notice is based on several factors. The Clery Act does not define what is timely. However, the warning will be issued as soon as pertinent information is available, because the intent of a Clery timely warning is to alert the campus community of continuing threats, especially concerning safety, thereby enabling community members to protect themselves. The warning is to promote safety, because the intent of the warning is to enable members of the campus community to protect themselves.

The issuing of a timely warning notice will be decided on a case-by-case basis in light of all of the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. Generally, the warning will specify the type of reported crime, the

time and location at which the reported crime occurred, and specific advice to the campus community regarding steps to take to avoid becoming a victim.

Clery Timely Warning notices will be issued to students and employees upon confirmation of a significant emergency, dangerous situation, incident or crime, impacting the campus community and/or the surrounding area.

This information may be disseminated to students, staff and faculty via a variety of mechanisms. Access Careers will either:

- Text message to cell phones of enrolled students
- Update the website (accesscareers.net)
- Electronic mail message
- Make announcements in the classrooms
- Other methods deemed necessary that may be used in the information dissemination process.

Chain of Command Call System

- The School Director will receive all important updates and will then notify faculty to confirm that the school is closed and/or if the school has reopened.
- Department supervisors are responsible for contacting their department's staff. Instructors will have a class list with students' telephone numbers on it and will be required to call their students.
- Once an emergency has passed and the faculty receives word from the School Director, each faculty member will contact their students to update them with important information. Teachers have a class roster for attendance purposes with every student's phone number available.
- Administration will contact department supervisors who will then contact their respective team of co-workers.
- There will be a voicemail recording of the latest data regarding school closure and a posting on the schools website: www.accesscareers.net

Emergency Response and Evacuation Procedures:

Access Careers has long standing emergency response plans and evacuation procedures detailed at length as one of the requirements for continuing accreditation with the Council on Occupational Education. All plans without delay take into account the safety of the community, determine the content of the notification, and initiate the notification procedure without compromising the efforts to assist a victim or mitigate the emergency. Maps of the evacuation route of egress are located in every room. A log is kept in the front Administration Office of all emergency and fire drills.

Fire and Safety:

- The building has an exit procedure to be followed in case of a fire. This procedure is rehearsed in periodic drills which are performed every quarter; however, staff and faculty are requested to discuss them with students so that no one is completely unprepared if there is an emergency.
- The facility has posted safety maps denoting first aid stations, exit routes, fire extinguisher locations, and special hazard areas. A copy of the map is displayed at safety bulletin board. The facility is routinely inspected by the City of Hempstead Fire Department for compliance.
- In the event of a fire, leave the building by means of the stairways and proceed down to the back of the parking lot. Fire Department regulations require that this area be cleared to facilitate their operations.
- NEVER use the Elevators in a Fire, Storm or Weather Emergency. ALWAYS use the stairways

Natural Disasters: In the event of a ***Natural Disaster***, the following procedures should be followed:

- Hurricanes: Stay away from windows. Stay inside the school building if not instructed to evacuate.
- Floods: Move to the second floor of the building. Do not evacuate unless instructed to do so
- Severe Storms: Stay inside school property and move away from windows, water, faucets, sinks and anything metal. Do not use the telephones. Turn off and unplug computers and any other electrical equipment.
- Snow Storms: To protect all students and faculty, Access Careers will cancel all classes and clinical externships when these weather conditions threaten the area. Please tune the radio or television to a local station for current news. When it is announced that Nassau County Public Schools are closed, Access Careers. Will also be closed for

all activities. Check the school website to find out when classes will resume. If the school has sustained damages, it will not reopen. A phone recording will relay this information. In the event of a weather emergency or cancellation of school, students are to follow the decisions of the Nassau County School Board.

Emergency Evacuation:

In the event that a building must be evacuated for the protection and safety of members of the community, students and employees are asked to move quickly from the premises to a location specified by Public Safety Officer.

- No one will be permitted to return to his or her office/classroom until Public Safety Officer feels confident the emergency is resolved.
- Evacuation of a building does not mean employees are permitted to leave work for the remainder of the day or that class is canceled.
- If it appears the evacuation will be for an extended period of time, the Facilities Coordinator will inform the faculty of other available classroom space and the Director of Human Resources or his/her designee will coordinate administrative personnel to a temporary office location.
- If the situation takes place in a classroom building during evening hours; the Public Safety staff will work with the faculty to find suitable locations for classes.
- If a situation arises that calls for evacuation of all buildings, school personnel and students should report to the front of the building.

In the event of snow, heavy rains, or other unusual weather conditions creating hazardous travel during working hours the School Director will decide if and when the office will be closed early to permit employees to leave. If such weather conditions occur at night or on weekends, you must use your own judgment. We do, however, expect all employees to make every reasonable effort to report to work.

PERSONAL PREPAREDNESS PLAN

The only way to prepare for an emergency is to become aware. In emergency situations, a trained mind becomes alert but an untrained mind panics. Follow the tips below to prepare:

BEFORE: SMART THINGS TO DO NOW

- Check your building evacuation route.
- Review and remember KNOW WHAT TO DO below.
- Share the School website address with family and friends.

DURING: KNOW WHAT TO DO knowing how to react during an emergency can save your life. Try to rescue others ONLY if you can do it safely. Below are emergency scenarios that include helpful "What You Should Do" information.

Fire

Fires are extremely dangerous and can spread very fast. If you encounter a fire in your building, get out and away from the danger. Follow directions of Administrators.

What you should do:

- Activate the nearest fire alarm pull station.
- Notify occupants and help those needing assistance in the immediate area.
- Confine the fire by closing doors of all unoccupied rooms as you exit.
- Evacuate the building at the nearest exit and call emergency telephone # 911.
- Go to the designated assembly area.
- DO NOT, under any circumstances, re-enter the building until authorized to do so by school personnel.

Active Shooter

An active shooter is an event in which one or more persons commit harm through the use of firearms. View RUN, HIDE, FIGHT, a five-minute training enactment video on surviving an active shooter event to learn what you can do to protect yourself in a life threatening emergency.

What you should do:

- If possible, exit the building immediately and call 911.

- If you cannot exit: > Clear the hallway immediately. > Remain behind closed doors in a locked or barricaded room. > Stay away from all windows. > do not huddle in groups. > remain calm and quietly call 911.
- DO NOT Leave or unlock the door to see what is happening.
- DO NOT attempt to confront or apprehend the shooter, except as a last resort.
- DO NOT assume someone else has called the police. YOU make the call.
- DO NOT leave until emergency personnel have arrived and given an "all clear"

Evacuation

An evacuation is implemented under conditions when it is no longer safe for students, faculty and staff to remain in a building or a specific area within a building. This requires occupants to move out and away from a building to a designated assembly area of refuge, or out and away from a specific area within a building. An evacuation is most commonly used when there is a suspected fire or hazardous material spill in a building.

What you should do:

- Notify occupants and help those needing assistance in the immediate area.
- Activate the nearest fire alarm pull station.
- Confine the fire by closing doors as you exit.
- Evacuate the building at the nearest exit and call the emergency # 911.
- Please review the emergency evacuation routes and map.
- DO NOT, under any circumstances, re-enter the building until authorized to do so by school personnel.

Shelter-In-Place

Shelter-In-Place is a procedure where an entire building population is moved to a single or multiple location(s) within a building. It is most commonly used during weather emergencies or when an extremely hazardous substance is released into the outside atmosphere.

What you should do:

- Stay inside the building or if outdoors immediately go into the nearest building.
- Close all windows.
- Immediately go to the designated shelter-in-place area within the building.
- Await further instructions from school personnel.
- DO NOT evacuate the building until an "all clear" is given by emergency personnel.

Lock Down

Lock Down is a procedure used when there is an immediate threat to the building occupants. In the event of a lock down, students, faculty and staff would be instructed to secure themselves in the room they are in and not to leave until the situation has been resolved. This allows emergency responders to secure the students, faculty, and staff in place, address the immediate threat, render first aid if needed, and remove any innocent bystanders from immediate danger to an area of safe refuge.

What you should do:

- Stay in your room or office; lock and barricade the door and remain quiet.
- Do not attempt to leave the building or room.
- Wait until school personnel give you an "all clear" announcement.

Bomb

Threat Bomb threats are taken very seriously. If you receive a call from anyone making such a threat, please act immediately.

What you should do:

- Remain calm.
- If the threat is received by phone, try to remember as much information about the phone call as possible.
- Immediately call 911 – use a campus or other hardwired phone.
- DO NOT use a cell phone, especially if you believe the location of the device is nearby.
- Follow the instructions of the communications dispatcher emergency personnel.

Personal Safety

While the school attempts to provide a safe and secure environment, students, faculty, staff and campus visitors are ultimately responsible for their safety. Safety is enhanced when students and employees take precautions such as:

- Report all suspicious activity to the School Director.
- Never take personal safety for granted.
- Avoid walking alone at night. Travel with a friend or companion.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, computers, etc.) unattended in the classroom or other areas of the campus.

As Access Careers becomes aware of relevant programs that address responsible practices and procedures that enhance personal safety, such information may be obtained on-campus with the Director.

Reporting a Crime

If a student or employee is aware that a crime has been, or is being, committed on school property or at a school sponsored or recognized event off-campus during the hours that the school is open, the crime should be reported as soon as possible to the Director. Other emergencies should also be reported to the Director. If a crime has been committed when the school is closed, it should be reported to the Director as soon as possible after school is open. In addition to reporting the crime to the Director, the crime should be reported to local law enforcement authorities. In an emergency, the local Police Department may be contacted by dialing 911.

All school personnel have authority to determine whether individuals have lawful business at the school and may request identification to make that determination. In addition, they have the authority to ensure that school policies, such as break time and building access, are followed. The school works with local law enforcement agencies and refers criminal incidents to the local police department having jurisdiction over such matters.

The School Director will work with local law enforcement, as appropriate, when a crime is reported. Crimes reported to the School Director's Office are included in the annual campus crime statistics. All crime reports will be investigated. In addition, the school requests from the local Police Department crime information not reported to the school Director's Office that is appropriate for inclusion in the annual campus crime statistics. Further, if circumstances warrant, the school community will be notified if an on-going threat is posed related to a reported crime.

If you are the victim of a crime and do not want to pursue action through the school or the criminal justice system, you may still consider making a confidential incident report. The purpose of a confidential incident report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. Reports filed in this manner are included in the annual crime statistics for the school.

Access Careers does not tolerate violence or other threatening conduct against any members of the school community. This includes criminal acts against persons or property, as well as harassment based on sex, race, ethnicity, or disability. Access Careers will impose strict disciplinary actions and appropriately involve law enforcement officials should any acts of violence or threatening conduct occur on school facilities. This includes acts of violence against women.

Access Careers will impose appropriate disciplinary sanctions if the offender is a student or employee of the school. The school Director should be contacted should one wish to file a complaint. Also, note that, in cases of sexual assault complaints:

- both the accuser and the accused are entitled to the same opportunities to have others present during the disciplinary hearing and
- Both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding based on an allegation of sexual assault.

The school will work with the victim, should it be requested, in making such changes as can reasonably be accommodated relative to the student's academic and living situations. (34 CFR 668.46(b))

Violence against Women Act of 1994 (VAWA) and Jeanne Clery Disclosure of Campus Security Policy & Crime Statistics Act (Clery Act)

In recognition of the severity of the crimes associated with domestic violence, dating violence, sexual assault, and stalking, Congress passed the Violence against Women Act, as part of the Violent Crime Control and Law Enforcement Act of 1994. The reauthorization of VAWA (2000, 2005 and 2013), along with the Campus SaVE Act and the Clery Act, have worked together to improve the safety of college campuses and enhance the outlook for abuse victims. The 2013 reauthorization of VAWA also provides additional rights and services for victims of domestic violence, dating violence, sexual assault, and stalking.

Important Terms

Dating Violence: is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence: is defined as a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of New York.

Sex Discrimination: is defined as an adverse action taken against an individual on the basis of gender or sex and includes sexual harassment, sexual misconduct and sexual violence.

Sexual Assault: is defined as any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity, including when the victim lacks capacity to consent.

Sexual Harassment: is defined as unwelcome conduct of a sexual nature. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Acts of sexual harassment are forms of sex discrimination prohibited.

Sexual Violence: is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's age, use of drugs or alcohol or because an intellectual or other disability prevents the person from having the capacity to give consent. Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, sexual abuse and sexual coercion. Acts of sexual violence are forms of sex discrimination prohibited.

Stalking is: defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress. Course of conduct is two or more acts in which the stalker directly, indirectly or through third parties follows, monitors, observes, threatens or communicates to or about a person, or interferes with a person's property.

Sexual Assault and Related Crimes:

In the event of a sexual assault or domestic violence, please be aware of the following:

- preserve any evidence of the assault (do not drink, bathe, change clothing, or comb hair, as this may destroy evidence that may be needed to prosecute the offender)
- go to a place where it is safe from further attack and notify the police
- obtain immediate medical attention
- seek professional counseling

If requested by the student who is the victim of a sexual assault, the school will assist the student in notifying law enforcement. In addition, the Student Advisor will provide information on off-campus agencies that provide services to victims of a sexual offense.

The school encourages students and employees to take advantage of the materials and programs that promote awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses available through the school and/or local community agencies. Information about such materials and programs is available at the school Student Services office. All of these matters remain confidential.

Registered Sex Offenders

The Jacob Wetterling Act requires states to obtain information concerning registered sex offenders' enrollment or employment at institutions of higher education. Those seeking to obtain information about registered sex offenders should visit the following website: www.nsopr.gov. Further, to the extent the State notifies an educational institution of information concerning registered sex offenders, the Family Educational Rights and Privacy Act (FERPA) does not prevent educational institutions from disclosing such information.

Disciplinary Proceedings

Access Careers 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 school 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, the school will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Publication of Procedures:

Emergency response and evacuation procedures are provided to each student and employee at the time of enrollment or hire. These plans and procedures are evaluated by the students, staff and faculty and are updated as necessary for our accrediting committee.

Crime Definitions

The Clery Act requires us to disclose three general categories of crime statistics (34 CFR 668.46(c)) as per the Clery Act, we have classified crimes based on the FBI's Uniform Crime Reporting Handbook. For sex offenses we use definitions from the FBI's National Incident-Based Reporting System (NIBRS) edition of the UCR. We classify hate crimes according to the FBI's Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection. According to the Hierocracy Rule 34 CFR 668.48 (c) (7) only the most serious offense is counted when multiple offenses have been committed during a single incident except in the case of hate crimes. No personally identifiable information is disclosed in the disclosure of crime statistics (34 CFR 668.46(c) (5) the crime definitions are as follows:

GROUP A OFFENSES

- Aggravated Assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- Arson: any willful or malicious burning or attempt to bur, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another.
- Burglary: the unlawful entry of a structure to commit a felony or a theft.
- Disability: a preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.
- Ethnicity / National Origin: a preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions.
- Forcible Fondling: the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
- Forcible Rape: the carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape of both males and females.
- Forcible Sodomy: oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental of physical incapacity.
- Gender: a preformed negative opinion or attitude toward a group of persons because those persons are male or female.

- Hate Crimes: (34 CFR 668.46(c) (3)) a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.
- Incest: non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Motor Vehicle Theft: the theft or attempted theft of a motor vehicle.
- Murder and Non-Negligent Manslaughter: the willful (non-negligent) killing of one human being by another. Justifiable homicide: the killing of a felon by a peace officer in the line of duty, or the killing of a felon during the commission of a felony, by a private citizen are not included in this definition.
- Negligent Manslaughter: the killing of another person through gross negligence.
- Race: a preformed negative attitude toward a group of persons who possess common physical characteristics (e.g. color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by a descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
- Religion: a preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or non-existence of a supreme being.
- Robbery: the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- Sex Offenses Non-Forcible: unlawful, non-forcible sexual intercourse.
- Sex Offenses-Forcible: any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
- Sexual Assault with an Object: the use of an object of instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offender's genitalia.
- Sexual Orientation: a preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.
- Statutory Rape: non-forcible sexual intercourse with a person who is under the statutory age of consent.

GROUP B OFFENSES

- Larceny – Theft: the unlawful taking, carrying, leading, or riding away from property from the possession or constructive possession of another. Constructive Possession: is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.
- Simple Assault: an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- Intimidation: to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- Destruction / Damage / Vandalism of Property: to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
- Arrests: (34 CFR 668.46(c) (viii) (A) and (B)) for the "Clery Act" purposes is defined as persons processed by arrest, citation or summons.
- Referred for Disciplinary Action: the referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

DRUG ABUSE POLICY:

It is the policy of Access Careers that any person found to be in possession of, under the influence of, using, selling, offering for sale, or trading drugs or alcohol (whether or not for monetary gain) on our campus may be subject to disciplinary action up to and including dismissal from school.

It is the school policy to discourage all violations of Federal, State, or local laws by any member of the school community. In addition to possible prosecution and punishment by civil authorities, a student or employee violating any law will be subject to sanctions imposed by the school found below:

Students:

Illicit Drugs- If a student is found to use, sell, or transport illicit drugs, there will be zero tolerance and the student will be dismissed immediately.

Alcohol-First Infraction - If a student is found to use alcohol while on campus or during a school activity, the student will be suspended.

Second Infraction - If a student is found to be in possession of alcohol while on campus or in connection with any school activity, the student will be dismissed immediately.

Employees:

If an employee is found to use, sell, or transport illicit drugs or if an employee is found to be in possession of, or under the influence of alcohol on campus or in connection with any school activity, there will be zero tolerance and the employee will be dismissed immediately.

CRIMINAL SANCTIONS

The unlawful possession, use or distribution of illicit drugs and alcohol is punished by harsh sanctions by the State of New York and by the United States Government.

Where illicit drugs are involved, the seriousness of the offense and the penalty imposed upon conviction usually depends upon the individual and the amount of the drug held or sold. For example, in New York State the criminal possession of four or more ounces of cocaine is a Class A-1 felony, punishable by a minimum of 15 to 25 years, and a maximum of life in prison. Fines of up to \$100,000 may also be imposed. The sale of two or more ounces of cocaine will be similarly treated. The criminal possession of more than eight ounces of marijuana is a Class E felony, punishable by up to two years in prison and a fine of up to \$5,000 as is the sale of more than 25 grams of marijuana. *It is important to be aware that, in New York, even giving or sharing drugs, including marijuana, is treated as a sale.*

A person need not be in actual physical possession of a controlled substance to be guilty of a crime. The unlawful presence of a controlled substance in an automobile, for instance, is presumptive evidence of knowing possession of each passenger unless the substance is concealed on the person of one of the occupants. Similarly, the presence of certain substances, including marijuana, in open view in a room under circumstances demonstrating intent to prepare the substance for sale is presumptive evidence of knowing possession of anyone in close proximity.

Criminal penalties may also result from the misuse of alcoholic beverages. In New York, if one gives or sells an alcoholic beverage to a person under 21 years of age, the person commits a Class A misdemeanor, punishable by up to one year in jail and a \$1,000 fine. The sale of any kind of alcoholic beverage without a license or permit is also a misdemeanor punishable by a fine, a jail term, or both. Persons under the age of 21 are prohibited from possessing alcoholic beverages with intent to consume them. Each violation is punishable by a \$50 fine. The beverages may also be seized and destroyed by appropriate internal or external authorities. An individual can be fined up to \$100 and/or required to perform community service and/or required to complete an alcohol awareness program if he or she is under 21 and presents a falsified proof of age when attempting to purchase alcoholic beverages. A person can have a driver's license suspended between 90 - 180 days if he or she is under 21 and uses a driver's license to try to purchase alcohol illegally.

These are only examples of the criminal penalties that can be assessed against a person for the illegal possession, use, and distribution of alcoholic beverages and drugs. Further information regarding Federal penalties can be found on the website: <http://www.justice.gov/dea/druginfo/ftp3.shtml>.

It is the School's policy to discourage violations of federal, state, and local law by its employees and students. Where appropriate, the School may refer employees and students who violate such laws for prosecution by the relevant governmental authorities and will cooperate fully with such authorities

LEGAL REQUIREMENTS RELATED TO ALCOHOLIC BEVERAGES

New York State law provides that:

1. Alcoholic beverages shall not be provided under any circumstances by any licensed server to any person under the age of 21 or to anyone who is disorderly, visibly intoxicated, or known to be a habitual drunkard.
2. No person under 21 years of age may misrepresent her/his age for the purpose of obtaining alcoholic beverages, nor may a person assist another in such a misrepresentation.
3. Proof of age must include presentation of a valid American or Canadian driver's license or no driver identification card, a valid passport, or a valid identification card issued by the United States Armed Forces. No person under 21 years of age shall provide false or written evidence of age for the purpose of attempting to purchase alcoholic beverages.
4. No person under the age of 21 may possess any alcoholic beverage with the intent to consume it.
5. Actions or situations that involve forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization are prohibited.
6. Alcoholic beverages may not be served where money changes hands (sale of drinks, admission charged, donations solicited, etc.) without the appropriate license or permit.
7. Events that involve money changing hands require a Temporary Beer and Wine Permit issued by the New York State Alcoholic Beverage Control Board. (This includes 'free' events provided by an organization that charges a membership fee).
8. In premises that hold a New York State Liquor License (limited areas, contact Events Management), all individuals and groups must adhere to the provisions of the license. No unauthorized alcohol may be brought into such areas.
9. In unlicensed premises, beer or wine may be sold or dispensed only if a Temporary Beer and Wine Permit issued by the New York State Alcoholic Beverage Control Board is obtained. Hard liquor is not permitted at any events.
10. Appropriate posted warnings about the effects of alcohol during pregnancy must appear at all events where alcohol is served.

Violation of these New York laws may subject the violator to legal penalties that range from confiscation of the beverage by a police officer to suspension of one's driver's license to fine or imprisonment. Moreover, within the School the illegal or wrongful possession, provision, or consumption of alcohol will lead to proceedings in accordance with the procedures of the respective school or administrative unit, which can include the requirement for the student to receive psychological or medical assessment and/or counseling and appropriate treatment. Disciplinary action may result in suspension or expulsion or the referral of violators for criminal prosecution. Employees should also note that they may not report to work or be at work while under the influence of alcohol or other substances.

Federal Sanctions:

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
II	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	
Substance/Quantity		Penalty		
Any Amount Of Other Schedule I & II Substances		First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.		
Any Drug Product Containing Gamma Hydroxybutyric Acid		Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV) 1 Gram or less				
Any Amount Of Other Schedule III Drugs		First Offense: Not more than 10 yrs. If death or serious bodily injury, not more that 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)		First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
Any Amount Of All Schedule V Drugs		First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

Chart was obtained from <http://www.dea.gov/druginfo/ftp3.shtml> (September 22, 2015)

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Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	<p>First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.</p> <p>Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.</p>
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	<p>First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.</p> <p>Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.</p>
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	<p>First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.</p> <p>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.</p>
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)	<p>First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p>
1 to 49 marijuana plants	
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

Chart was obtained from <http://www.dea.gov/druginfo/ftp3.shtml> (September 22, 2015)

New York State Sanctions:

NYS Penal Law Controlled Substances Offenses	Specifics	Sentence
§ 220.03 Criminal possession of a controlled substance (7 th degree).	Knowingly and unlawfully possessing a controlled substance (any substance listed in §3306 of the NYS Public Health Law other than marihuana, but including concentrated cannabis as defined in §3302 of NYS Penal Law Article 220).	Class A misdemeanor: imprisonment up to one year.
§ 220.06 Criminal possession of a controlled substance (5th degree).	Knowingly and unlawfully possessing: a controlled substance with intent to sell it; or one or more preparations, compounds, mixtures or substances containing a narcotic preparation (aggregate weight of ½ oz or more); or phencyclidine (50 mg or more); or one or more preparations, compounds, mixtures or substances containing concentrated cannabis (aggregate weight of ¼ oz ounce or more); or cocaine (500 mg or more); or ketamine (more than 1,000 mg); or ketamine, and has previously been convicted of possession or the attempt to commit possession of ketamine in any amount; or one or more preparations, compounds, mixtures or substances containing gamma hydroxybutyric acid (aggregate weight of 28 g or more).	Class D felony: imprisonment for 1 to 2 ½ years (may be sentenced to probation). For a 2 nd time offender: imprisonment for 1 ½ to 4 years (may be sentenced to parole supervision). For a 2 nd time offender previously convicted of a violent felony: imprisonment for 2 ½ to 4 ½ years.
§ 220.09 Criminal possession of a controlled substance (4th degree).	Knowingly and unlawfully possessing: one or more preparations, compounds, mixtures or substances containing a narcotic drug (an aggregate weight of 1/8 oz or more); or one or more preparations, compounds, mixtures or substances containing methamphetamine, its salts, isomers or salts of isomers (an aggregate weight of ½ oz or more); or one or more preparations, compounds, mixtures or substances containing a narcotic preparation (an aggregate weight of 2 oz or more); or a stimulant (1 g or more); or lysergic acid diethylamide (1 mg or more); or a hallucinogen (25 mg or more); or a hallucinogenic substance (1 g or more); or a dangerous depressant (10 oz or more); or a depressant (2 lbs or more); or one or more preparations, compounds, mixtures or substances containing concentrated cannabis (an aggregate weight of 1 oz or more); or phencyclidine (250 mg or more); or methadone 360 mg or more); or phencyclidine (50 mg or more) with intent to sell it and has previously been convicted of an offense defined in § 220 or the attempt or conspiracy to commit any such offense); or ketamine (4,000 mg or more); or one or more preparations, compounds, mixtures or substances containing gamma hydroxybutyric acid (aggregate weight of 200 g or more).	Class C felony: imprisonment for 1 to 5 ½ years (may be sentenced to probation). For a 2 nd time offender: imprisonment for 2 to 8 years (may be sentenced to parole supervision). For a 2 nd time offender previously convicted of a violent felony imprisonment for 3 ½ to 9 years.
§ 220.16 Criminal possession of a controlled substance (3rd degree).	Knowingly and unlawfully possessing: a narcotic drug with intent to sell it; or a stimulant, hallucinogen, hallucinogenic substance, or lysergic acid diethylamide, with intent to sell it and has previously been convicted of an offense defined in § 220 or the attempt or conspiracy to commit any such offense; or a stimulant (1 g or more) with intent to sell it; or lysergic acid diethylamide (1 mg or more) with intent to sell it; or a hallucinogen (25 mg or more) with intent to sell it; or a hallucinogenic substance (1 g or more) with intent to sell it; or one or more preparations, compounds, mixtures or substances containing methamphetamine, its salts, isomers or salts of isomers (1/8 oz or more) with intent to sell it; or a stimulant (5 g or more); or lysergic acid diethylamide (5 mg or more); or a hallucinogen (125 mg or more); or a hallucinogenic substance (5 g or more); or one or more preparations, compounds, mixtures or substances containing a narcotic drug (aggregate weight of ½ oz or more); or phencyclidine (1250 mg or more).	Class B felony: imprisonment for 1 to 9 years (may be sentenced to probation) [in or near school grounds, 2 to 9 years]. For a 2 nd time offender: imprisonment for 3 ½ to 12 years (may be sentenced to parole supervision). For a 2 nd time offender previously convicted of a violent felony: imprisonment for 6 to 15 years.

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<p>§ 220.18 Criminal possession of a controlled substance (2nd degree).</p>	<p style="text-align: center;">Knowingly and unlawfully possessing:</p> <p>one or more preparations, compounds, mixtures or substances containing a narcotic drug (aggregate weight of 4 oz or more); or one or more preparations, compounds, mixtures or substances containing methamphetamine, its salts, isomers or salts of isomers (aggregate weight of 2 oz or more); or a stimulant (10 g or more); or lysergic acid diethylamide (25 mg or more); or a hallucinogen (625 mg or more); or a hallucinogenic substance (25 g or more); or methadone (2850mg or more).</p>	<p>Class A-II felony: imprisonment 3 to 10 years. For a 2nd time: offender, imprisonment for 6 to 14 years (may be sentenced to lifetime probation). For a 2nd time offender previously convicted of a violent felony: imprisonment for 8 to 17 years.</p>
<p>§ 220.21 Criminal possession of a controlled substance (1st degree).</p>	<p style="text-align: center;">Knowingly and unlawfully possessing:</p> <p>one or more preparations, compounds, mixtures or substances containing a narcotic drug (aggregate weight of 8 oz or more); or methadone (5760 mg or more).</p>	<p>Class A-I felony: imprisonment for 8 to 20 years. For a 2nd time offender: imprisonment for 12 to 24 years. For a 2nd time offender previously convicted of a violent felony, imprisonment for 15 to 30 years.</p>
<p>§ 220.25 Criminal possession of a controlled substance (presumption).</p>	<p>The presence of a controlled substance in an automobile, other than a public omnibus, is presumptive evidence of knowing possession by each and every person in the automobile at the time the substance was found (see §220.25 for exceptions). The presence of a narcotic drug, narcotic preparation, marihuana or phencyclidine in open view in a room, other than a public place, under circumstances evincing an intent to unlawfully mix, compound, package or otherwise prepare for sale such substance is presumptive evidence of knowing possession thereof by each and every person in close proximity to such controlled substance at the time such controlled substance was found (see §220.25 for exceptions).</p>	
<p>§ 220.31 Criminal sale of a controlled substance (5th degree).</p>	<p>Knowingly and unlawfully selling a controlled substance (any substance listed in schedule I, II, III, IV or V of §3306 of the NYS Public Health Law other than marihuana, but including concentrated cannabis as defined in paragraph (a) of subdivision four of §3302 of NYS Penal Law Article 220).</p>	<p>Class D felony: imprisonment for 1 to 2 ½ years (may be sentenced to probation). For a 2nd time offender: imprisonment for 1 ½ to 4 years (may be sentenced to parole supervision). For a 2nd time offender previously convicted of a violent felony: imprisonment for 2 ½ to 4 ½ years.</p>
<p>§ 220.34 Criminal sale of a controlled substance (4th degree).</p>	<p>Knowingly and unlawfully selling: a narcotic preparation; or a dangerous depressant (10 oz or more) or a depressant (2 lbs or more); or concentrated cannabis as defined in §3302 of the NYS Public Health Law; or phencyclidine (50 mg or more); or methadone; or phencyclidine (any amount) and previously convicted of an offense defined in this article or the attempt or conspiracy to commit any such offense; or ketamine (4,000 mg or more); or a controlled substance in violation of section 220.31, when such sale takes place upon school grounds; or the grounds of an educational facility under circumstances evincing knowledge by the defendant that such sale is taking place upon such grounds; or one or more preparations, compounds, mixtures or substances containing gamma hydroxybutyric acid (28 g or more), as defined in §3306 of the NYS Public Health Law.</p>	<p>Class C felony: imprisonment for 1 to 5 ½ years (may be sentenced to probation). For a 2nd time offender: imprisonment for 2 to 8 years (may be sentenced to parole supervision). For a 2nd time offender previously convicted of a violent felony imprisonment for 3 ½ to 9 years.</p>
<p>§ 220.39 Criminal sale of a controlled substance (3rd degree).</p>	<p style="text-align: center;">Knowingly and unlawfully selling:</p> <p>a narcotic drug; or a stimulant, hallucinogen, hallucinogenic substance, or lysergic acid diethylamide (and previously convicted of an offense defined in §220 or the attempt or conspiracy to commit any such offense; or a stimulant (1 g or more); or lysergic acid diethylamide (1 mg or more); or a hallucinogen (25 mg or more); or a hallucinogenic substance (1 g or more); or one or more preparations, compounds, mixtures or substances containing methamphetamine, its salts, isomers or salts of isomers (aggregate weight of 1/8 oz or more); or phencyclidine (250 mg or more); or a narcotic preparation to a person less than 21 years old.</p>	<p>Class B felony: imprisonment for 1 to 9 years (may be sentenced to probation) [in or near school grounds, 2 to 9 years]. For a 2nd time offender: imprisonment for 3 ½ to 12 years (may be sentenced to parole supervision). For a 2nd time offender previously convicted of a violent felony: imprisonment for 6 to 15 years.</p>
<p>§ 220.41 Criminal sale of a controlled substance (2nd degree).</p>	<p style="text-align: center;">Knowingly and unlawfully selling:</p> <p>one or more preparations, compounds, mixtures or substances containing a narcotic drug (aggregate weight of ½ oz or more); or one or more preparations, compounds, mixtures or substances containing methamphetamine, its salts, isomers or salts of isomers (aggregate weight of ½ oz or more); or a stimulant (5 g or more); or lysergic acid diethylamide (5 mg or more); or a hallucinogen (125 mg or more); or a hallucinogenic substance (5 g or more); or methadone (360 mg or more).</p>	<p>Class A-I felony: imprisonment for 8 to 20 years. For a 2nd time offender: imprisonment for 12 to 24 years. For a 2nd time offender previously convicted of a violent felony, imprisonment for 15 to 30 years.</p>

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<p>§ 220.43 Criminal sale of a controlled substance (1st degree).</p>	<p style="text-align: center;">Knowingly and unlawfully selling: one or more preparations, compounds, mixtures or substances containing a narcotic drug (aggregate weight of 2 oz or more); or methadone (2880 mg or more).</p>	<p>Class A-II felony: imprisonment 3 to 10 years. For a 2nd time: offender, imprisonment for 6 to 14 years (may be sentenced to lifetime probation). For a 2nd time offender previously convicted of a violent felony: imprisonment for 8 to 17 years.</p>
<p>§ 220.44 Criminal sale of a controlled substance in or near school grounds.</p>	<p style="text-align: center;">Knowingly and unlawfully selling: a controlled substance in violation of any one of subdivisions 1– 6-a of §220.34, when such sale takes place upon school grounds; or a controlled substance in violation of any one of subdivisions 1– 8 of §220.39, when such sale takes place upon school grounds; or a controlled substance in violation of any one of subdivisions 1– 6 of §220.34, when such sale takes place upon the grounds of an educational facility under circumstances evincing knowledge by the defendant that such sale is taking place upon such grounds; or a controlled substance in violation of any one of subdivisions 1–8 of §220.39, when such sale takes place upon the grounds of an educational facility under circumstances evincing knowledge by the defendant that such sale is taking place upon such grounds.</p>	<p>Class B felony: imprisonment for 1 to 9 years (may be sentenced to probation) [in or near school grounds, 2 to 9 years]. For a 2nd time offender: imprisonment for 3 ½ to 12 years (may be sentenced to parole supervision). For a 2nd time offender previously convicted of a violent felony: imprisonment for 6 to 15 years.</p>
<p>§ 220.45 Criminally possessing a hypodermic instrument.</p>	<p style="text-align: center;">Knowingly and unlawfully possessing or selling a hypodermic syringe or hypodermic needle.</p>	<p style="text-align: center;">Class A misdemeanor: imprisonment up to one year.</p>
<p>§ 220.46 Criminal injection of a narcotic drug.</p>	<p style="text-align: center;">Knowingly and unlawfully possessing a narcotic drug and intentionally injecting, by means of a hypodermic syringe or hypodermic needle, all or any portion of that drug into the body of another person with the latter’s consent.</p>	<p>Class E felony: imprisonment 1 to 1 ½ years (may be sentenced to probation). For a 2nd time offender: imprisonment for 1 ½ and 2 years (may be sentenced to parole supervision). For a 2nd time offender previously convicted of a violent felony: imprisonment 2 to 2 ½ years.</p>
<p>§ 220.50 Criminally using drug paraphernalia (2nd degree).</p>	<p style="text-align: center;">Knowingly possessing or selling: diluent, dilutants or adulterants, including but not limited to, any of the following: quinine hydrochloride, mannitol, mannite, lactose or dextrose, adapted for the dilution of narcotic drugs or stimulants under circumstances evincing an intent to use, or under circumstances evincing knowledge that some person intends to use, the same for purposes of unlawfully mixing, compounding, or otherwise preparing any narcotic drug or stimulant; or gelatine capsules, glassine envelopes, vials, capsules or any other material suitable for the packaging of individual quantities of narcotic drugs or stimulants under circumstances evincing an intent to use, or under circumstances evincing knowledge that some person intends to use, the same for the purpose of unlawfully manufacturing, packaging or dispensing of any narcotic drug or stimulant; or scales and balances used or designed for the purpose of weighing or measuring controlled substances, under circumstances evincing an intent to use, or under circumstances evincing knowledge that some person intends to use, the same for purpose of unlawfully manufacturing, packaging or dispensing of any narcotic drug or stimulant</p>	<p style="text-align: center;">Class A misdemeanor: imprisonment up to one year.</p>
<p>§ 220.55 Criminally using drug paraphernalia (1st degree).</p>	<p style="text-align: center;">Committing the crime of criminally using drug paraphernalia in the second degree and having previously been convicted of criminally using drug paraphernalia in the 2nd degree.</p>	<p>Class D felony: imprisonment for 1 to 2 ½ years (may be sentenced to probation). For a 2nd time offender: imprisonment for 1 ½ to 4 years (may be sentenced to parole supervision). For a 2nd time offender previously convicted of a violent felony: imprisonment for 2 ½ to 4 ½ years.</p>

<p>§ 220.60 Criminal possession of precursors of controlled substances.</p>	<p>Possessing and at the same time intending to unlawfully manufacture: a controlled substance; or carbamide (urea) and propanedioc and malonic acid or its derivatives; or ergot or an ergot derivative and diethylamine or dimethylformamide or diethylamide; or phenylacetone (1-phenyl-2 propanone) and hydroxylamine or ammonia or formamide or benzaldehyde or nitroethane or methylamine; or pentazocine and methylodide; or phenylacetone nitrile and dichlorodiethyl methylamine or dichlorodiethyl benzylamine; or diphenylacetone nitrile and dimethylaminoisopropyl chloride; or piperidine and cyclohexanone and bromobenzene and lithium or magnesium; or 2, 5-dimethoxy benzaldehyde and nitroethane and a reducing agent.</p>	<p>Class E felony: imprisonment 1 to 1 ½ years (may be sentenced to probation). For a 2nd time offender: imprisonment for 1 ½ and 2 years (may be sentenced to parole supervision). For a 2nd time offender previously convicted of a violent felony: imprisonment 2 to 2 ½ years.</p>
<p>§ 220.65 Criminal sale of a prescription for a controlled substance.</p>	<p>When, being a practitioner, as that term is defined in §3302 of the NYS Public Health Law, knowingly and unlawfully selling a prescription for a controlled substance.</p>	<p>Class C felony: imprisonment for 1 to 5 ½ years (may be sentenced to probation). For a 2nd time offender: imprisonment for 2 to 8 years (may be sentenced to parole supervision). For a 2nd time offender previously convicted of a violent felony imprisonment for 3 ½ to 9 years.</p>
<p>§ 220.70 Criminal possession of methamphetamine manufacturing material (2nd degree).</p>	<p>Possessing a precursor, a chemical reagent or a solvent with the intent to use or knowing another intends to use such precursor, chemical reagent, or solvent to unlawfully produce, prepare or manufacture methamphetamine.</p>	<p>Class A misdemeanor: Imprisonment up to one year.</p>
<p>§ 220.71 Criminal possession of methamphetamine manufacturing material (1st degree).</p>	<p>Committing the offense of criminal possession of methamphetamine manufacturing material in the second degree, as defined in § 220.70, and has previously been convicted within the preceding 5 years of criminal possession of methamphetamine manufacturing material in the 2nd degree or a violation of this section.</p>	<p>Class E felony: imprisonment 1 to 1 ½ years (may be sentenced to probation). For a 2nd time offender: imprisonment for 1 ½ and 2 years (may be sentenced to parole supervision). For a 2nd time offender previously convicted of a violent felony: imprisonment 2 to 2 ½ years.</p>
<p>§ 220.72 Criminal possession of precursors of methamphetamine.</p>	<p>Possessing at the same time a precursor and a solvent or chemical reagent, with intent to use or knowing that another intends to use each such precursor, solvent or chemical reagent to unlawfully manufacture methamphetamine.</p>	<p>Class E felony: imprisonment 1 to 1 ½ years (may be sentenced to probation). For a 2nd time offender: imprisonment for 1 ½ and 2 years (may be sentenced to parole supervision). For a 2nd time offender previously convicted of a violent felony: imprisonment 2 to 2 ½ years.</p>
<p>§ 220.73 Unlawful manufacture of methamphetamine (3rd degree).</p>	<p>Possessing, with intent to use, or knowing that another intends to use each such product to unlawfully manufacture, prepare or produce methamphetamine two or more items of laboratory equipment and two or more precursors, chemical reagents or solvents in any combination; or one item of laboratory equipment and three or more precursors, chemical reagents or solvents in any combination; or a precursor: (a) mixed together with a chemical reagent or solvent; or (b) with two or more chemical reagents and/or solvents mixed together.</p>	<p>Class D felony: imprisonment for 1 to 2 ½ years (may be sentenced to probation). For a 2nd time offender: imprisonment for 1 ½ to 4 years (may be sentenced to parole supervision). For a 2nd time offender previously convicted of a violent felony: imprisonment for 2 ½ to 4 ½ years.</p>
<p>§ 220.74 Unlawful manufacture of methamphetamine (2nd degree).</p>	<p>Commits violation of § 220.73 in the presence of another person under the age of 16, provided, however, that the actor is at least 5 years older than such other person under the age of 16; or Commits violation of § 220.73 and has previously been convicted within the preceding 5 years of the offense of criminal possession of precursors of methamphetamine, criminal possession of methamphetamine manufacturing material in the 1st degree, unlawful disposal of methamphetamine laboratory material, unlawful manufacture of methamphetamine in the 3rd degree, the 2nd degree, or the 1st degree.</p>	<p>Class C felony: imprisonment for 1 to 5 ½ years (may be sentenced to probation). For a 2nd time offender: imprisonment for 2 to 8 years (may be sentenced to parole supervision). For a 2nd time offender previously convicted of a violent felony imprisonment for 3 ½ to 9 years.</p>

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<p>§ 220.75 Unlawful manufacture of methamphetamine (1st degree).</p>	<p>Commits the crime of unlawful manufacture of methamphetamine in the 2nd degree after having previously been convicted within the preceding 5 years of unlawful manufacture of methamphetamine in the 3rd degree unlawful manufacture of methamphetamine in the 2nd Degree or unlawful manufacture of methamphetamine in the 1st degree.</p>	<p>Class B felony: imprisonment for 1 to 9 years (may be sentenced to probation) [in or near school grounds, 2 to 9 years]. For a 2nd time offender: imprisonment for 3 ½ to 12 years (may be sentenced to parole supervision). For a 2nd time offender previously convicted of a violent felony: imprisonment for 6 to 15 years.</p>
<p>§ 220.76 Unlawful disposal of methamphetamine laboratory material.</p>	<p>Knowingly disposing of, or possessing with intent to dispose of, hazardous or dangerous material under circumstances that create a substantial risk to human health or safety or a substantial danger to the environment.</p>	<p>Class E felony: imprisonment 1 to 1 ½ years (may be sentenced to probation). For a 2nd time offender: imprisonment for 1 ½ and 2 years (may be sentenced to parole supervision). For a 2nd time offender previously convicted of a violent felony: imprisonment 2 to 2 ½ years.</p>
<p>NYS Penal Law Offenses Involving Marihuana</p>	<p style="text-align: center;">Specifics</p>	<p style="text-align: center;">Sentence</p>
<p>§ 221.05 Unlawful possession of marihuana.</p>	<p>Knowingly and unlawfully possessing marihuana is a violation.</p>	<p>A fine of up to \$100.</p> <p>A fine of up to \$200 if previously convicted of an offense defined in § 220 or § 221, committed within the 3 years immediately preceding such violation.</p> <p>A fine of up to \$250 or imprisonment up to 15 days or both if previously convicted of two such offenses committed during such period.</p>
<p>§ 221.10 Criminal possession of marihuana (5th degree).</p>	<p>Knowingly and unlawfully possessing marihuana in a public place, as defined in section 240.00 of this chapter, and such marihuana is burning or open to public view; or one or more preparations, compounds, mixtures or substances containing marihuana (aggregate weight of more than 25 g).</p>	<p>Class B misdemeanor: imprisonment up to three months.</p>
<p>§ 221.15 Criminal possession of marihuana (4th degree).</p>	<p>Knowingly and unlawfully possessing one or more preparations, compounds, mixtures or substances containing marihuana (aggregate weight of more than 2 oz.).</p>	<p>Class A misdemeanor: Imprisonment up to one year.</p>
<p>§ 221.20 Criminal possession of marihuana (3rd degree).</p>	<p>Knowingly and unlawfully possessing one or more preparations, compounds, mixtures or substances containing marihuana (aggregate weight of more than 8 oz).</p>	<p>Class E felony: imprisonment 1 to 1 ½ years (may be sentenced to probation). For a 2nd time offender: imprisonment for 1 ½ and 2 years (may be sentenced to parole supervision). For a 2nd time offender previously convicted of a violent felony: imprisonment 2 to 2 ½ years.</p>
<p>§ 221.25 Criminal possession of marihuana (2nd Degree).</p>	<p>Knowingly and unlawfully possessing one or more preparations, compounds, mixtures or substances containing Marihuana (aggregate weight of more than 16 oz.).</p>	<p>Class D felony: imprisonment for 1 to 2 ½ years (may be Sentenced to probation). For a 2nd time offender: imprisonment for 1 ½ to 4 years (may be sentenced to Parole supervision). For a 2nd time offender previously convicted of a violent felony: imprisonment for 2 ½ to 4 ½ Years.</p>

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§ 221.30 Criminal possession of marihuana (1st Degree).	Knowingly and unlawfully possessing one or more Preparations, compounds, mixtures or substances containing marihuana (aggregate weight of more than 10 lbs.).	Class C felony: imprisonment for 1 to 5 ½ years (may be Sentenced to probation). For a 2 nd time offender: imprisonment for 2 to 8 years (May be sentenced to parole supervision). For a 2 nd time offender previously convicted of a violent felony imprisonment for 3 ½ to 9 Years.
§ 221.35 Criminal sale of marihuana (5th degree).	Knowingly and unlawfully selling, without consideration, one or more preparations, compounds, mixtures or substances containing marihuana (aggregate weight of 2 g or less); or one cigarette containing marihuana.	Class B misdemeanor: imprisonment up to three months.
§ 221.40 Criminal sale of marihuana (4th degree).	Knowingly and unlawfully selling marihuana, except as provided in §221.35.	Class A misdemeanor: Imprisonment up to one year.
§ 221.45 Criminal sale of marihuana (3rd degree).	Knowingly and unlawfully selling one or more preparations, compounds, mixtures or substances containing marihuana (aggregate weight of more than 25 g).	Class E felony: imprisonment 1 to 1 ½ years (may be sentenced to probation). For a 2 nd time offender: imprisonment for 1 ½ and 2 years (may be sentenced to parole supervision). For a 2 nd time offender previously convicted of a violent felony: imprisonment 2 to 2 ½ years.
§ 221.50 Criminal sale of marihuana (2nd degree).	Knowingly and unlawfully selling one or more preparations, compounds, mixtures or substances containing marihuana (aggregate weight of more than 4 oz., or knowingly and unlawfully sells one or more preparations, compounds, mixtures or substances containing marihuana to a person less than 18 years of age.	Class D felony: imprisonment for 1 to 2 ½ years (may be sentenced to probation). For a 2 nd time offender: imprisonment for 1 ½ to 4 years (may be sentenced to parole supervision). For a 2 nd time offender previously convicted of a violent felony: imprisonment for 2 ½ to 4 ½ years.
§ 221.55 Criminal sale of marihuana (1st degree).	Knowingly and unlawfully sells one or more preparations, compounds, mixtures or substances containing (aggregate weight of more than 16 oz.).	Class C felony: imprisonment for 1 to 5 ½ years (may be sentenced to probation). For a 2 nd time offender: imprisonment for 2 to 8 years (may be sentenced to parole supervision). For a 2 nd time offender previously convicted of a violent felony imprisonment for 3 ½ to 9 years.
<u>NYS Penal Law</u> Criminal Diversion of Prescriptions & Medications	Specifics	Sentence
.00 for definitions and § 178.05 for limitation of criminal diversion of prescription medications and prescriptions.		
§ 178.10 Criminal diversion of prescription medications and prescriptions (4th degree).	A person is guilty of criminal diversion of prescription medications and prescriptions in the 4 th degree when he or she commits a criminal diversion act.	Class A misdemeanor: imprisonment up to one year.

§ 178.15 Criminal diversion of prescription medications and prescriptions (3rd degree).	A person is guilty of criminal diversion of prescription medications and prescriptions in the 3rd degree when he or she: commits a criminal diversion act, and the value of the benefit exchanged is in excess of \$1000; or commits the crime of criminal diversion of prescription medications and prescriptions in the 4th degree, and has previously been convicted of the crime of criminal diversion of prescription medications and prescriptions in the 4 th degree.	Class E felony: imprisonment 1 to 1 ½ years (may be sentenced to probation). For a 2 nd time offender: imprisonment for 1 ½ and 2 years (may be sentenced to parole supervision). For a 2 nd time offender previously convicted of a violent felony: imprisonment 2 to 2 ½ years.
§ 178.20 Criminal diversion of prescription medications and prescriptions (2nd degree).	A person is guilty of criminal diversion of prescription medications and prescriptions in the second degree when he or she commits a criminal diversion act, and the value of the benefit exchanged is in excess of \$3,000.	Class D felony: imprisonment for 1 to 2 ½ years (may be sentenced to probation). For a 2 nd time offender: imprisonment for 1 ½ to 4 years (may be sentenced to parole supervision). For a 2 nd time offender previously convicted of a violent felony: imprisonment for 2 ½ to 4 ½ years.
§ 178.25 Criminal diversion of prescription medications and prescriptions in the first degree.	A person is guilty of criminal diversion of prescription medications and prescriptions in the first degree when he or she commits a criminal diversion act, and the value of the benefit exchanged is in excess of \$50,000.	Class C felony: imprisonment for 1 to 5 ½ years (may be sentenced to probation). For a 2 nd time offender: imprisonment for 2 to 8 years (may be sentenced to parole supervision). For a 2 nd time offender previously convicted of a violent felony imprisonment for 3 ½ to 9 years.
e: the court may impose imprisonment of one year or less for a person convicted of a class C, class D or class E felony offense.		

HELP WITH SEXUAL ASSAULT, HATE CRIMES AND DOMESTIC VIOLENCE

If you wish to seek resources off-campus, the following list will help you find resources in your community.

The National Center for Victims of Crime – 800.FYI.CALL

National Organization for Victim Assistance – 202.232.6682

U.S. Department of Justice, Office for Victims of Crime – 202.307.5983

National Domestic Violence Hotline – 800.799.SAFE

New York State Coalition against Sexual Assault- 800.942.6906

Sexual Assault and Rape Resources-Joyful Heart Foundation-212.227.3000

COUNSELING & SUPPORT PROGRAMS

If a student or employee is in need of assistance for drug or alcohol abuse the numbers provided below are available for assistance:

Alcoholics Anonymous – 212.870.3400

Adult Children of Alcoholics – 310.534.1815

National Drug Information Treatment and Referral Hotline – 800.662-HELP

National Association of State Alcohol/Drug Abuse Directors – 202.293.0090

National Clearinghouse for Alcohol and Drug Information – 800.729.6686

National Council on Alcoholism and Drug Dependence – 800.NCA.CALL

Alcoholism Council of Greater New York: 800-56-SOBER

New York Center for Addiction 212-966-9537

Public Safety Awareness & Crime Prevention Programs

All members of the school community are encouraged to attend crime prevention seminars that are conducted by the Policy Department in the school's local area. The Handbook for Campus Safety and Security Reporting version 2016 is available on line from the Department of Education: <http://www2.ed.gov/admins/lead/safety/handbook.pdf> Access Careers uses this document as a guideline for the creation and revision of their Campus Security Policy.

Annual Security Report

Policy Statements

1. The annual disclosure is prepared by the Director and disseminated to the students and staff via a campus text alert with a direct link to the ASR that is uploaded to the school website.
2. Access Careers maintains a DAAPP that is distributed to all students during enrollment and all employees during the time of hire.
3. The institution upon written request will disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18 United States Code, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such a crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.
4. The emergency response and evacuation procedures are discussed in our Health & Safety Plan Timely Warnings.
5. The school is a commuter campus with no housing. All missing persons notifications shared with the school will be disseminated at the request of the family member who has notified us to the rest of the student body.
6. The institution will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy. Legal assistance, visa and immigration assistance, student financial aid and other services available for victims, both within the institution and in the community.
7. The institution will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation and working situations or protective measures. The institution is not a resident campus therefore we cannot provide relocation assistance of any kind.
8. Access Careers will assist the victim in contacting law enforcement and work with law enforcement for any accusation that a law has been violated. Access Careers does not have police staff or law enforcement on campus to handle investigating crimes. The Policy Department will be contacted immediately when a person states that a crime has occurred.
9. Any student violating the law on school property will be terminated from the school.
10. All contact information for law enforcement and sex offender registry are located in the safety packet distributed during student / employee orientation. The NYS Sex Offender Registry is located online at: <http://www.criminaljustice.ny.gov/nsor/>
11. Access to the campus is controlled by a video buzzer security system. The school also has a video surveillance system that covers the entrance to the school and the stairwell.
12. There are no campus security personnel. The Local Policy Department will be contacted at all times when a crime or situation needs to be controlled that can lead to a crime or may have the potential of being a crime. The Local Policy Department will have 100% cooperation of all employees at the school and all information that the Local Policy Department requires including video will be furnished.
13. There are no off-campus locations. All crimes committed by a student off campus will jeopardize their continued enrollment at the school.
14. The school does not provide on-campus housing and thus is not mandated to maintain a fire safety log.

Crime Statistics for our School for the Past Three Years

The following criminal offenses occurred during the calendar years listed.

CRIMINAL OFFENSES	Geographic Area of 474 Fulton Ave, Hempstead, NY 11550		
		On Campus	Public Property
Murder:/Non-negligent manslaughter: willful killing of one human being by another	2015	0	0
	2016	0	0
	2017	0	0
Negligent manslaughter: The killing of another person through gross negligence.	2015	0	0
	2016	0	0
	2017	0	0
Rape	2015	0	0
	2016	0	0
	2017	0	0
Fondling Non-forcible sex offenses: Unlawful non-forcible sexual intercourse	2015	0	0
	2016	0	0
	2017	0	0
Incest	2015	0	0
	2016	0	0
	2017	0	0
Statutory Rape	2015	0	0
	2016	0	0
	2017	0	0
Robbery: the taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.	2015	0	0
	2016	0	0
	2017	0	0
Aggravated assault: the unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.	2015	0	0
	2016	0	0
	2017	0	0
Burglary: unlawful entry of a structure to commit a felony or theft.	2015	0	0
	2016	0	0
	2017	0	0
Motor vehicle theft: theft or attempted theft of a motor vehicle.	2015	0	0
	2016	0	0
	2017	0	0
Arson: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another.	2015	0	0
	2016	0	0
	2017	0	0

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VAWA OFFENSES		Geographic Area of 474 Fulton Ave, Hempstead, NY 11550		
			On Campus	Public Property
Domestic Violence	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Dating Violence	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Stalking	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
VIOLATIONS		Geographic Area of 474 Fulton Ave, Hempstead, NY 11550		
			On Campus	Public Property
Arrests-Weapons: Carrying, possessing, etc.	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Disciplinary Referrals-Weapons: Carrying, possessing, etc.	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Arrests-Drug Abuse Violations	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Disciplinary Referrals Drug Abuse Violations	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Arrests-Liquor Law Violations	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Disciplinary Referrals Drug Abuse Violations	2015	0	0	0
	2016	0	0	0
	2017	0	0	0

Hate Crimes

A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a performed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin. The school reports all hate crime statistics separately for the categories of criminal offenses listed in the chart above. Additionally, hate crimes statistics are also reported separately for the following offenses:

There were no reported hate crimes reported on campus for the years 2015, 2016, or 2017.

Residential Facilities: Our school does not have any school-operated residential facilities for students.

Access Careers publishes the following policies on its website www.accesscareers.net. Students are informed and asked to acknowledge that they have been informed of the following Policies and Plans upon enrollment.

- Plan for Assuring the Routine and Emergency Health and Safety of Employees, Students, and Guests
- Plan for the Adequacy and Improvement of all Physical Facilities and Technical Infrastructure
- Procedure for Reporting and Investigating Incidents and Accidents
- Safety and Lockdown Procedure