

Queen City College

Handbook for Campus Security, Safety Reporting, and Policy Manual

This report is required by federal law and contains policies, procedures, policy statements and crime statistics for the school.

931-645-2361

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Campus Administration

Ralph Payne - Owner

Brandie Gross – Institutional Director & Chief Administrator

Tracy Petsch – Asst. Institutional Director, Financial Aid Administrator, & Dept. of VA SCO

LaShannon Sanders – Director of Admissions & Student Services

Emergency Numbers

Law Enforcement, Fire Department, Ambulance (Emergency)	911
Tennova Hospital	(931) 502-1000
Blanchfield Army Community Hospital	(270) 798-8400
Clarksville Police Department	(931) 648-0656
Clarksville Fire Department	(931) 645-7456

Availability of Annual Security Report

This manual has been designed to inform all students and employees of Queen City College about its safety and security procedures and policies. A report is created to comply with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) and the Higher Education Opportunity Act (HEOA). This report can also be located in its entirety at our website at www.queencitycollege.com. The annual disclosure document is completed each year by contacting the local police department and the building management to compile the statistics used in the report. The safety of our students and employees is an important concern of the administration. This document explains this institution's policy regarding crime and accident prevention, public safety, criminal and accident reporting procedures, and fire safety. Read this document carefully, and ask questions if you feel confused or uncertain.

During orientation for new students and employees, as well as in January of each year, each student and employee is informed of the school's campus security report, procedures, and safety practices. We also review with students and employees the need to be responsible for their own security and safety at all times. In January of each year, we bring a local law enforcement official into the school to review how to protect yourself against crime, how to be responsible for your own safety, and how to protect yourself against sexual assault.

Designated Reporting Locations

The Jeanne Clery Disclosure of campus Security Policy and Crime Statistics Act and the Higher Education Opportunity Act (HEOA) require that Queen City College report crimes on campus, and campus buildings or properties that meet all of the following criteria: Queen City College owns or controls them; they are reasonably contiguous to one another; they directly support or relate to Queen City College's educational purposes.

We have adopted the reporting geography of all contiguous property the confines of the city of Clarksville, TN located at 1594 Ft. Campbell Blvd Clarksville, TN 37042 and its parking lot. *See figure 1.*



Figure 1: The Clery Geography of QCC is highlighted in yellow.

Crime & Accident Prevention

The school does not assume liability for any stolen property. Students are responsible for their own textbooks, equipment, and all personal property. Student lockers are provided for students and employees to secure their personal belongings. Do not leave any of your items at school. Vehicles should be properly secured; valuable items stored in a locked trunk, windows rolled up, keys removed, and all doors locked. The institution encourages students and staff not to bring or wear expensive jewelry, money, or other valuables to the school or store them in your car. Such items should be left at home in order to reduce the chance of theft.

The school reserves the right to prosecute any student or employee to the full extent of state and United States federal law for any criminal violation committed on the school premises. The school will take into consideration the specifics of any student who may be accused of a crime on a case-by-case basis, which may include suspension or termination from school. Criminal violations may include, but may not be limited to the following:

- Murder
- Rape
- Forcible Sex Offenses
- Non-forcible sex offenses
- Robbery/theft
- Simple or Aggravated Assault
- Unlawful Consumption or possession of alcohol or other controlled/illegal substance(s)
- Hate crime(s) including: larceny-theft, simple assault, intimidation, or vandalism
- Burglary
- Larceny
- Domestic Violence
- Dating Violence
- Stalking

Further preventative measures include:

- Students and/or employees shall **not** be permitted to consume and/or be under the influence of illegal or controlled substances, including alcoholic beverages, during school hours or at school functions.
- Students and/or employees shall **not** be permitted to have any illegal or otherwise dangerous weapons in their possession or on school property. Such a violation will result in the confiscation of the weapon, possible prosecution, and possible termination from enrollment or employment. Students may not bring firearms into the school even if they possess a concealed carry permit.
- Students and/or employees must keep their property securely locked in the designated areas in order to prevent theft.
- Students and/or employees must park in the designated areas and should always keep their cars securely locked.
- Employees and/or students must never remain alone within the facility after closing without administrative approval. If approval has been given, the outside door must remain locked at ALL times, and the student/employee must not allow any unauthorized individual entrance.
- All employees should make certain that the offices remain securely locked at all times. When leaving the office, the employees must always check the door to ensure it is secure.
- Employees should never lock the facility alone. Two people must always be present during locking procedures. The individuals should check to ensure that both have entered their vehicles safely upon leaving the school premises.
- Students and/or employees shall report hazardous conditions; i.e., faulty or broken equipment, water leaks, chemical spills, exposed electrical wires, etc., to the Institutional Director for immediate attention.
- The Institutional Director shall handle all such hazards with appropriate caution and expedience. Proper procedures may require the Institutional Director to notify the appropriate agencies: i.e., the poison control center, the fire department, the Power Company, etc.
- Students and/or employees shall not attempt to repair damaged electrical equipment or exposed wires. Instead, such problems should be reported to the administration.
- Damaged or dangerous structural conditions shall be reported to the Institutional Director immediately.
- Students and/or employees should handle all equipment correctly: i.e., within the manufacturer's specifications. The school will not be responsible for accidents caused by the inappropriate or negligent use of any of its equipment.
- Students and/or employees shall not be permitted to use unauthorized equipment.
- The school will not accept liability for accidents involving such unapproved equipment.
- Students and/or employees with unusual or serious health conditions are encouraged to report such conditions upon admission or employment. Arrangements must be made with his or her physician for appropriate preventative measures. All such conditions will be kept confidential among school administration.
- Employees shall be required to attend a workshop on first-aid care. The workshop will be organized by the administration and will involve accepted professional organizations.

Campus Security

In order to protect employees, students and clients, Queen City College requires certain procedures to be followed at the institution. QCC does not have, nor offer, dormitories or housing options. Security rules and regulations are as follows:

- 1) Visitors and clients must check in at the reception desk. All visitors and clients are to be escorted at all times while on campus. Employees are responsible for any visitors they bring to the school.
- 2) Visitors and clients may be required to submit themselves to a search before entering institutional property. Items being brought onto or removed from the property may be searched.
- 3) Any instances of non-compliance should be reported to the Institutional Director.

The institution is equipped with audio and/or video surveillance of the lobby/reception area, clinic floors, classrooms, resource rooms, hallways, and offices.

Alcoholic Beverage Possession or Consumption

Queen City College campus is designated "Drug Free". At no time is the possession, sale, manufacturing, distribution, consumption, or being under the influence of alcohol permitted on QCC property. The possession, sale, manufacturing or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Clarksville Police Department and the Montgomery County Sherriff's office. Violators are subject disciplinary action from QCC and criminal prosecution, fine and/or imprisonment from state and local authorities. It is unlawful to sell, furnish or provide alcohol to a person under the age of twenty-one (21). The possession of alcohol by anyone under the age of twenty-one (21) in a public place or place open to the public is illegal. It is also a violation of QCC's Alcohol Policy for anyone to consume, possess, or be under the influence of alcohol in any public or private areas of the institution. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the Clarksville Police Department and/or the Montgomery County Sherriff's office.

Illegal Drug Possession or Consumption

At no time is the possession, sale, manufacturing, distribution, consumption, or being under the influence of illegal drugs permitted on Queen City College property. The possession, sale, manufacturing or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Clarksville Police Department and the Montgomery County Sherriff's office. Violators are subject disciplinary action from QCC and criminal prosecution, fine and/or imprisonment from state and local authorities.

Substance Abuse Education

Following the guidelines set forth with the Drug-Free Schools and Communities Act of 1989, Queen City College has a contact and resource list with information available to educate our employees, staff, and students and prevent the illicit use of illegal drugs and the abuse of alcohol. If you or someone you know has a problem and needs help there are many alcohol and drug rehabilitation centers in Clarksville, TN and the surrounding areas. We help people take the first steps toward getting help for their drug and alcohol usage and having drug-free lifestyles. If you or anyone you know is struggling with drug addiction issues please contact Tennessee REDLINE at 1-800-889-9789 or *visit:* <https://www.samhsa.gov/prevention>.

Criminal & Accident Reporting Procedures

The school does not have individual campus security. All crimes are reported to the local police department for investigation and action. We encourage all students and employees to timely report all crimes to Brandie Gross, the Institutional Director, who will promptly contact the local authorities to address the issue. Victims and witnesses are encouraged to report crimes, but it is solely on a voluntary basis. The school will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations and/or protective measures.

1) In the event of a burglary or robbery:

- A. Remain calm and agreeable with the culprit(s).
- B. Do **NOT** attempt any heroic measures.
- C. Report all burglaries to the local police.
- D. When reporting a burglary or robbery:
 - a. Indicate name of institution.
 - b. Indicate your name.
 - c. Indicate date and time of incident.
 - d. Indicate any injuries if known.
 - e. Indicate number of suspects involved.
 - f. Indicate any descriptive information.

2) In the event of larceny (theft):

- A. Remain calm and agreeable with those involved.
- B. Do not attempt to determine if any person is innocent or guilty.
- C. Report all larceny to the local police department for investigation.
 - Indicate the name and address of the school.
 - a. Indicate your name.
 - b. Indicate date and time of incident.
 - c. Indicate any injuries if known.
 - d. Indicate name(s) of those involved or any witnesses.
 - e. Indicate any descriptive information.

3) In the event of an accident:

- A. Report the event to the Institutional Director, Administrative Staff, or Instructor(s) on duty. The Institutional Director will:
 - a. Determine if emergency help is needed. If he or she determines it is necessary they will make the appropriate phone call.
 - b. Complete an accident report. Include the cause, the name(s) of those involved, the date, the time, the circumstances, and the explanation of any witnesses.
 - c. Report all the information to the Institutional owners.
 - d. If necessary, notify parents and family of the victim(s).

4) In the event of a general emergency within the school's premises, please notify the school's administration immediately and remain calm. The school personnel are trained in emergency response and evacuation procedures. The Institutional Director will determine whether a significant emergency exists by evaluating the situation and consulting with local police authorities.

If an emergency exists in which students and staff is in danger, an immediate announcement will be made by the Institutional Director who will notify the student body and staff of the emergency and the steps to follow. Police authorities will be contacted for assistance. Do not exit the building unless you have been directly instructed to do so. It may be safer to stay in the school premises in a lockdown mode. Please listen to all announcements from the Institutional Director and follow the directions given; remain calm. The staff will direct you where to go in the event of an emergency in order to ensure your safety. The school will review its evacuation plans and procedures during the orientation on the first day of class, as well as yearly with the student body and staff. The school will also conduct announced emergency evacuation tests annually in order for the staff and students to clearly understand the procedures. Students and staff are expected to be present on those days. Each test will be documented in the school's records as to the date, time, and whether it was an announced or unannounced test.



Students and employees who provide their mobile phone number by texting the word STUDENT to 36000 are automatically registered to receive Queen City College Safety alerts via text message.

Emergency Notifications

Depending on the particular circumstances of the crime, Queen City College may also issue an emergency notification. The notification will be announced by the Institutional Director or Administration and will inform the students and employees as soon as they have confirmed a significant emergency or dangerous situation exists, and will:

- Take into account the safety of the students and employees,
- Determine what information to release about the situation, and
- Begin the notification process using mass communication including: public address announcements, personal notification, and texts.

Queen City College will not immediately issue a notification for a confirmed emergency or dangerous situation if doing so will compromise efforts to:

- Assist a victim,
- Contain the emergency,
- Respond to the emergency, or
- Otherwise mitigate the emergency.

Regulations require, emergency notification methods to be tested for the purpose of assessment and evaluation. Tests are conducted twice a year, once as an announced drill/exercise and once not announced. The tests must:

- Be scheduled,
- Contain drills,
- Contain exercises,
- Contain follow-through activities,
- Be designed for assessment of emergency plans and capabilities, and
- Be designed for evaluation of emergency plans and capabilities.

Emergency Procedures

Queen City College is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. An “immediate” threat as used here encompasses an imminent or impending threat, such as an approaching forest fire, as well as a fire currently raging in one of your buildings.

Some other examples of significant emergencies or dangerous situations are:

- Fire
- Explosion
- Earthquake
- Outbreak of serious contagious illness
- Nearby chemical or hazardous waste spill
- Approaching tornado or other extreme weather conditions
- Gas leak
- Bomb threat
- Terrorist incident
- Outbreak serious illness
- Armed intruder
- Civil unrest or rioting

In an emergency evacuation of the school should proceed as rapidly and safely as possible. The plan accounts for two scenarios of evacuation, which are:

- 1) In-place evacuation: keeping Future Professionals and staff members in place but securing the location for the emergency at hand, and
- 2) On-site evacuation: movement of Future Professionals and staff members out of the building affected and relocation to another area near the school.

All questions regarding fire drills and emergency evacuation procedures should be directed to the schools Campus Fire Safety Officer, Tracy Petsch, Assistant Institutional Director.

Fire

- 1) Evacuate the area of the fire. (Always stay low as smoke and heated gasses collect near the ceiling first.)
- 2) Activate the fire alarm (if so equipped).
- 3) Call 911, indicating the need for assistance from the fire department and law enforcement. Other communication networks should be identified and utilized in the event that the fire has caused the telephone system to become out of order.
- 4) Evaluate the situation; determine quickly, if possible, the size, nature, and location of the fire within the facility.
- 5) Upon the arrival of the fire department, the Institutional Director shall establish contact with the senior fire department official and coordinate subsequent activities with him or her.
- 6) Make certain that all Future Professionals and staff members are accounted for and safe. Move to another location as required. A fire deemed in any way to be a threat to the safety of the Future Professionals or the staff calls for evacuation to the outside area, away from the building.
 - a. Any of the steps above may be done simultaneously as the number of staff members on duty permits.
 - b. The decision to not follow any of these steps is justifiable only when there is certainty that there is no imminent danger.
- 7) If the fire is small, any of the facility’s fire extinguishers may be used to extinguish it, if the staff member has received proper training. Although there should be no hesitation regarding the use of fire extinguishers, the fighting of any fire by staff members should be undertaken only if there is no imminent danger.

Illness or Injury

1) Minor

- a) Treat with medical supplies on hand.
- b) Evaluate periodically to see if further medical attention is required.
- c) Complete an incident/injury report.

2) Major

- a) Employ first aid techniques as trained, if needed.
- b) Contact 911 if immediate medical attention is required.
- c) If an illness or an injury requires a doctor's care, but emergency services are not required, the staff members should then arrange for transportation to the emergency room, clinic, or hospital.
- d) Complete an incident/injury report.

Bomb Threats

- 1) Any bomb threat should be treated as real until proven otherwise.
- 2) Unidentified or suspicious objects should be reported to the authorities.
- 3) The area to be evacuated to should be searched quickly before evacuation.
- 4) Evacuation should be to an outdoor area as far from the building as safely possible.
- 5) Upon arrival of law enforcement authorities, the facility director, or designee, will assist with the search (i.e., unlocking doors, identifying strange or suspicious objects, etc.)
- 6) The appropriate authorities should be consulted prior to re-entry into the building.

Utilities and Maintenance Emergencies

Gas Leak:

If any staff member or Future Professional smells gas, act quickly and adhere to the following:

- 1) Open windows immediately.
- 2) Call 911 and report the possible gas leak.
- 3) Do not turn any electrical switches on OR off; eliminate all flames.
- 4) Check all gas taps and turn them off.
- 5) If necessary, turn off the gas main; the shutoff valve is next to the meter.
- 6) If the gas odor remains strong, evacuate the area immediately.
- 7) Do not return to the building until the fire department announces it is safe.

Emergency Evacuation:

In the event of a fire, bomb threat, electrical, chemical, or other emergency that would require the evacuation of the building, all staff members should adhere to the following:

- 1) Call 911, indicating the need for assistance from the local fire department and law enforcement.
- 2) Make certain all Future Professionals and staff members are accounted for and are safe.
 - a. Evacuate all Future Professionals and staff members to an area as far from the building as safely practical.
 - b. Adhere to predetermined evacuation routes, if possible; however, do not hesitate to adjust these routes to avoid dangerous areas.
 - c. All Future Professionals and staff members with special needs are to be assisted as needed.
- 3) Conduct a second head count for Future Professionals and staff members.
- 4) Notify the Institutional Director as soon as possible.
- 5) Do not approach or re-enter the building until consultation with the proper authorities has deemed re-entry safe.

Tornado/Severe Weather Watches & Warning Procedures

- 1) The safe place designated by the Institutional Director is the administrative hallway.
 - a. All Future Professionals and staff will be moved to the designated location.
 - b. Maintain flashlight and voice contact among staff members at all times.
 - c. Make sure to conduct a head count before moving to a safe place, after arriving at a safe place, and after leaving the designated area.
- 2) After there is absolute certainty that the storm has passed:
 - a. The staff members should conduct a head count.
 - b. Provide any necessary first aid and call 911 for any necessary response agencies.
 - c. Check the entire building for any damages such as fire, water, or structural.
 - d. Turn on and test utilities.
 - e. Notify the Institutional Director as soon as possible with an update of conditions.
 - f. Notify any agents that services are needed.

The school encourages students and employees to seek the assistance of pastoral counselors and professional counselors, in instances where the student may need help in dealing with a particular situation, when appropriate. To avail yourself of this service, please contact, Brandie Gross, Institutional Director, for direction in obtaining help. We encourage students who may have been the victim of a crime to seek help. The counseling sessions are voluntary and confidential for the basis of inclusion in the annual disclosure of crime statistics.

Severe Weather & School Closing Procedures

The school will be closed when snow, icy, and other weather conditions make driving hazardous or impossible. All weather closings are based on the judgement of the Institutional Director. Other closing that could occur are heat, air conditioning, or water outages. All closing information will be announced on Nashville television stations 2 (ABC), 4 (NBC), and 5 (CBS). As well as television, up to date school closing information will be available on [Queen City College's FACEBOOK](#) page and will be texted to those students who provide their mobile number, and register to receive Queen City College Safety alerts.

If a school closure is warranted after students have already arrived, each student will be advised to leave the institution in an orderly and calm manner and to watch for closure updates on the television channels, FACEBOOK, and the text alerts. The safety of the students and employees is a priority of the Owner and Administration.



Students and employees who provide their mobile phone number by texting the word STUDENT to 36000 are automatically registered to receive Queen City College Safety alerts via text message.

Student Right to Know Policy

All criminal activity and accidents that occur on the school premises must be reported to the Institutional Director who must keep a confidential file of the circumstances surrounding each incident. The Institutional Director must make the information available to the employees and students, although he or she will keep personal information, such as names, confidential. The Institutional Director shall use the following procedures for informing students and employees of criminal activity and accidents:

- Each week during weekly announcements, a general account of any criminal activity that may have occurred will be given.
- Each week, a general account of any criminal incident and/or accident will be posted in the lounge for student access. Confidential information will not be available.
- A confidential file will be kept that describes each accident and criminal incident in detail. The file must include dates, times, names, extenuating circumstances, and all agencies notified.
- During the announcements, emphasis will be placed on accident and crime prevention.
- Statistics regarding the incidence of rape, burglary, drug violations, motor vehicle theft, murder, and simple or aggravated assaults that occurred within the institution will be available to any and all students and/or employees upon request.
- Statistics concerning the number of arrests for on-campus crimes of murder, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, liquor law violations, drug law violations, illegal weapon possessions, arson, negligent manslaughter, and non-negligent manslaughter during three most recent calendar years are listed in this section.

An incident must meet three conditions to be classified as a burglary. First, there must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry — no force is counted. Second, the unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door. Finally, the unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is larceny.

- Referred for disciplinary action is defined as: 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.
- Weapons: Carrying, Possessing, Etc., is defined as: the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.
- Drug Abuse Violations are defined as: the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.
- Liquor Law Violations are defined as: the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

The following numbers of students were referred to campus disciplinary action for the following violations:

Arrests & Referrals for Disciplinary Action	2015	2016	2017
1. Weapon Law Violations	0	0	0
2. Liquor Law Violations	0	0	0
3. Drug Violations	0	0	0

There were zero (0) Weapon Law, Liquor Law, or Drug Violations.

The school monitors and records any criminal activity that takes place at a school event off campus by contacting local police agencies to ensure that all off-campus activities are conducted in safe and secure facilities. Each of these events is supervised by instructors and staff of the institution.

In accordance with the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. § 14071(j)), we are notifying you that you can obtain information concerning registered sex offenders by going to www.familywatchdog.us for a list of registered offenders near the school premises.

An institution must report to the Department and disclose in its annual security report statistics the total number of crime reports that were “unfounded” and subsequently withheld from its crime statistics report during each of the three most recent calendar years. Only a sworn or commissioned law enforcement personnel can make a formal determination that a report is false or baseless. A reported crime cannot be designated “unfounded” if no investigation was conducted or the investigation was not completed., nor can a crime report be designated unfounded merely because the investigation failed to prove that the crime occurred; this would be an inconclusive or unsubstantiated investigation.

Violence Against Women Act

This document has been designed to inform all students and employees of the Violence Against Women Act (VAWA) and outlines Queen City College's commitment to the health and safety of its students and employees. This annual disclosure document is updated each year by contacting the local police department and the building management to compile the statistics used in the report. This document explains the school's policy regarding crime prevention, public safety, and criminal reporting procedures. This document will be provided to all prospective students and staff and will be reviewed with all students during orientation and with staff at the time of hire. The school will also provide a yearly training in October of each year when the new statistics are available.

This institution prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking. Training and information is provided to promote awareness and prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, as well as outlines options for risk reduction of such offenses occurring, the warning signs of abusive behavior, and how to avoid potential attacks. Please read this document carefully and ask questions if you feel confused or uncertain. The school's Campus Security Coordinator and Title IX Coordinator is Brandie Gross, the Institutional Director.

In October of each year, the school brings in a local law enforcement official and a representative from the local crisis center to review how to protect yourself against crime, how to be responsible for your own safety, and how to protect yourself against sexual assault. Queen City College is committed to making your school a safe place.

What is domestic violence?

Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Physical abuse: Hitting, slapping, shoving, grabbing, pinching, biting, hair pulling, etc., are types of physical abuse. This type of abuse also includes denying a partner medical care or forcing alcohol and/or drug use upon him or her.

Sexual abuse: Sexual abuse is coercing or attempting to coerce any sexual contact or behavior without consent. Consent means that both people in a sexual encounter must agree to it, and either person may decide at any time that he or she no longer consents and wants to stop the activity. Consenting to one behavior does not obligate you to consent to any other behaviors. Consenting on one occasion also does not obligate you to consent on any other occasion. Consenting means only that at this particular time, you would like to engage in this particular sexual behavior. Sexual abuse includes, but is certainly not limited to, marital rape, attacks on sexual parts of the body, forcing sex after physical violence has occurred, or treating one in a sexually demeaning manner.

Emotional abuse: Undermining an individual's sense of self-worth and/or self-esteem is abusive. This may include, but is not limited to constant criticism, diminishing one's abilities, name-calling, or damaging one's relationship with his or her children.

Economic abuse: Economic abuse is defined as making or attempting to make an individual financially dependent by maintaining total control over financial resources, withholding one's access to money, or forbidding one's attendance at school or employment.

Psychological abuse: Elements of psychological abuse include, but are not limited to, causing fear by intimidation; threatening physical harm to self, partner, children, or partner's family or friends; destruction of pets and property; and forcing isolation from family, friends, or school and/or work.

Domestic violence can happen to anyone regardless of race, age, sexual orientation, religion, or gender. Domestic violence affects people of all socioeconomic backgrounds and education levels. Domestic violence occurs in both opposite-sex and same-sex relationships and can happen to intimate partners who are married, living together, or dating.

Domestic violence not only affects those who are abused, but also has a substantial effect on family members, friends, coworkers, other witnesses, and the community at large. Children who grow up witnessing domestic violence are among those seriously affected by this crime. Frequent exposure to violence in the home not only predisposes children to numerous social and physical problems, but also teaches them that violence is a normal way of life, therefore, increasing their risk of becoming society's next generation of victims and abusers.

Anyone affected by domestic violence, weather it happened to you or someone you care about, can find support by contacting the National Domestic Violence Hotline at 1-800-799-7233.

What is sexual assault?

Sexual assault is any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Consent means that both people in a sexual encounter must agree to it, and either person may decide at any time that he or she no longer consents and wants to stop the activity. Consenting to one behavior does not obligate you to consent to any other behaviors. Consenting on one occasion also does not obligate you to consent on any other occasion. Consenting means only that at this particular time, you would like to engage in this particular sexual behavior. Falling under the definition of sexual assault are sexual activities as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape.

Anyone affected by sexual assault, weather it happened to you or someone you care about, can find support by contacting the National Sexual Assault Hotline at 1-800-656-4673.

What is Consent?

The term "consent" means a freely given agreement to the conduct at issue by a competent person. An expression of lack of consent through words or conduct means there is no consent. Lack of verbal or physical resistance or submission resulting from the use of force, threat of force, or placing another person in fear does not constitute consent. A current or previous dating or social or sexual relationship by itself or the manner of dress of the person involved with the accused in the conduct at issue shall not constitute consent.

A sleeping, unconscious, or incompetent person cannot consent. A person cannot consent to force causing or likely to cause death or grievous bodily harm or to being rendered unconscious. A person cannot consent while under threat or in fear.

Lack of consent may be inferred based on the circumstances of the offense. All the surrounding circumstances are to be considered in determining whether a person gave consent, or whether a person did not resist or ceased to resist only because of another person's actions.

What is dating violence?

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim is dating violence. The existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship

The frequency of interaction between the persons involved in the relationship

Anyone affected by dating violence, weather it happened to you or someone you care about, can find support by contacting the National Teen Dating Abuse Hotline at 1-866-331-9474.

What is stalking?

Stalking is a dangerous crime that affects an estimated 6.6 million women and men each year. Stalking is generally defined as a course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking is a crime under the laws of all 50 states, the District of Columbia, the U.S. territories, and the federal government. Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking can include:

- Repeated, unwanted, intrusive, and frightening communications from the perpetrator by telephone, mail, and/or email.
- Repeatedly leaving or sending the victim unwanted items, presents, or flowers.
- Following or waiting for the victim at places such as home, school, work, or recreational places.
- Making direct or indirect threats to harm the victim or the victim's children, relatives, friends, or pets.
- Damaging or threatening to damage the victim's property.
- Harassing the victim through the Internet.
- Posting information or spreading rumors about the victim on the Internet, in a public place, or by word of mouth.
- Obtaining personal information about the victim by accessing public records, using Internet search services, hiring private investigators, going through the victim's garbage, following the victim, contacting the victim's friends, family, work, or neighbors, etc.

If you feel you are being stalked and are in immediate danger call 911 for assistance.

All crimes are reported to the local police department for investigation and action. The school encourages all students and employees to report all crimes in a timely manner to the Institutional Director who will promptly contact the local authorities to address the issue.

Victims and witnesses are encouraged to report crimes, but it is solely on a voluntary basis. If you are a witness to the crime, you must contact 911 for immediate assistance, and if you feel it is safe to intervene on behalf of the victim, do so in the presence of others, if possible, or call out to the perpetrator that you have contacted the police and indicate that they are on their way; do not put yourself in danger as well.

If you are a victim of a sexual assault, domestic violence, dating violence, or stalking at this school or off the school premises, your first priority should be to get to a safe place. You should then obtain necessary medical treatment.

In the event of a rape or sexual violence on campus:

- 1) Remain calm.
- 2) Calm the victim; notify the Institutional Director/Campus Security Coordinator.
- 3) Inform the victim that he or she has the option to notify the appropriate law enforcement authorities, including the local police, and for medical assistance. If the victim would like the Institutional Director to notify the authorities, he or she will call (911) for medical assistance and to alert the police. The Institutional Director and a representative from the police department will guide the victim through the available options and support the victim in his or her decision, including, where applicable, restraining orders, orders for protection, or no-contact orders.
- 4) The school and police strongly advocate that a victim of sexual assault, domestic violence, or dating violence report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Filing a police report will ensure that a victim receives the necessary medical treatment and tests, at no expense to the victim; and it provides the opportunity for the collection of evidence helpful in prosecution, which cannot be obtained later. It is important to preserve evidence for the proof of a criminal offense, so do not disturb the area surrounding the incident.
- 5) The school encourages victims of sex offenses to seek professional counseling. The school will ensure that the victim has access to free confidential counseling from counselors specifically trained in the areas of sexual assault, domestic violence, dating violence, stalking, and crisis intervention. If you need to seek professional help after having been the victim of a rape, sexual assault, domestic violence, or dating violence, you can contact the Institutional Director.
- 6) If a student or employee is a victim of an alleged sex offense, the student or employee may request a change in his or her academic schedule, such as moving from night to day classes, from a full-time to a part-time schedule, etc., regardless of whether or not the victim chooses to report the crime to the police; please notify the Institutional Director of such a request.
- 7) If a student is alleged to having committed a sex offense, that student will have the right to a prompt, fair, and impartial investigation and hearing before the Institutional Director and two additional employees of the school's administration who have received annual training on issues related to the listed offenses and how to conduct an investigation and hearing process that protects both the safety of the victim and promotes accountability. The accused and the victim will each be allowed to have others present, including an advisor of their choice to accompany them throughout the disciplinary proceedings. The institution may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. The standard of proof in this case requires clear and convincing evidence that the incident more than likely occurred. A student found guilty of violating the school's sexual misconduct policy could be criminally prosecuted in the state courts and may be placed on probation, suspended, or expelled from the school for the first offense.
- 8) The accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceeding. Both the accuser and the accused will simultaneously be informed in writing of the outcome and any school disciplinary proceeding, the opportunity for appeal, and the notification of the outcome of any appeal before the results become final, and when the results of the proceedings become final.

- 9) The school will protect the confidentiality of the victim(s) in accordance with the law. In addition, the Institutional Director will maintain all records of the incident. All accommodations or protective measures provided to the victim(s) will remain confidential to the extent that maintaining such confidentiality will not impair the ability of the institution to provide the accommodations or protective measures. Only staff members who need to know will be apprised of the name(s) of the victim(s). The school is required to publish each year's statistics for certain crimes that are reported to the school authorities or local police agencies, including incidents of sexual assault, domestic violence, dating violence, and stalking; however, the report only includes incidents and not the names or identifiable information about the victim(s).

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Higher Education Opportunity Act (HEOA) require reporting of specific criminal act reports - not necessarily convictions. Because a criminal act or suspicion of an act was reported, does not necessarily indicate that such an act actually occurred or that specific individuals were convicted of such an act. The Clery requirements are for disclosure of reports of criminal activity or suspected criminal activity and classify crimes based on the Federal Bureau of Investigation's (FBI's) *Uniform Crime Reporting Handbook (UCR)*.

Reportable Criminal Offenses

Criminal homicide - These offenses are separated into two categories: Murder and Non-negligent Manslaughter, and Negligent Manslaughter.

- **Murder and Non-negligent Manslaughter** is defined as: the willful (non-negligent) killing of one human being by another.
- **Negligent Manslaughter** is defined as: the killing of another person through gross negligence.

Gross negligence is: the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another.

Sex Offenses - Sex offenses are separated into two categories: forcible and non-forcible.

Sex Offenses—Forcible is defined as: 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.

There are four (4) types of Forcible Sex Offenses:

- **Forcible Rape** is: 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** is: 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 or physical incapacity.
- **Sexual Assault With an Object** is: the use of an object or 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. Examples are a finger, bottle, handgun, stick, etc.

- **Forcible Fondling** is: 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.

Sex Offenses—Non-forcible is defined as: unlawful, non-forcible sexual intercourse.

There are two (2) types of Non-forcible Sex Offenses:

- **Incest** is: non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** is: non-forcible sexual intercourse with a person who is under the statutory age of consent.

Robbery is: 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.

Aggravated Assault is: 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.

Burglary is: the unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft is: the theft or attempted theft of a motor vehicle.

Arson is: any 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, etc

The Hierarchy Rule: When counting multiple offenses, you must use the FBI's *UCR* Hierarchy Rule. This rule requires you to count only the most serious offense **when more than one offense was committed during a single incident**. A single incident means that the offenses were committed at the same time and place. That is, the time interval between the offenses and the distance between the locations where they occurred were insignificant. Beginning with the most serious offense, the following list shows the hierarchy for *Clery Act* reporting:

- Murder and Non-negligent Manslaughter
- Negligent Manslaughter
- Forcible Sex Offenses
- Non-forcible Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arrests
- Referrals for Disciplinary Action

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 preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

Although there are many possible categories of bias, under Clery, only the following six categories are reported:

- **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 descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
- **Gender:** A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- **Gender Identity:** –A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender nonconforming individuals.
- **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 nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
- **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 (e.g., gays, lesbians, heterosexuals).
- **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 (e.g., Arabs, Hispanics).
- **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.

Hate crimes can be any of the previously mentioned criminal offenses and also include the following:

- **Larceny-Theft** is: the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) *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** is: 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** is: 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** is: 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

The *Violence Against Women Act* (VAWA) requires Queen City College to disclose crime statistics involving:

- a) Domestic Violence;
- b) Dating Violence; and
- c) Stalking.

Criminal Offenses		2015	2016	2017
2. Sex Offenses		0	0	0
• Forcible		0	0	0
	Forcible Rape	0	0	0
	Forcible Sodomy	0	0	0
	Sexual Assault With an Object	0	0	0
	Forcible Fondling	0	0	0
• Non Forcible		0	0	0
	Incest	0	0	0
	Statutory Rape	0	0	0
Violence Against Women Act Criminal Offenses		2015	2016	2017
FORCIBLE	Rape and Forcible Fondling	0	0	0
	Dating Violence	0	0	0
	Domestic Violence	0	0	0
	Stalking & Cyber-Stalking	0	0	0
NON-FORCIBLE	Incest	0	0	0
	Statutory Rape	0	0	0

There were crimes **0** of murder, forcible rape, non-forcible rape, or aggravated assault that show evidence of prejudice based on race, gender, religion, sexual orientation, disability, or ethnicity as prescribed by the Hate Crime Statistics Act (28 U.S.C. 534) on the school’s campus or on public property immediately surrounding the school’s campus.

The school educates the student community about sexual assaults and date rape through mandatory orientation. The police department offers sexual assault education and informational programs to students and employees. Literature on date rape education, risk reduction, and the school’s response are available through the Institutional Director.

Any student or employee who reports to the school that he or she has been the victim of one of the previously listed offenses, whether the offense occurred on or off campus, shall be provided with a written explanation of the student’s or employee’s rights and options. No officer, employee, or agent of the school shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising his or her rights or responsibilities under any provision of the Violence Against Women Act (VAWA). All designated Campus Security Coordinators will review the *Campus Safety and Security Reporting Training Module* in January each year to stay abreast of changes to the regulations. Other interested individuals can access the training module at:

http://www2.ed.gov/campus-crime/HTML/cc_off/Contents.html

U.S. Department of Education, Office of Postsecondary Education, *The Handbook for Campus Safety and Security Reporting*, Washington, D.C., 2016.

<https://www2.ed.gov/admins/lead/safety/campus.html>

Voluntary and Confidential Reporting

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

Accurate and Prompt Crime Reporting

Queen City College's students, faculty, staff and clients are encouraged to report all crimes and public safety incidents and/or concerns to the Institutional Director and to the local Police Department in a timely fashion. Only by the prompt reporting of the crime and the subsequent action taken by appropriate authorities will issues be quickly investigated and resolutions effected. The process of making accurate and prompt reports the students, faculty, staff and clients help to insure increased safety for all. To report a crime or an emergency at Queen City College, call the Institutional at (931) 645-2361. To report a non-emergency security or public safety related matter, call the Institutional at (931) 645-2361.

Under Clery, a crime is "reported" when it is brought to the attention of a CSA or local law enforcement personnel by a victim, witness, other third party or even the offender. It doesn't matter whether or not the individuals involved in the crime, or reporting the crime, are associated with the institution. If a CSA receives the crime information and believes it was provided in good faith, he or she should forward the crime report to the local police.

- In "good faith" means there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information.

What you must disclose, therefore, are statistics from reports of alleged criminal incidents. It is not necessary for the crime to have been investigated by the police or a CSA, nor must a finding of guilt or responsibility be made to disclose the statistic. If your institution is in doubt as to whether a crime has been reported, rely on the judgment of law enforcement professionals.

Timely Warnings

For any Clery Act crime, on or off campus that, in the judgment of Queen City College, represents an ongoing threat to the safety of students or employees; a campus-wide "timely warning" will be issued by the Institutional Director or Administrator. The warning will be issued through all available means of mass communication including: public address announcements, personal notification, and texts. Anyone with information warranting a timely warning should report the circumstances to the Institutional Director in person at the Administration Office or, by phone (931) 645-2361.

The *Clery Act* does not require confidential reporting of crimes. Although personally identifiable information is generally precluded from disclosure, such information may be released in an emergency situation.

FERPA does not preclude an institution's compliance with the timely warning provision of the campus security regulations. *FERPA* recognizes that information can, in case of an emergency, be released without consent when needed to protect the health and safety of others. In addition, if

institutions utilize information from the records of a campus law enforcement unit to issue a timely warning, *FERPA* is not implicated as those records are not protected by *FERPA*.



Students and employees who provide their mobile phone number by texting the word STUDENT to 36000 are automatically registered to receive Queen City College Safety alerts via text message.

Fire Safety Reporting

As a part of the U.S. Department of Education's reporting requirements, we are required to notify our student body of any fires that have occurred on our campus. Should you have any questions regarding our statistics or policies, please see Tracy Petsch, the Assistant Institutional Director, for assistance.

Fire Reports	2015	2016	2017
Unintentional Fire	0	0	0
Intentional Fire	0	0	0
Undetermined Fire	0	0	0
Number of injuries resulting in treatment at a medical facility	0	0	0
Deaths related to fire	0	0	0
Value of property damaged caused by fire	0	0	0

A copy of our fire safety report is provided to the U.S. Department of Education yearly and to our students at the time of enrollment and by October 1st of each year.

The school does not have on-campus housing, therefore we do not have fire statistics to report for student housing.

In the event of a fire:

- 1) All occupants should proceed to the nearest available exit in an orderly, calm manner.
- 2) Leave all personal belongings behind.
- 3) Assist the elderly, handicapped, and children to the nearest exit.
- 4) Do not attempt to contain the fire. Evacuate immediately and leave containment to trained professionals.
- 5) Once safely outside, stand in a group at a safe distance from the building. Instructors will take a count to ensure no one is still inside.
- 6) The Institutional Director should call fire officials or delegate it to 1 (one) person. Also he or she should notify the other building occupants, if applicable.
- 7) When reporting the fire to the officials:
 - Indicate the name of the institution.
 - Indicate the location of the institution.
 - Indicate your name.
 - Indicate possible injuries (need for paramedics/ambulance).
 - Indicate the suspected cause: i.e., electrical, chemical, gas, etc.
 - Remain calm and help calm others.

The school held 4 (four) fire drills during the last calendar year. The school during student orientation reviews the school's fire safety procedures and exit plans. Emergency evacuation plans are posted throughout the school and are reviewed with students and staff.

The school is a non-smoking facility. Students at no time should have an open flame within the school premises. The use of portable electrical appliances are limited to appliances used in the practice of cosmetology and cosmetology-related services and are to be used only after training has been provided by the instructional staff and under instructional supervision.

If a fire should occur, please pull the fire alarm and inform the nearest staff member who in turn will notify Brandie Gross, the Institutional Director, Tracy Petsch, Assistant Institutional Director, or LaShannon Sanders, Director of Admissions and Student Services. The Administrator will call 911 to alert the local fire department. The school has an effective plan for the implementation of fire safety and evaluates it yearly. At this time, the school has no plans to make any changes to its policy or procedure.

Prevention and Awareness Efforts

The prevention and awareness of criminal activity is an ongoing effort at Queen City College. The Administrators attend conferences yearly to stay informed of any changes to the Cleary Act or Title IX regulations. There is also open communication with the Clarksville Police Department and Montgomery County Sherriff's office to insure the security of our students and employees. The Administrators of Queen City College will continue to make crime prevention and awareness a priority.

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ACKNOWLEDGEMENT OF STUDENT/EMPLOYEE:

I acknowledge that I have read and understand the policies and procedures explicated in this document titled: "*Handbook for Campus Security, Safety Reporting, and Policy Manual*" I also acknowledge that I accept and agree to abide by the conditions and responsibilities outlined within this document.

Printed Name of Student/Employee _____

Signature of Student/Employee _____

Date _____

Signature of Administration _____

Date _____



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