



## 2020/2021 Annual Security Report

### Prism Career Institute

**This document includes information for:**

Cherry Hill, NJ  
Egg Harbor, NJ  
Philadelphia, PA

**December 2nd, 2020**

## **Introduction**

Safety on the campus is a natural source of concern for parents, students and employees. No campus is entirely isolated from crime and Prism Career Institute (“Prism”) is no exception. However, we are proud of the fact that minor incidents have been few and far between. Enclosed in this report you will find policies and procedures in order to increase safety and security awareness and provide precautionary measures for all campus community members.

As a recipient of Federal Title IV student financial aid, Prism is required to adhere to the provisions of the *Jeanne Clery Disclosure of Campus Security Policies and Crime Statistic* commonly referred to as the Clery Act. One provision of the Clery Act is that all postsecondary institutions receiving Federal Title IV financial aid must publish an annual report disclosing campus security policies and three years of selected crime statistics. The full text of this document can also be found on the school’s website <http://www.prismcareerinstitute.edu/consumer-info.php> or by requesting a copy from the Campus Director at each campus. In compliance, this report is prepared by Prism and made available to the campus community and others, with the cooperation of local law enforcement agencies and various school offices.

## **Mission**

The Prism Annual Security Report is completed and distributed annually by October 1st. Due to COVID-19 this year’s report was published and distributed on December 2nd, 2020. The purpose of the report is to provide to the public, student body and faculty, information regarding all crime and illegal activities known to have occurred on the campus and adjacent property and includes statistics for the previous three years.

New and prospective students and new employees also receive a notice of disclosure that gives a summary of all informational disclosures about the institution including campus safety and security. Prism publishes the Annual Security Report on the schools website at: <http://www.prismcareerinstitute.edu/consumer-info.php>

Individuals also have the right to receive this information in paper copy. Contact the Campus Director to receive paper copies of any consumer information including the Annual Security Report.

## **Safety and Security Members:**

The institutions Title IX Coordinator is trained to respond to and investigate any allegations of sexual misconduct and identify any patterns or systemic problems revealed by a complaint.

The Title IX Coordinator at Prism Career Institute is the Director of Operations and the Director Human Resources. They can be reached at:

**Title IX Coordinator – Students**

Eddie Alkhal  
Director of Operations  
3 Executive Campus, Suite 280  
Cherry Hill, NJ 08002  
(856) 317-0100 Ext. 104  
[ealkhal@prismeducation.com](mailto:ealkhal@prismeducation.com)

**Title IX Coordinator – Employees**

Christy Gallo  
Director of Human Resources  
3 Executive Campus, Suite 280  
Cherry Hill, NJ 08002  
(856) 317-0100 Ext. 103  
[cgallo@prismeducation.com](mailto:cgallo@prismeducation.com)

If the Title IX Coordinator is not immediately available contact your Campus Director who will serve as the campus security authorities. The Campus Director will then report any allegation to the Title IX Coordinators.

**Reporting Crimes and Emergencies**

All reports of crimes and emergencies should be made to the Campus Director. When making your report of an incident you will be asked to provide the following information:

1. Description of the incident
2. Date, time and location of the incident
3. Description of the persons or vehicles involved in the incident
4. Detail regarding who was notified about the incident

Upon notification, all crimes involving violence, sexual assault and felony are reported by Prism immediately to the local Police Department. Once substantiated, the campus community will be given a written Blanket Warning that a crime of violence, sexual assault or felony has occurred on campus. If you witness or experience a crime during your school hours but off campus (public property adjacent to campus) you should contact the Police department with jurisdiction over your location. Please note that your identity may not be confidential when reporting an incident. Prism does not have any procedures for voluntary, confidential reporting of crimes.

The institution has no law enforcement agency or security personnel. If a crime occurs on campus or on property immediately adjacent to the campus, all criminal investigations will be conducted by state or local law enforcement, although the institution will continue to investigate complaints to ensure that complaints are resolved promptly and appropriately. The institution requests crime statistics annually from local law enforcement and published crime statistics each to ensure that is knowledgeable about all of the criminal offenses and arrest that may have occurred on-campus or on public property surrounding the campus. The annual crime statistics are published in this policy for the 3 most recent year.

Area Police/Fire Non-Emergency Numbers:

	<u>Police</u>	<u>Fire/Paramedic</u>
Cherry Hill, NJ	(856)488-7828	(856)751-9174
West Atlantic City, NJ	(609)927-5200	(609)272-9002
Philadelphia, PA	(215)686-3150	(215)686-4357

**Victims' Rights:**

If you report that you have been the victim of a crime, either on or off-campus, you have the following rights:

- Possible Sanctions or protective measures may result from an institutional disciplinary proceeding (see below for Disciplinary Proceedings for additional information).
- Follows these procedures in the event of an incident of sexual violence:
  1. Preserve evidence to the fullest extent possible for proof in criminal proceedings.
  2. Report the offense to the Campus Director and to the local law enforcement agency. Local law enforcement can be reached by dialing 911.
  3. Additionally, campus officials will assist in contacting local police authorities immediately, if the victim so chooses.
  4. You have the right to decline to report to law enforcement.
  5. You have the right to file a "No Contact" or restraining order. A restraining order or protective order is a legal order issued by a state court which requires one person to stop harming another.
  6. The institution does not have counseling, mental health or other student services for victims of sex offenses, however to the greatest extent possible appropriate counselors should be contacted to assist in the receipt of first aid as needed and to assist the victim with his/her emotional concerns. The following is a link to counseling services  
<https://ovc.ncjrs.gov/findvictimservices/search.asp>

**Anonymous and Confidential Reporting**

If you are the victim of a crime or witnessed a crime, you may consider making a confidential report without revealing your identity. If you wish to maintain confidentiality or request that no investigation into a particular incident be conducted or disciplinary action be taken, the institution will weigh that request against the institution's obligation to provide a safe, non-discriminatory environment for all students and employees, including the victim. If the Title IX Coordinator or Campus Director determines that confidentiality could jeopardize the institution's ability to provide a safe, nondiscriminatory environment for all the confidentiality request may not be honored. Also, the institution may not be able to honor the confidentiality request if doing so would violate state or federal law, including responding to a lawfully ordered subpoena.

If the institution does honor the request for confidentiality, a victim must understand that the institution's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

The institution does not have pastoral and or professional counselors and therefore, does not have policies related to pastoral or professional counselors to inform persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

The U.S Department of Justice publishes a Victim Service Directory that provides counseling for individuals that have been victims of crimes. Click on the link below to access this

directory. The institution will assist an individual with identifying a counseling service in the area that best suits the individual's needs.

<https://ovc.ncjrs.gov/findvictimservices/search.asp>

### **Institutional Responsibilities in Reporting Crimes and Crime Statistics**

If a crime is reported to the institution and that crime meets the definition of a crime that is to be reported to the Department of Education under the Clery Act, the institution will include it in its published crime report. The institution will also contact local law enforcement each year to determine if any crimes not reported directly to the institute should be included with the published crime report.

Keeping the campus community safe is everyone's responsibility. Part of crime prevention is being alert and aware of your surroundings. Here are some ways you can keep yourself and your campus safe:

- Lock your car and always take your keys with you.
- At night, travel with a friend whenever possible and stay in well-lighted areas. Do not walk near shrubbery or other places of potential concealment.
- During night class hours please exit the building to your cars in groups of two or more
- Plan the safest route to your destination.
- Share your class schedule with your friends and family and let them know where you are going and when you are expected to return.
- If you are being followed, change direction, and go to the nearest business or home; knock on the door and request someone call the police. Note the description of the person following you.
- Do not leave valuables visible in your car and leave highly valuable items at home.
- Keep your purse and or backpack close to your body.
- Never bring any kind of weapon to campus.

### **Safety Guidelines**

Prism takes pride in providing a safe and comfortable environment, but campus safety and security is a shared responsibility of both students and staff. To help facilitate this atmosphere please closely adhere to the following guidelines:

- Each class orientation and new employee orientation contains important information about campus security, procedures, and practices to help prevent crimes including pamphlets and emergency safety information. If you missed an orientation, please see your Campus Director for the missed information
- Report all crimes or suspicious activity to school faculty or law enforcement officials immediately
- If you have any safety concerns or comments please contact your respective Campus Director

### **Campus Security and Access:**

- All visitors including building maintenance personnel must use the main entrance and sign in at the front desk. Visitors may not leave the lobby area unless accompanied by student or school personnel. All outside exit doors are locked at approximately 6:00 pm and all entering the building after 6:00 pm will need to be let in by school faculty or building security.
- Students and staff require a key Fob to enter after 6pm. This is to ensure no visitors may enter after school hours.
- The Cherry Hill campus currently has security personnel which are supplied by the building management

### **Emergency Notification Response and Evacuation Procedures**

Should an emergency or dangerous situation arise that may impact the health or safety of students and/or employees located on a campus, students and staff are advised to do the following:

- Exit the building in the case of a fire or natural disaster; follow campus signage for exit locations
- Follow directive of campus staff for all other situations.
- Follow the Directions given through the Schools Intercom

### **Timely Warnings Policy and Procedure**

In the event that a situation arises, either on campus or on property immediately adjacent to campus that in the judgment of the Campus Director constitutes serious or continuing threat, which is either reported to campus staff authorities or local police agencies, a campus wide “timely warning” will be issued. This warning will be issued through the schools e-mail system (Thinkwave) to all enrolled students, faculty, and staff; through news media such as television and radio announcements; and other means suitable for the situation as soon as the pertinent information is available to assess the situation.

An emergency response will be issued if there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and employees occurring on campus.

If you should have knowledge of any emergency or threat to the safety of any individual on campus, you should report the activity to the Campus Director and to the local law enforcement agency. Local law enforcement can be reached by dialing 911.

The Campus Director and the Title IX Coordinator will assess the emergency or dangerous situation and determine the appropriate segment(s) of the campus community to be notified; determine the content of the notification; and initiate the appropriate notification system unless the issuing of the notification would compromise the efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency. The decision to issue a timely warning shall be made on a case-by-case basis after consideration of the available facts, including factors such as the nature of the crime, the continuing danger or risk to the campus community, and the possible risk of compromising law enforcement efforts.

Timely warnings are considered for any crime listed in the annual report of crime statistics.

When a determination is made that a timely warning should be issued, the Campus Director will take one or more appropriate steps to ensure timely notification of the campus community.

***Options for notification include, but are not necessarily limited to:***

- Campus-wide e-mails,
- Physical postings on doors and bulletin boards
- News Media such as television and radio
- Postings on the institution website at [www.prismcareerinstitute.edu](http://www.prismcareerinstitute.edu)
- Postings in the institution's learning management system
- Postings on social media sources (i.e. Facebook)

***The warnings will include some or all of the following information:***

- Date, time and location of the reported crime,
- Summary of the incident,
- Description of the suspect and/or vehicle, if available,
- Any other special instructions or incident specific safety tips.

**Emergency Planning and Procedures Guide**

Prism Career Institute has developed and adopted an Emergency Response and Evacuation procedures for each of its locations. Please contact your Campus Director or Corporate Office for our detailed Emergency Response and Evacuation procedures. The procedures are also listed on our Company Website. The URL is: <https://www.prismcareerinstitute.edu/consumer-information/>

**DISCLOSURE OF CRIME STATISTICS**

Originally known as the Campus Security Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution's participation in federal student financial aid programs. The Clery Act is enforced by the United States Department of Education.

The institution annually discloses campus crimes, arrests, and referral statistics as outlined in the Clery Act for the past three calendar years. The report is prepared by making a good faith effort to contacting local law enforcement agencies for a request of statistics related to crimes that have occurred on campus or on public property immediately adjacent to campus. Any crimes reported to campus officials are also included in the report.

## List of Crimes Included in the Institution's Crime Statistics

The Clery Act requires reporting of crimes in categories, some with significant subcategories and conditions. The Department of Education's <https://www2.ed.gov/admins/lead/safety/cleryappendixfinal.pdf> provides a detailed explanation of each of the crimes required to be reported.

### Campus Locations

Prism Career Institute reports crimes that occur: (1) on campus, and (2) on public property within or immediately adjacent to the campus. Under the Clery Act, public property encompasses the following: All public property, including thoroughfares, streets, sidewalks, and parking facilities that is within the campus, or immediately adjacent to and accessible from the campus.

### Campus Crime Statistics

Below are the most recent crime statistics published by the institution and reported to the Department of Education. The three most recent calendar years are included.

ANNUAL CRIME STATISTICS																	
Prism Career Institute - Philadelphia, PA Campus																	
Reported in accordance with the Uniform Crime Reporting procedures and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act																	
Total Crimes Reported For:	On-Campus						Non-Campus Building or Property			Public Property			Total				
	2017		2018		2019		2017	2018	2019	2017	2018	2019	2017	2018	2019		
	Dorm	Other	Dorm	Other	Dorm	Other	N/A	N/A	N/A								
<b>Offense Type (Including attempts)</b>	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A			0	0	0	0	0	0
Murder/Non-Murder Negligent Manslaughter	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A			0	0	0	0	0	0
Negligent Manslaughter	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A			0	0	0	0	0	0
Forcible Sex Offenses	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A			0	0	0	0	0	0
Non-forcible Sex Offenses	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A			0	0	0	0	0	0
Robbery	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A			0	0	0	0	0	0
Aggravated Assault	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A			0	0	0	0	0	0
Burglary	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A			0	0	0	0	0	0
Motor Vehicle Theft	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A			0	0	0	0	0	0
Arson	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A			0	0	0	0	0	0
<b>VAWA Offenses</b>																	
Domestic Violence	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A			0	0	0	0	0	0
Dating Violence	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A			0	0	0	0	0	0
Stalking	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A			0	0	0	0	0	0
<b>Arrests:</b>																	
Weapons Possession	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A			0	0	0	0	0	0
Drug Law	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A			0	0	0	0	0	0
Liquor Law	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A			0	0	0	0	0	0
<b>Disciplinary Referrals:</b>																	
Weapons Possession	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A			0	0	0	0	0	0
Drug Law	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A			0	0	0	0	0	0
Liquor Law	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A			0	0	0	0	0	0
<b>Total Unfounded Crimes</b>															N/A	0	0
<b>Hate Crimes (Prejudice Categories):</b>																	
Race	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A			0	0	0	0	0	0
Gender	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A			0	0	0	0	0	0
Gender Identity	N/A	N/A	N/A	0	N/A	0	N/A	N/A	N/A			0	0	0	0	0	0
Religion	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A			0	0	0	0	0	0
Sexual Orientation	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A			0	0	0	0	0	0
Ethnicity	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A			0	0	0	0	0	0
National Origin	N/A	N/A	N/A	0	N/A	0	N/A	N/A	N/A			0	0	0	0	0	0
Disability	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A			0	0	0	0	0	0



**ANNUAL CRIME STATISTICS**

**Prism Career Institute - Cherry Hill, NJ Campus**

Reported in accordance with the Uniform Crime Reporting procedures and the

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Total Crimes Reported For:	On-Campus						Non-Campus Building or Property			Public Property			Total		
	2017		2018		2019		2017	2018	2019	2017	2018	2019	2017	2018	2019
	Dorm	Other	Dorm	Other	Dorm	Other	N/A	N/A	N/A						
<b>Offense Type (Including attempts)</b>	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Murder/Non-Murder Negligent Manslaughter	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Negligent Manslaughter	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Forcible Sex Offenses	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Non-forcible Sex Offenses	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Robbery	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Aggravated Assault	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Burglary	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Motor Vehicle Theft	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Arson	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
<b>VAWA Offenses</b>															
Domestic Violence	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Dating Violence	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Stalking	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
<b>Arrests:</b>															
Weapons Possession	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Drug Law	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Liquor Law	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
<b>Disciplinary Referrals:</b>															
Weapons Possession	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Drug Law	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Liquor Law	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
<b>Total Unfounded Crimes</b>													0	0	0
<b>Hate Crimes (Prejudice Categories):</b>															
Race	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Gender	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Gender Identity	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Religion	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Sexual Orientation	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Ethnicity	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
National Origin	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Disability	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0

**ANNUAL CRIME STATISTICS**

**Prism Career Institute - West Atlantic City - Egg Harbor , NJ Campus**

Reported in accordance with the Uniform Crime Reporting procedures and the  
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Total Crimes Reported For:	On-Campus						Non-Campus Building or Property			Public Property			Total		
	2017		2018		2019		2017	2018	2019	2017	2018	2019	2017	2018	2019
	Dorm	Other	Dorm	Other	Dorm	Other	N/A	N/A	N/A						
<b>Offense Type (Including attempts)</b>	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Murder/Non-Murder Negligent Manslaughter	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Negligent Manslaughter	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Forcible Sex Offenses	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Non-forcible Sex Offenses	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Robbery	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Aggravated Assault	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Burglary	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Motor Vehicle Theft	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Arson	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
<b>VAWA Offenses</b>															
Domestic Violence	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	1	0	0	1	0	0
Dating Violence	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Stalking	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
<b>Arrests:</b>															
Weapons Possession	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Drug Law	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Liquor Law	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
<b>Disciplinary Referrals:</b>															
Weapons Possession	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Drug Law	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Liquor Law	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
<b>Total Unfounded Crimes</b>													N/A	0	0
<b>Hate Crimes (Prejudice Categories):</b>															
Race	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Gender	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Gender Identity	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Religion	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Sexual Orientation	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Ethnicity	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
National Origin	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0
Disability	N/A	0	N/A	0	N/A	0	N/A	N/A	N/A	0	0	0	0	0	0

## **Weapons**

No weapons of any kind are strictly prohibited on campus. Any such item will be confiscated and could result in the bearer being asked to leave the premises and/or law enforcement officials being notified. Bringing any type of weapon on campus will result in disciplinary action, up to and including termination from school in the case of students and termination of employment in the case of an employee.

## **SEXUAL VIOLENCE POLICY AND PREVENTION**

A sex offense is any sexual act directed against another person, forcibly and or against that person's will; or non-forcibly or against the person's will where the victim is incapable of giving consent. Prism Career Institute will not tolerate sexual assault or abuse, such as rape (including acquaintance rape) or other forms of nonconsensual sexual misconduct or activity. These acts degrade the victims, our community and society in general.

Refer to the following resource provided by the United States government (<https://www.notalone.gov/>) for information.

If you are the victim of sexual assault or rape, take these actions:

- Get to a safe place as soon as possible.
- Seek help immediately. Contact the police and get medical attention. Do not feel guilty or to blame. It is a crime and should be reported.
- Try to preserve all physical evidence. Do not shower, wash, or change clothing. Valuable evidence could be destroyed. If you think you have been assaulted while under the influence of an unknown drug, don't try to urinate before providing a urine sample and if possible, collect any glasses you drank from.
- If you so desire, the school will assist you in notifying authorities.
- Contact a close friend who can be with you for support.
- Consider talking to a counselor. The U.S Department of Justice publishes a Victim Service Directory that provides counseling for individuals that have been victims of crimes. Click on the link to access this directory. <https://ovc.ncjrs.gov/findvictimservices/search.asp>

## **Violence Against Women Act / Sexual Assault Evidence Preservation**

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible. Local emergency rooms may provide physical evidence recovery and access to Forensic Nurse Practitioners and Sexual Assault Nurse Practitioners. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen where they were assaulted if the offense occurred within the past 96 hours so that evidence necessary to prove criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant

messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to investigators or police. Although Prism strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victims' choice whether or not to make such a report and victims have the right to decline involvement with the police. Prism will assist any victim with notifying local police if they so desire.

### **Violence Against Women Act / Sexual Assault Education and Prevention Programs**

Programs will be offered to promote the awareness of rape, acquaintance rape, domestic violence, and other sex offenses. Each year Employees go through training provided by our Payroll Provider.

### **Violence Against Women Act / Sexual Assault Procedures for Reporting a Complaint**

Prism has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of medical, counseling, and support services, and additional remedies to prevent contact between a complainant (also known as victim) and an accused party such as, requesting a change in their academic arrangements including a transfer to another campus where the same program of study is available. Changes will be made if feasible and reasonable to do so. To file a complaint, students should contact the Campus Director or Director of Nursing at their campus and employees should contact the Campus Director or President of Prism Education Group.

### **Violence Against Women Act Reporting Options / Procedures**

If you are a student and have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator or Campus Director.

If you are an employee and have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IV Coordinator or Campus Director.

Prism will provide resources to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges to sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

### **Violence Against Women Act Assistance for Victims: Rights & Options**

Regardless of whether a victim elects to pursue a criminal complaint, Prism will assist victims of sexual assault, domestic violence, dating violence and stalking. Prism will provide each victim with a written explanation of their rights.

## **Definitions**

### **Domestic Violence**

Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

### **Dating Violence**

Means violence committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship will be determined based on a consideration of the following factors: (i) The length of the relationship, (ii) The type of relationship, (iii) The frequency of interaction between the persons involved in the relationship.

### **Sexual assault**

Refers to sexual contact or behavior that occurs without explicit consent of the victim. Some forms of sexual assault include: penetration of the victim's body, also known as rape, attempted rape, forcing a victim to perform sexual acts, such as oral sex or penetrating the perpetrator's body, fondling or unwanted sexual touching.

### **Stalking**

Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress.

Acts of stalking may include acts in which the stalker, either directly, indirectly, or through a third party, follows, monitors, observes, threatens, communicates to or about a person, or interferes with a person's property. Stalking can also include electronic communication such as text messaging or social media which is called cyberstalking.

### **Sexual Harassment / VIOLENCE AGAINST WOMEN ACT Policy Statement**

Sexual harassment is defined as conduct on the basis of sex that satisfies one or more of the following: (1) an employee of the institution conditioning an aid, benefit or service of the institution on an individual's participation in unwelcome sexual conduct (i.e. quid pro quo); (2) any unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person access to the institution's education program or activity; or (3) sexual assault (as defined in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act ("VAWA").

## **Consent**

Is based on choice. Consent is an intelligent, voluntary, informed decision by someone capable of making a decision. Consent is an agreement between participants to engage in sexual activity.

There are many ways to give consent. Consent doesn't have to be verbal, but verbally agreeing to different sexual activities can help both you and your partner respect each other's boundaries. A person is legally incapable of giving consent if he or she is: under 18 years of age, incapacitated or impaired by alcohol or other drugs, and are temporarily or permanently mentally or physically able to do so.

## **Rape**

Is defined as sexual intercourse that is coerced through force or threats of forcibly, or with someone who is unconscious, or incapable of giving consent.

## **Forcible sexual offenses**

Any act directed against another person, forcible and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent," and include, forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

## **Non-forcible sex offenses**

Are defined as "Unlawful, non-forcible sexual intercourse," and include incest and statutory rape.

## **Relationship Abuse and Domestic Violence**

### **Relationship Abuse**

A pattern of abuse of abusive or coercive behaviors used to exert power and control over a current or former intimate partner. Abuse can be emotional, psychological, financial, sexual, or physical, and can include threats, isolation, and intimidation.

Are you in an Abusive Relationship?

- Are you afraid of your partner?
- Does your partner humiliate or belittle you?
- Does your partner destroy your belongings?
- Do you avoid saying certain things out of fear it will make your partner angry?
- Is your partner jealous or possessive?
- Does your partner isolate you from your friends?
- Does your partner want to know your every whereabouts?

If you answered “yes” to any of the questions you may be in an abusive relationship. Understand it is not your fault, and your romantic partner should treat you with dignity and respect. Emotional abuses precedes physical abuse. If you are experiencing domestic violence your best resource may be to utilize the criminal justice system. They will be able to help you possibly obtain a temporary injunction for protection also known as a restraining order. You may call the police any time, even if time has elapsed since being abused.

## **Resources for Victims of Domestic Violence, Dating Violence, Sexual Assault, Stalking**

### **Rape Hotline**

**Not Alone- A national program to protect students from sexual assault.**

[www.notalone.gov](http://www.notalone.gov)

**202-307-6026**

[www.safehorizon.org](http://www.safehorizon.org)

1 800 621-HOPE

24 hour confidential rape hotline

### **Sexual Harassment Resources**

<http://www.feminist.org/911/harass.html>

National Organization of Women (NOW) NJ

1 609 393-0156

114 West State Street

Trenton, NJ 08608

<http://www.nownj.org>

Philadelphia NOW

1 215 496-1294

1211 Chestnut Street, 7th floor

Philadelphia, Pennsylvania 19107

<http://www.phillynow.org/>

### **On-Line Resources for Victims of Sexual Assault**

National Sex Violence Resource Center

<http://www.nsvrc.org/>

National Domestic Violence Hotline

<http://www.thehotline.org>

National Teen Dating Abuse

<http://www.loveisrespect.org>

Rape, Abuse, & Incest National Network

<http://www.rain.org>

### **Violence Against Women Act / Sexual Assault Adjudication of Violations**

Whether or not criminal charges are filed, Prism or a person may file a complaint under the sexual harassment policy alleging that a student or employee violated Prism's policy on sexual harassment. Reports of all domestic violence, dating violence, sexual assault, and stalking made to Prism will automatically be referred to the Title IX Coordinator for investigation regardless if the complainant chooses to pursue criminal charges.

Disciplinary procedures and sanctions, as outlined in the Student Code of Conduct and the Employee Handbook, will be followed once charges are brought after an alleged sexual assault. Both the victim and the accused party are entitled to the same opportunities to have others present during a disciplinary hearing. Both the victim, upon his/her written request, and the accused party, of a crime of violence or a non-forcible sex offense, will be informed of the results of any disciplinary proceedings conducted as a result of an alleged sexual assault.

### **Violence Against Women Act / Sexual Assault Adjudication Process Hostile Working Environment**

A person alleging sexual assault, domestic violence, dating violence or stalking may also utilize the complaint and investigatory procedures set forth in Prism's policy against sexual harassment in order to remedy any hostile environment. All conduct proceedings against students, however, will be resolved through Prism's policies as identified in the Student Catalog.

When a complainant does not consent to the disclosure of their name or other identifiable information to the alleged perpetrator, Prism's ability to respond to the complaint may be limited.

### **Violence Against Women Act / Sexual Assault Confidentiality**

Prism will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law.

### **Violence Against Women Act / Sexual Assault Standard of Proof**

In all cases investigations that result in a finding of "more likely than not" (preponderance of the evidence standard) that a violation of the policy occurred will lead to the initiation of disciplinary procedures against the accused individual. Prism sanctions including no action, suspension, expulsion, termination of employment, may be imposed upon those determined to have violated this policy. Prism may implement protective measures following the report of domestic violence, dating violence, sexual assault, and or stalking which may include escorts, special parking arrangements, changing classroom location, other academic arrangements, modifying the work environment, and assisting in obtaining outside resources. For students, sexual assaults, domestic violence, dating violence and stalking are violations of the Student Code of Conduct. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating



violence and stalking are criminal acts which may also subject the perpetrator to criminal and civil penalties under federal, state and local laws.

### **Violence Against Women act / Sexual Assault Interim Interventions**

The Title IX Coordinator or Campus Director will determine if interim interventions should be implemented, and, if so, take steps to implement those protective measures, as soon as possible. Examples of interim protective measures include, but are not limited to: an order of no contact, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violation of the directives and or protective measures will constitute related violations that may lead to additional disciplinary actions. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Prism.

### **CAMPUS SEX CRIMES PREVENTION ACT**

The Campus Sex Crimes Prevention Act requires sex offenders already required to register in a State to provide notice, as required under State law, to each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. The act requires that state procedures ensure this registration information is promptly made available to law enforcement agencies with jurisdiction where the institutions of higher education are located and that it is entered into appropriate state records or data systems. These changes became effective two years after enactment of the law (2002).

This act amends the Higher Education Act of 1965 to require institutions of higher education to issue a statement, in addition to other disclosures required under that Act, advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. This change takes effect two years after enactment (2002).

This act amends the Family Educational Rights and Privacy Act of 1974 to clarify that nothing in that Act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders; requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.

To check registered sex offenders in New Jersey go to:

[http://www.state.nj.us/njsp/info/reg\\_sexoffend.html](http://www.state.nj.us/njsp/info/reg_sexoffend.html)

To check registered sex offenders in Pennsylvania go to:

<http://www.pameganslaw.state.pa.us/>

## **DRUGS AND ALCOHOL ABUSE PREVENTION PROGRAM**

Prism Career Institute adheres to all requirements of the Drug-Free Schools and Communities Act amendments of 1989, Public Law 101-226. Prism Career Institute is committed to maintaining an environment that is free of illegal drug and alcohol abuse.

The unlawful possession, use, or distribution of illicit or non-prescribed prescription drugs by students or employees on Prism Career Institute property or during any Prism Career Institute-sponsored activity is strictly prohibited. Offenders are subject to random drug screens and immediate dismissal from Prism Career Institute, and local law enforcement agencies are notified, as applicable.

Possession or use of alcohol, or intoxication, or being under the influence of alcohol while on Prism Career Institute property or during any Prism Career Institute sponsored activity is strictly prohibited. Students who violate this policy are subject to disciplinary action, up to and including termination from school enrollment, and are required to meet with Prism Career Institute officials to assess the problem and determine if further action is required, or if referral for substance abuse treatment is warranted.

Prism Career Institute recognizes that the most effective means of dealing with the complex issues associated with substance abuse is through the intervention of trained professionals. Anyone having such a problem is encouraged to contact his or her Campus Director for support and referral assistance. All such inquiries are held in the strictest confidence and are handled in a non-threatening and supportive manner.

It is the intent of Prism Career Institute to help and guidance with compassion and respect rather than to punish. However, it must be emphasized that any occurrence of substance abuse that results in endangering personal safety or compromising the quality of education subjects the offender to immediate dismissal from Prism Career Institute

Prism supports all federal, state and local laws regulating the possession and use of alcoholic beverages, controlled substances and weapons. Full details regarding the policy on these matters are described in the student catalog or on our company website: <https://www.prismcareerinstitute.edu/wp-content/uploads/2020/10/Prism-Drug-and-Alcohol-Abuse-Prevention-Program.pdf>

### **PROGRAM REQUIREMENTS**

All staff, faculty, and students directly receive material about the college's drug prevention program. This material includes:

1. Institution's Statement of Drug Free Workplace and Institution of Higher Education  
This establishes the institution's policy of maintaining a drug free environment as well as penalties imposed for violations. It also contains results of the institution's biennial review and the Student Drug Violation Penalty Notice.

2. A description of health and other risks associated with the abuse of alcohol or the use of drugs shall be distributed with the statement in #1 above

3. A listing of rehabilitation, treatment, and counseling programs in the community shall also be distributed with the statement in #1 above.

4. A description of Federal, State, and Local offenses and penalties for the unlawful possession or distribution of illicit drugs and alcohol will also be distributed with the statement in #1 above.

5. Federal Trafficking Penalties of Illicit Drugs will also be distributed with the statement in #1 above.

6. Tips for Preventing Substance Abuse will also be distributed with the statement in #1 above.

### **SCHOOL SANCTIONS \*\***

#### **(APPLIED TO ALL CATEGORIES OF SUBSTANCES)**

The following are prohibited under the Code of Conduct applicable to students:

- Use, possession or distribution of narcotic or other controlled substances, except as expressly permitted by law, or being under the influence of such substances
- Use, possession or distribution of alcoholic beverages, except as expressly permitted by law and University regulation; or public intoxication

Students who do not adhere to this code of conduct may be subject to disciplinary actions, which may include non-use of campus services and assistance, and in certain instances, dismissal from the school.

Students with a drug or alcohol related problem may be referred to or seek assistance from the Campus Director or Student Services Coordinator. The student will be referred to seek drug and alcohol abuse prevention, education, and counseling. Each Prism Career Institute will offer drug and alcohol abuse education to students.

#### **Faculty and Staff**

Faculty and Staff are prohibited from:

- Performing school business under the influence of a controlled substance
- Possessing, using, or selling a controlled substance
- Furnishing a controlled substance to a student, co-worker, or minor.

Sanctions for this violation could lead up to termination of employment.

\*\*These sanctions are in addition to any criminal sanctions that may be imposed upon you.

## **DISTRIBUTION OF MATERIAL AND ANNUAL NOTICE**

A notice of all material listed above is directly distributed to new and prospective students. Current students receive the material annually.

New Employees receive the notice upon hire and current employees receive the material annually.

## **BIENNIAL REVIEW**

The institution reviews its drug and alcohol abuse prevention program on a biennial basis and publishes the results of that review within the program material.

## **DRUG FREE SCHOOLS & COMMUNITIES ACT**

### **Educational Guidelines Pertaining to Drug Free Schools & Communities Act**

Prism Career Institute is committed to maintaining an environment that is free of illegal drug and alcohol abuse. Prism Career Institute adheres to all requirements of the Drug- Free Schools and Communities Act amendments of 1989, Public Law 101-226. The unlawful possession, use, or distribution of illicit or non-prescribed prescription drugs by students or employees on Prism Career Institute property or during any Prism Career Institute-sponsored activity is strictly prohibited. Violation of state, federal or other local regulations with respect to illegal drugs or alcohol are subject to both criminal prosecution and campus disciplinary action.

### **Federal Sanctions and Penalties for Unlawful**

#### **Possession or Distribution of Illicit Drugs**

<https://www.deadiversion.usdoj.gov/21cfr/21usc/>

#### **Pennsylvania Controlled Substance Act**

[https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwi62bbft8PsAhXUknIEHVzfBvgQFjAAegQIAxAC&url=http%3A%2F%2Fwww.health.state.pa.us%2Fpdf%2Fddc%2FddcAct.pdf&usg=AOvVaw2htuWE\\_MJ6fDo9Pm2S7rqH](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwi62bbft8PsAhXUknIEHVzfBvgQFjAAegQIAxAC&url=http%3A%2F%2Fwww.health.state.pa.us%2Fpdf%2Fddc%2FddcAct.pdf&usg=AOvVaw2htuWE_MJ6fDo9Pm2S7rqH)

#### **New Jersey Controlled Substance Act**

<https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&cad=rja&uact=8&ved=2ahUKEwiG0cq3uMPsAhXmI3IEHdi-C74QFjAAegQIAxAC&url=https%3A%2F%2Fwww.njconsumeraffairs.gov%2FStatutes%2FNew-Jersey-Controlled-Dangerous-Substances-Act.pdf&usg=AOvVaw0f7bQ2aAVJI5D5kXeFg1lw>

**DEA Resource Guide – Drugs of Abuse and**

**Federal Trafficking Penalties**

<https://www.campusdrugprevention.gov/>

**Drug and Alcohol Treatment Facilities Finder**

<https://www.findtreatment.gov/>

**Description of Health Risk and Effects of Alcohol please visit the links below:**

**Health Consequences of Drug Misuse**

<https://www.drugabuse.gov/drug-topics/health-consequences-drugmisuse/>

[introduction](#)

**Effects of Alcohol**

<https://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>

**Helpful Tips to Prevent Drug and Alcohol Abuse**

<https://www.treatmentsolutions.com/blog/top-5-ways-to-prevent-substance-abuse/>