

The Art Institute of York- Pennsylvania
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report
June, 2009

INTRODUCTION

The Art Institute of York-Pennsylvania is providing the following information to all of its employees and students as part of The Art Institute of York-Pennsylvania's commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this Report, please contact the President, Tim Howard at 1409 Williams Road, York, PA 17402 717-755-2300.

I. CAMPUS SECURITY AND CRIME PREVENTION POLICY

The Art Institute's Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report are distributed to every student and employee on an annual basis and are available to prospective employees and students at their request. Employees receive a copy in their mailboxes. The report is distributed to all students through the catalog and email.

REPORTING CRIMES AND EMERGENCIES

A safe environment is everyone's responsibility. Students, faculty and staff are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Dean of Student Affairs. Reports are kept in a secure location in the office of the Dean of Student Affairs. Names of victims or witnesses are not disclosed in the crime report. It is the policy of The Art Institute of York that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around The Art Institute's facilities to the Dean of Student Affairs, Laura Ryder, or the Director of Human Resources, Carolyn Lerew, either in person or by calling ext. 2644 for Ms. Ryder or ext. 2571 for Ms. Lerew. If the Dean of Student Affairs and the Director of Human Resources are not available, you may contact the President Tim Howard by calling ext. 2501 and the Springettsbury Police Department by dialing 911 for an emergency or York County Police for non-emergencies by dialing 854-5571.

All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies and the Dean of Student Affairs. Criminal activity might include, but is not limited to, burglary, motor vehicle theft, aggravated assault, robbery, sexual offense, hate crimes, gender crimes or murder.

In the event of fire or medical emergencies, staff and employees should contact the Police by dialing 911 and then notify the Dean of Student Affairs and the Director of Human Resources if an employee is involved.

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS

All incidents are reported and documented on the Incident Report, which is sent to the Dean of Student Affairs. Reports are kept in a secure location in the office of the Dean of Student Affairs. The annual crime report is prepared by gathering campus crime statistics and data from local and state police and sheriff departments and other relevant information by Laura Ryder, Dean of Student Affairs.

SECURITY AND ACCESS TO THE INSTITUTE

It is the policy of The Art Institute of York that access to all campus facilities, including housing facilities, be limited to authorized personnel, students and invited visitors. All visitors are subject to The Art Institute's policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times. Students, staff and faculty are required to have their school issued identification on their person at all times prepared to show it when asked.

ACCESS TO ACADEMIC BUILDINGS

Access to facilities, which are either academic or administrative in nature, is granted without immediate restriction during normal operating hours. The facilities are locked by officers after hours, and then reopened in the morning for academic and administrative purposes.

All exterior lighting and landscaping are kept in good order. The parking lot lights and building entrance lights are kept on from dusk to 2 a.m. everyday. Fixtures are regularly checked for burned out lamps. The hedges and shrubs around the building and in the parking areas are regularly trimmed by the groundskeeper. The sidewalks and means of egress are kept clear of obstructions and are well lighted.

CAMPUS LAW ENFORCEMENTS

A safe environment is everyone's responsibility. Each student, faculty and staff member should follow security policies and procedures to ensure the safest possible environment. They are encouraged to report all criminal acts or other emergencies promptly and accurately to the Dean of Student Affairs. The Student Affairs department will have incident/accident reports for completion by those who witness or are informed of any criminal activity occurring at The Art Institute .

The student or employee host should share responsibility for the lawful and appropriate behavior of visitors.

Along with security personnel provided by a local outside agency individuals employed in certain positions at the School represent The Art Institute's security. These individuals are the Evening Supervisor, Director of Facilities and the Security Personnel for the School. They are the campus security officers although this is not their primary duty. They are instructed to enforce campus security policies. These employees do not have the authority to arrest but will have the authority to evict unauthorized persons from the campus premises and will notify local law enforcement by dialing 911 for all actual or suspected criminal activities, including trespassing.

RELATIONSHIPS WITH LOCAL AND STATE POLICE

The Art Institute of York is located in Springettsbury Township within the County of York, Pennsylvania. The Art Institute of York maintains a close working relationship with the Springettsbury Police department with periodic contact initiated by The Art Institute of York personnel to ensure that the school is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Timely warning reports are provided.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY

All new Art Institute of York employees and students are instructed on crime awareness and prevention during Orientation and New Hire Orientation, and Training Programs, during which they are encouraged to be responsible for their security and that of others. The orientation program includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, and procedures for reporting any criminal activity or emergency.

The Art Institute of York also provides occasional in-service programs for students and college personnel designed to heighten awareness of crime and its prevention. In addition to the annual campus security report, students and staff are notified of specific security concerns as they arise throughout the year.

Students are requested to review the School's website at; http://www.artinstitutes.edu/york/pdfs/securcity_report.pdf where the Campus Statistics Act and the School's catalog for information regarding the Student Conduct Policy can be found. Employees are requested to review the Employee Handbook where information regarding Standards of Conduct and Safety can be found.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES

The Art Institute of York provides occasional in-service programs for students, faculty and staff designed to heighten awareness of crime and its prevention. The Student Affairs and Human Resources departments sponsor these in-service programs. In the event The Art Institute, working with local police, determine that a particular criminal offense continues to be a threat to the campus community, it will notify the campus community by bulletin board notices, notices read by instructors in classrooms and notices in the student newsletter.

OFF-CAMPUS STUDENT ORGANIZATIONS

At the present time, The Art Institute of York does not have any off-campus student organizations.

DRUG AND ALCOHOL POLICIES

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a "Drug Free Schools and Campuses" publication, the Drug Prevention Policy, is provided to all The Art Institute of York faculty and staff annually.

Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. The Art Institute of York also enforces

state laws regarding underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment.

PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT

Educational information promoting the awareness of rape, acquaintance rape, and other sex offenses is available in Student Affairs. Brochures on sexual assault issues are available in the Student Affairs office as well as the rest rooms and the student information board located in the open work space. Should a student be sexually assaulted, it is the student(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student's request, the Dean of Student Affairs, the Executive Committee or other The Art Institute of York officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

- *Go to a safe place following the attack.
- *Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack.
- *Go to a hospital emergency room for medical care.
- *Make sure you are evaluated for the risk of pregnancy and venereal disease. (A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.)
- *Call someone to be with you, you should not be alone.

It is also recommended that victims call the Victim Assistance Center at 1-800-422-3204 or 854-3131 and R.A.I.N.N (Rape, abuse and incest hotline) 1-800-656-HOPE. It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, The Art Institute of York will assist in identifying off-campus counseling or mental health services. After any campus sexual assaults are reported, the victims of such crimes have the right to request that The Art Institute of York personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including relocation in housing, if applicable or the transfer of classes.

Other rape crisis centers or mental health agencies available to assist a victim of sexual offenses include:

WellSpan Student Assistance program
ACCESS-York, Homeless Student Initiative Program
CONTACT York, Crisis Intervention
FIRST (free information & referral system teleline)

Disciplinary Action and Sanctions

On-campus disciplinary procedures against students will be in accordance with The Art Institute's published Student Conduct Policy. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only The Art Institute of York has the final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final

determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

INFORMATION REGARDING REGISTERED SEX OFFENDERS

Students and staff may obtain information about registered sex offenders who are present on campus by logging onto the national website at <http://www.psp2.state.pa.us/SVP/index.html> and conducting a search by county.

IMMEDIATE EMERGENCY RESPONSE

In the case of an emergency situation students and staff at The Art Institute of York would be notified via email and public announcement of an emergency situation. The Art Institute of York currently has in place a crisis plan that would be implemented in an emergency situation. Information regarding the crisis plan can be obtained by seeing the Director of Human Resources or Dean of Student Affairs.

CRIME STATISTICS

At The Art Institute of York is providing the following information to all of its employees and students as part of the Academy's commitment to safety and security and pursuant to the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act. All the incident report forms and local police reports are gathered annually for inclusion in the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act.

Set forth in the attached document are the statistics available to the Institute concerning the occurrence on the Institute's campus, which were reported to local police agencies. The second box below sets forth available statistics concerning the number of criminal offenses in relation to hate crimes on the Institute's campus, non-campus buildings and property, and public property. Finally, in the third box arrests and "referrals for campus disciplinary action," for liquor law violations, drug law violations, and illegal weapons possession are listed. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

The Art Institute of York-PA

The following statistics show the **total** criminal offenses, hate crimes and arrests/referrals for campus disciplinary action that occurred on the Institute's campus, non-campus buildings & property and public property.

CRIME STATISTICS The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Set forth below are statistics available to the Institute concerning the occurrence of criminal offenses in the listed categories which were reported to campus security officials or local police agencies.

Criminal Offenses	Calendar Year								
	2006			2007			2008		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	2	0
Burglary/Theft	2	0	0	4	1	0	4	1	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Criminal Homicide:	0	0	0	0	0	0	0	0	0
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses:	0	0	0	0	0	0	0	0	0
Forcible	0	0	0	0	0	0	0	1	0
Non-Forcible	0	0	0	0	1	0	0	0	0
Totals	2	0	0	4	2	0	4	4	0

The crimes listed above plus any other crimes involving bodily injury reported to local police agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability are listed below, according to type of criminal offense and category of prejudice.

Should a hate crime be reported, it will be identified by hate crime category (race, gender, religion, etc.).

Hate Crimes	Calendar Year								
	2006			2007			2008		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary/Theft	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Criminal Homicide:	0	0	0	0	0	0	0	0	0
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses:	0	0	0	0	0	0	0	0	0
Forcible	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	0

Arrests/Persons Referred for Campus Disciplinary Action

	Calendar Year								
	2006			2007			2008		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Liquor Law Violations:	0	0	0	0	0	0	0	0	0
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	8	0	0	38	0
Drug Abuse Violations:	0	0	0	0	0	0	0	0	0
Arrests	0	0	0	0	1	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	5	0
Weapons Possessions:	0	0	0	0	0	0	0	0	0
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	9	0	0	43	0

* Includes school-sponsored housing

** Public property includes the sidewalks immediately adjacent to the campus on both Williams Road and Whiteford Road; the Administrative Building located at 1407 Williams Road and the thoroughfare between the two buildings.