

Key College of Fort Lauderdale

Jeanne Clery Disclosure of Campus
Security Policy and Campus Crime Statistics Report
March 9, 2017

The Key College of Fort Lauderdale is providing the following information to all of its employees and students as part of The Key College'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 any questions about any of the information provided in this material, please contact the Campus President at 754-312-2898.

CAMPUS SECURITY AND CRIME PREVENTION POLICY

The Key College's Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request. Employees receive a copy distributed via email. The report is distributed to all students, staff and faculty via email. The Report may also be found on the Institution's public website, located at:

<https://www.keycollege.edu/images/programs/section-2/CampusSafetyRules.pdf>

REPORTING CRIMINAL ACTIONS OR OTHER 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 office of the President. Reports are kept in a secure location in the office of the registrar. Names of victims or witnesses are not disclosed in the crime report. It is the policy of The Key College 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 Key College facilities to the office of the President, either in person or by calling 754-312-2898. If the President is not available, you may contact the student affairs coordinator and Fort Lauderdale Police Department by dialing 911 or Key College at 754-312-2898.

In the event of fire or medical emergencies, staff and employees should contact Fort Lauderdale Police Department by dialing 911 and then notify the administration office at Key College..

VICTIM NOTIFICATION

The Key College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by Key College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for these purposes.

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

All incidents are reported and documented on the Incident Report, which is sent to the office of the President. Reports are kept in a locked file cabinet in student records in the Registrar's office. The statistics included in the annual crime report are prepared by compiling campus crime statistics and data from campus security authorities, local police departments, and other relevant information by the office of the President.

SECURITY AND ACCESS TO CAMPUS FACILITIES

It is the policy of Key College that access to all campus facilities, be limited to authorized personnel, students, and invited visitors. Visitors are at all times subject to college 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 show a valid Key College identification card to gain access to campus facilities or services and may be subject to search.

ACCESS TO THE ACADEMIC BUILDINGS

After hours, the building is protected with electronically locked security doors and devices including cameras and proper procedures are followed to ensure limited access to secured areas. Exterior lighting is provided around the building and parking areas, and shrubs and hedges are kept low for safety reasons. Suspicious persons may be questioned or asked to leave by security personnel.

CAMPUS LAW ENFORCEMENT

Persons employed as security personnel on the main campus 1040 Bayview Drive Fort Lauderdale, FL 33304 are instructed in security, security problems, specific college rules and regulations, and the proper procedures of how to enforce them. These procedures and rules and regulations are reviewed periodically to ensure that security needs are being met. Security personnel on campus report directly to the President of the campus.

Unarmed security personnel at the college are there at the direction of the college, and are to assist students, faculty and staff of Key College. Someone is on duty during the hours of 8:00.a.m. – 6p.m.. They are responsible for ensuring that persons entering the building are employees, students, and their families or invited guests. They are authorized to request identification from those individuals, who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. They have the authority to evict unauthorized persons from the premises. Students are advised to carry their Key College Photo ID card at all times and to present them upon request. Security personnel may not make arrests, but are instructed to promptly contact Fort Lauderdale Police Department, and/or the dean of student affairs if any illegal activity occurs. The president or his designee may identify other officials as it is deemed necessary. Key College Campus Security Authorities are: Personnel Phone

Office of the President
(754)-312-2898

All members of the campus are encouraged to report crimes or criminal activity to the President at 754-312-2898. This list of Campus Security Authorities is subject to modification, and is not intended to be all inclusive due to changes in responsibilities within the Institution.

The Institution provides information on Henderson Clinic who offers a free service, which confidential professional counseling via the telephone 24 hours per day, 7 days a week, at 1- 954-463-0911. A comprehensive student assistance support Web site can be accessed at www.hendersonbehavioralhealth.org/index.html The counselor may refer a student for limited visits with an area network mental health provider or assist the student with locating resources within the community. As a matter of policy, the counselors are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary, confidential basis for inclusion into the annual crime statistics. To confidentially report a crime, please contact the office of the President at 754-312-2898.

If a student is a victim of a crime and does not want to pursue action with Key College's system or the criminal justice system, the student still may want to consider making a confidential report. With the student's permission, the student affairs coordinator can file a report on the details of the incident without revealing the student's identity.

The purpose of the confidential report is to comply with the student's wish to keep the matter confidential, while taking steps to ensure the safety of the student and that of others. Reports filed in this manner are counted and disclosed in the annual crime statistics for Key College. Reports are kept in a secure location in the office of the Registrar in a locked file cabinet. Student Affairs conducts quarterly outreach and individual well-being workshops for you that are designed to increase awareness in areas such as diversity, safety, health and wellness. For additional information on Student Support Services, please contact the administration office at 754-312-2898. Key College maintains a daily crime log of all criminal incidents reported to the institution. The Daily Crime Log includes the date and time the incident occurred, the nature of the offense, the location of the offense and the offense allegedly committed. The Daily Crime Log is available for public inspection in Student Affairs during normal business hours.

RELATIONSHIPS WITH LOCAL AND STATE POLICE

Key College is located in Fort Lauderdale, FL. Key College maintains close working relationships with the Fort Lauderdale Police Department with periodic contact initiated by Key College designated campus security authorities to ensure that Key College 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. The institution does not have any agreements or memoranda of understanding with law enforcement.

TIMELY WARNINGS

Timely warnings are provided to give students, faculty, and staff notification of crimes that have occurred on the institution's geographic area and have been reported to campus security authorities or to local police agencies and are considered by the institution to represent a serious or continuing threat to students and employees. Timely warnings are not limited to violent crimes or crimes against person, but may be threats to persons or to property. For example, there may be a rash of burglaries or motor vehicle thefts that merit a warning because they represent a continuing threat to the campus community. The decision to issue a timely warning is based on the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. The timely warning should allow the members of the campus community ability to protect themselves.

Timely warning reports are provided to the campus community in a variety of ways so that the warning will be able to reach the entire campus community. The timely warning includes information about the crime that triggered the timely

warning and all information that will promote safety and that would aid in the prevention of similar crimes. Once Key College determines the content of the warning, timely warning reports are provided through a variety of mechanisms, including the emergency notification, the school website, email, posters, letters and flyers and digital signage.

PROGRAMS TO INFORM STUDENTS ABOUT CAMPUS SECURITY

All new Key College employees and students are instructed on crime awareness, prevention and campus security during orientation, and are encouraged to take responsibility for their own security, as well as the security of their fellow classmates. During the New Student Orientation process new students receive information on campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans at the main campus, and procedures for reporting any criminal activity or emergency. The program encourages students and employees to be responsible for their own security and the security of others. Key College presents awareness of campus safety requirement presentations. These presentations are open to all students, staff and faculty. The topic is revisited during floor meetings and via educational memos and programs. On the main campus, fire drills are conducted, as are local reviews of hurricane and emergency plans..

Key College's President, as well as student affairs coordinator, encourages victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. However, the names of victims or witnesses who provide information on criminal offenses are not disclosed in the annual disclosure of crime statistics and are maintained by Key College in a secure location.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES

Key College also provides seminars and workshops designed to heighten awareness of crime and its prevention. Topics included in these informational programs are personal safety, living in a city, crime prevention, basic safety, and neighborhood watch programs. Students are requested to review Key College's Student Handbook where sections discussing Crime Awareness and Campus Security and Student Conduct Policy can be found. Employees are requested to review Key College's Employee Handbook where information regarding Standards of Conduct and Safety can be found.

OFF-CAMPUS STUDENT ORGANIZATIONS

At the present time, Key College 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 Key College students and employees annually.

Pursuant to federal and state drug laws, employees and students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. Key College also enforces state laws regarding underage drinking. This prohibition applies while on the property of Key College 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 Key College or termination of employment. For more information please refer to the Drug and Alcohol Prevention Program and the Drug-Free Workplace and Campus Program.

Drug and Alcohol Prevention Program and the Drug-Free Workplace and Campus Program

Revised: March 10, 2017

Standards of Conduct

The use of illegal drugs and the abuse of alcohol on the campus of Key College or in facilities controlled by Key College are prohibited by college regulations and are incompatible with Key College’s goal of providing a healthy educational environment for students, faculty, staff and guests. The following information is provided in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

Effects of Drugs and Alcohol

Although individuals often use drugs and alcohol to achieve a variety of effects on mind and body that are found to be temporarily useful or pleasurable, drugs can be highly addictive and injurious. A person can pay a price in terms of his or her Physical, emotional, and social health.

This price can be paid in a number of ways. The risk of contracting sexually transmitted diseases, including AIDS, is increased through unwanted or unprotected sex when one is under the influence of drugs or alcohol. Drugs can be the trigger for violent crime. Economic and legal problems usually follow directly when one tries to support a drug habit by resorting to crime. The dependence, illness, loss of job, and loss of family or friends that can result from drug or alcohol use and abuse can be tragic.

In keeping with the mission of Key College of Fort Lauderdale and the requirements of state and federal law, Key College has adopted this program to ensure a drug-free campus and workplace and to prevent the use of controlled substances and the abuse of alcohol.

Health Risks Associated with the Use of Alcohol

Short Term Risks:

- Increased risks of accidents and injuries
- Alcohol-related traffic accidents (the leading cause of death for teens)
- Alcohol slows reaction time, decreases muscle coordination, and impairs vision
- Fatal overdose
- Unconsciousness or blackout
- Death by aspiration of vomit
- Nausea
- Gastritis

Long-Term Risks:

- Increased blood pressure
- Increased risk of heart attack
- Brain damage resulting in permanent psychosis
- Cancer of the mouth, esophagus or stomach
- Liver damage (cirrhosis, alcohol hepatitis, cancer)
- Ulcers and Gastritis
- Pancreatitis
- Birth defects
- In males--testicular atrophy and breast enlargement
- In females--increased risk of breast cancer
- Prolonged, excessive drinking can shorten life span by ten to twelve years.

Health Risks Associated with the Use of Drugs

Amphetamines (Speed, Uppers):

- Malnutrition
- Hallucinations
- Dependence, psychological and sometimes physical

Deliriums (Aerosols, Lighter Fluid, Paint Thinner):

- Permanent damage to lungs, brain, liver, bone marrow
- Loss of coordination, confusion, hallucinations
- Overdose causing convulsions, death

Depressants (Barbiturates, Tranquilizers, Methaqualone):

- Confusion, depression, loss of coordination
- Dependence, physical and psychological
- Coma, death (caused by overdose)
- Can be lethal when combined with alcohol

Hallucinogens (LSD, PCP, DMT, STP, Mescaline):

- Hallucinations, panic, irrational behaviors (which can lead to increased risk of accidents, injuries)
- Tolerance overdose leading to convulsions, coma, death
- Possible birth defects in children of LSD users

Intravenous Drug Use:

- Places one at risk for HIV infection (the virus causing AIDS) when needles are shared Marijuana and Hashish:
- Chronic bronchitis
- Decreased vital capacity
- Increased risk of lung cancer
- In men lower levels of testosterone and increase in abnormal sperm count

Stimulants (Cocaine):

- Painful nosebleeds and nasal erosion
- Intense "downs" that result in physical and/or emotional discomfort
- Tolerance and physical dependence can develop

Narcotics (Heroin, Morphine, Codeine, Opium):

- Malnutrition
- Hepatitis
- Loss of judgment and self-control leading to increased risk of accidents, injuries
- Dependence
- Overdose leading to convulsions, coma, death

Sanctions Key College

School Sanctions

Key College in all of its actions, seeks to uphold local, state and federal laws. Insofar as permitted by these laws, Key College will apply sanctions that could lead to a student being suspended or expelled or an employee being disciplined, suspended or dismissed for violation of Key College's standards of conduct. Students and employees may also be referred for prosecution. Disciplinary sanctions may include the completion of an appropriate rehabilitation program, at the student's or employee's expense, if necessary.

State Sanctions

State law prohibits the possession of alcoholic beverages by persons under age 21. Violation of this offense is punishable by a definite term of imprisonment of up to 60 days and/or a \$500 fine; a subsequent offense is punishable by a definite term of imprisonment of up to one year and a fine of \$1,000. Possession of alcoholic beverages by a person under age of 21 may also result in curtailment of driving privileges. No person may sell, give, serve or permit to be served alcoholic beverages to a person under 21, and it is unlawful for a person under 21 to misrepresent his age in order to obtain alcohol. Violation of either of these offenses is also punishable by a definite term of imprisonment of up to 60 days and a fine of \$500. Misrepresentation of age also will lead to the curtailment of driving privileges.

Under state law, it is a crime for any person to possess or distribute controlled substances/drugs as described in Section 893.03, Florida Statutes, except as authorized by law. Punishment for such crimes ranges from first-degree misdemeanors (up to one-year imprisonment and up to a \$1,000 fine) to first-degree felonies (up to 30 years imprisonment and up to a \$10,000 fine). Specifically, possession of fewer than 20 grams of marijuana is punishable with

imprisonment of up to one year and a fine of up to \$1,000; possession of more than 20 grams of marijuana is a third-degree felony with imprisonment of up to five years and a fine of up to \$5,000. Trafficking (distributing specified large quantities of various controlled substances) is punishable by a term of imprisonment up to life and a fine of \$25,000 to \$500,000, depending on the particular illicit drug and the quantity involved. Thus, possession of fewer than 28 grams of cocaine is a third-degree felony, while possession of more than 28 grams of cocaine trafficking in cocaine is a first-degree felony, punishable with a fine of up to \$250,000 and imprisonment up to life without eligibility for early release. The death penalty may be imposed if a person has brought large quantities of the substances into the state knowing the result would be the death of any person.

Individuals who have been convicted of a felony involving the sale of or trafficking in, or conspiracy to sell or traffic in, a controlled substance under certain circumstances may be disqualified from applying for state employment.

Federal Sanctions

Federal penalties and sanctions for illegal possession of a controlled substance include the following:

First conviction: up to 1 year in prison, fine of \$1,000 to \$100,000, or both
Second conviction: at least 15 days and up to 2 years imprisonment, \$5,000 to \$250,000 fine, or both
After two drug convictions: at least 90 days and up to 3 years in prison, \$5,000 to \$250,000 fine, or both. Special federal sentencing provisions for possession of crack cocaine include a mandatory prison term of at least 5 years and up to 20 years, fine of up to \$250,000, or both, for a first conviction if the amount of crack exceeds 5 grams, for a second conviction if amount exceeds 3 grams, and for a third or subsequent conviction if the amount exceeds 1 gram.

Additional federal sanctions may also apply including forfeiture of vehicles used to transport controlled substances, denial of federal benefits including student loans, grants, and contracts and denial or revocation of certain federal licenses and benefits

Florida Drug Trafficking Penalties

All FL drug trafficking crimes are **First (1st) degree felonies** and carry mandatory sentences. (§893.135, Fla. Statute)

Marijuana Trafficking Penalties

[Marijuana](#) (pot, cannabis) quantities are counted by either weight or by the number or plants.

Marijuana Quantity	Mandatory Minimum Penalty
<ul style="list-style-type: none">• 25 to 2,000 pounds, or:• 300 or more cannabis plants	<ul style="list-style-type: none">• 3 Years in Prison• \$25,000 fine
2,000 pounds but less than 10,000 pounds or is 2,000 or more cannabis plants	<ul style="list-style-type: none">• 7 Years in Prison• \$50,000 fine
10,000 pounds or more or is 10,000 or more cannabis plants	<ul style="list-style-type: none">• 15 Years in Prison• \$200,000 fine

Florida Cocaine Trafficking Penalties

Quantities of cocaine are charged as trafficking by the amount calculated by weight (grams / kilograms)

Cocaine – Quantity	Mandatory Minimum Penalty
28 to 200 grams	<ul style="list-style-type: none">• 3 Years in Prison• \$25,000 fine
200 to 400 grams	<ul style="list-style-type: none">• 7 Years in Prison

	<ul style="list-style-type: none"> • \$100,000 fine
400 grams to 150 kilograms	<ul style="list-style-type: none"> • 15 Years in Prison • \$250,000 fine

Florida Heroin Trafficking Penalties

Quantities of heroin calculated by weight (grams / kilograms) in determining trafficking penalties and mandatory maximum sentences

Heroin – Quantity	Mandatory Minimum Penalty
4 to 14 grams	<ul style="list-style-type: none"> • 3 Years in Prison • \$50,000 fine
14 to 28 grams	<ul style="list-style-type: none"> • 15 Years in Prison • \$100,000 fine
28 grams to 30 kilograms	<ul style="list-style-type: none"> • 25 Years in Prison • \$500,000 fine

What the difference between Trafficking, Smuggling, or Intent to Distribute?

Trafficking is a specific Florida criminal charge which has specific drug quantities listed in the law that define the amounts required for a trafficking charge. However, the circumstances involved in the transportation or sale of drugs are still open to interpretation.

Smuggling generally refers to bringing drugs into the country. It is typically a federal charge in federal court, instead of a Florida court.

Intent to Distribute is a more generic term that may increase the seriousness of the charges. Intent to distribute may be charged if they find drugs packaged in smaller quantities, or other evidence that may allegedly prove you were intending to sell drugs, such as scales, baggies, phone numbers,

Convictions for Drug-Related Offenses

Any student convicted of any drug-related criminal statute must notify the Dean of Student Affairs, in writing, no later than five (5) days after such conviction regardless of where the offense occurred. This is because under federal and state laws, any student convicted of a drug-related felony offense must be denied all federal and state assistance, including Pell Grants and Florida Bright Future Scholarships.

However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and Key College need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding.

Danger Signals Indicating a Drug or Alcohol Problem

Following is a listing of classic danger signals that may indicate the presence of a drug or alcohol problem:

- abrupt changes in mood or attitude
- decreased efficiency at work or at school
- frequent absences, tardiness, and/or early departures
- relationship problems with family, friends, and co-workers
- unusual outbursts of anger and hostility
- social withdrawal

Counseling

If you observe any of these changes in yourself or another student, you are encouraged to talk with a Counselor. The college contracts with the Henderson Clinic, a free service, which provides confidential professional counseling via the telephone 24 hours per day, 7 days a week, at 954-791-4300. The Henderson Clinic counselor may refer you, for limited visits, with an area network mental health provider or assist you with locating resources within the community.

Abuse of alcohol or drugs can lead to dependency and addiction, with serious consequences for personal health and overall quality of life. There are drug and alcohol counseling, treatment, and rehabilitation facilities available in our area where students and employees may seek advice and treatment. The College Counselor can refer you to one that meets your needs.

Fort Lauderdale Area Resources

There are also organizations that may be contacted for help, including:
Alcoholics Anonymous, Broward County Intergroup 954-462-0265;

Narcotics Anonymous, Covering Dade and Broward County (305) 265-9555;

Al Anon, Covering Dade and Broward County (305) 663-1432; and National Drug and Alcohol Treatment Referral Hotline (888) 762-3750.

The Henderson clinic of Fort Lauderdale (954) 791-4300; Mental Health Counseling

There are also organizations that may be contacted for help. Please pass by Student Affairs office

The National Institute on Drug Abuse Hotline

(1.800.662.4357) is available from 8:00 a.m. to 2:00 a.m., Monday through Friday and from 11:00 a.m. to 2:00 a.m. on weekends. A list of emergency and sliding-fee scale resources is available from the Student Affairs Office.

WEAPONS POLICY

Possession or use of firearms, fireworks, ammunition, or other dangerous weapons or materials is prohibited on Key College owned or controlled property, at college-sponsored activities, and in school- sponsored housing.

PROGRAMS AND PROCEDURES REGARDING SEXUAL VIOLENCE

Dating Violence, Domestic Violence, Sexual Assault and Stalking are prohibited by the Institution and are incompatible with the Institution's goal of providing a healthy educational environment for students, faculty, staff and guests. Sexual offenses involve the physical contact of a sexual nature which is against one's will or without one's consent. Consent requires a voluntary, positive agreement between the

Participants to engage in specific sexual activity. Sexual activity that is nonconsensual would include, but is not limited to:

- non-consensual sexual intercourse or penetration (vaginal, oral, or anal) by any means;
- non- consensual sexual contact (any touching of intimate body parts with any body part or object without consent);
- sexual contact with a person while knowing or having reason to know that the person is incapacitated by any means including alcohol or other drugs.

Sexual violence can be perpetrated by a stranger or acquaintance. Both men and women can be victims or perpetrators.

- Domestic Violence - (i) A felony or misdemeanor crime of violence committed— (A) By a current or former spouse or intimate partner of the victim; (B) By a person with whom the victim shares a child in common; (C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (D) By a

person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

- 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. (i) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. (ii) For the purposes of this definition— (A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. (B) Dating violence does not include acts covered under the definition of domestic violence.

- Sexual Assault - An offense that meets the definition of rape, fondling, incest, or statutory rape. Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. A. Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. B. Incest—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. C. Statutory Rape—Sexual intercourse with a person who is under the statutory age of consent.

- Stalking (i) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (A) Fear for the person's safety or the safety of others; or (B) Suffer substantial emotional distress. (ii) For the purposes of this definition— (A) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. (B) Reasonable person means a reasonable person under similar

circumstances and with similar identities to the victim. (C) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Educational programs promoting the prevention and awareness of rape, acquaintance rape, domestic violence, dating violence, stalking and other sex offenses are provided to all incoming and current students and new and current employees annually via an interactive, online learning module. The training:

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- Defines what behavior and actions constitute consent to sexual activity in Florida;
- Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander. For instance, in a situation involving sexual assault, dating violence, or stalking, a bystander should minimize risk and:
 - Approach everyone as a friend;
 - Not be antagonistic;
 - Avoid violence;
 - Be honest and direct whenever possible;
 - Recruit help, if possible;
 - Keep safe; and
 - If things get out of hand, contact the police.
- Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to minimize the risk of potential attacks;

Brochures on sexual assault issues are available in Student Affairs office should a student or employee report to the institution that he or she has been a victim of domestic violence, dating violence, sexual assault, or stalking . It is the student(s) option to notify the appropriate law enforcement authorities, including on-campus security authorities and local police. At the student's request, the dean of student affairs or other Key College 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. It is important that evidence be preserved for proof of a criminal offense or assistance in obtaining a protection order.
- Go to a hospital emergency room for medical care.
- A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute. Even if you 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.
- Call someone to be with you; you should not be alone.
- You are also encouraged to 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 hearing boards/ investigators or police.

It is also recommended that victims call the Rape Crisis Hotline at (305) 585-7273. 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, Key College staff will assist the victim in notifying law enforcement authorities. If the victim needs additional counseling services beyond those identified below, Key College staff will assist in identifying off-campus counseling or mental health services.

If the victim does not want to pursue action with Key College's system or the criminal justice system, the student still may want to consider making a confidential report. With the student's permission, the dean of student affairs can file a report on the details of the incident without revealing the student's identity. The purpose of the confidential report is to comply with the student's wish to keep the matter confidential, while taking steps to ensure the safety of the student and that of others.

Any member of the college community may file a complaint against any student, staff or faculty member.

- The complaint shall be prepared in writing or in an incident report and directed to the Title IX Coordinator or his/her delegate.

- The written complaint or incident report should include the nature of the offense, date, approximate time and location of incident. The name of the victim, offender and any witness/s may be included.

After any campus sexual assaults are reported, the victims of such crimes have the right to request that Key College personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants. These measures may include:

- Providing an escort to ensure the alleged victim can move safely between classes and activities.
- Ensuring that the alleged victim and the alleged perpetrator do not attend the same classes.
- Providing referral to counseling services or providers.
- Providing academic support services, such as tutoring.
- Arranging for the victim to re-take a course or withdraw from a class without penalty.
- Relocation in school-sponsored housing if applicable In addition, Key College will take the necessary measures, within reason, to comply with any protection orders, or no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil or tribal court or the institution that Key College is made aware of. Victims will receive written notification about options for, and available assistance, in changing academic, living, transportation, and working situations, if so requested by the victim.

Rape crisis centers or mental health agencies available to assist a victim of sexual offenses include: Roxcy Bolton Rape and Treatment Center, contact information 305-585-7273. Written notification to students and employees about their rights and options regarding existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for victims both on-campus and in the community will be provided.

PROCEDURES TAKEN BY KEY COLLEGE ONCE SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, OR STALKING HAS BEEN REPORTED; DISCIPLINARY ACTION AND SANCTIONS

Upon learning of possible sexual violence involving a student, regardless of whether the victim chooses to report the incident to law enforcement, Key College will take immediate action to investigate or otherwise determine what happened. Such action may include, but is not limited to, speaking with the alleged victim, hereby referred to as the “Complainant”, the alleged perpetrator, hereby referred to as the “Respondent”, and other potential witness as appropriate and reviewing other evidence if available.

Pending a final determination, the Title IX Coordinator or designee will take appropriate interim measures. These measures may include, but are not limited to, the imposition of a no-contact order and/or employment, transportation, residence, and academic modifications. The Title IX Coordinator or designee may limit a student or organization’s access to certain Key College facilities or activities pending resolution of the matter. The Title IX Coordinator may impose an Interim Suspension on the Respondent pending the resolution of an alleged violation when the Title IX Coordinator determines, at their sole discretion, that it is necessary in order to protect the safety and well-being of members of the Key College community.

On-campus disciplinary procedures against students will be in accordance with Key College Sexual Misconduct & Relationship Violence Policy & Procedures for Resolving Complaints Affecting Students, which are prompt, fair, and impartial from the initial investigation to the final result

The Title IX Coordinator will receive annual training related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

The Respondent will receive written notice of the report and the nature of the alleged misconduct. He/She will be advised in writing of the investigation process and opportunity to provide any relevant evidence.

The Investigation will generally be conducted by the Dean of Student Affairs for the campus (or any other individual appointed by the Title IX Coordinator) if the

Respondent is a student. If the Respondent is a faculty or staff member, Employee Relations will also participate in the investigation. The investigator will separately interview Complainant and Respondent. Both parties will be able to provide evidence and suggest other witnesses to be interviewed. The investigator will interview other relevant witnesses and review any other available relevant evidence. Both the Complainant and Respondent can have another individual present during their own respective interviews. If the Complainant or Respondent elects, they may have an attorney present during their own interview, but said attorney may not advocate during the interview. The investigator will present all evidence to the TitleIX Coordinator (or his/her designated Deputy Title IX Coordinator). In all cases, the Title IX Coordinator or the designated Deputy Title IX Coordinator will be appropriately trained regarding handling and considering sexual misconduct and relationship violence cases.

The Title IX Coordinator will weigh the evidence presented and decide whether additional evidence is necessary for consideration. The Title IX Coordinator will determine whether it is more likely than not that a violation occurred. The standard of evidence that will be used is preponderance of the evidence. This is a burden of proof in which it is determined to be more likely than not, or at least 51% certain, that the violation has in fact occurred.

The institution reserves the right to convene a Determination Panel to review the evidence and make the determination in appropriate circumstances. If the Respondent is an employee, the investigator will present all evidence to the Ethics Committee of EDMC. The Ethics Committee will be appropriately trained regarding handling and adjudicating sexual misconduct and relationship violence cases. The Ethics committee will weigh the evidence presented and make a determination of whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred.

If Key College determines that sexual violence may have occurred, the Institution will take steps proactively designed to promptly and effectively end the sexual violence or the threat of sexual violence, prevent its recurrence, and address its effects regardless of whether the alleged actions are subject to criminal investigation.

For this purpose, the outcome of a disciplinary proceeding means only Key College's 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 may include but are not limited to including but not

limited to coaching, training, probation, suspension, or expulsion in the case of students or coaching, training, written warning, demotion, or termination in the case of employees.

Both the Complainant and Respondent will be notified in writing of the outcome of the investigation and of the sanctions imposed, if any. If the Complainant or Respondent is a student, he or she may appeal the outcome determination by written appeal to the Campus President within 15 days of notification of the outcome. An appeal may be made based only on one or more of the following reasons:

- New and significant evidence appeared that could not have been discovered by a properly diligent charged student or complainant before or during the original investigation and that could have changed the outcome.
- The Finding is Arbitrary and Capricious: Reading all evidence in the favor of the non-appealing party, the finding was not supported by reasonable grounds or adequate consideration of the circumstances. In deciding appeals, the Campus President is allowed to make all logical inferences in benefit of the non-appealing party.
- Disproportionate Sanctions: The sanctions were disproportionate to the findings. The appeal shall consist of a written statement requesting review of the conduct decision or sanction and explaining in detail the basis for the appeal. The Campus President, or designated representative, will notify the non-appealing party of the request for an appeal. Within five working days of receipt of the notice, the non-appealing party may submit a written statement to be included in the case file. The appeal may proceed without the non-appealing party's written statement if it is not submitted within the designated time limit.

The Campus President will endeavor to make a determination of the appeal within 15 days of receipt. The President's decision is final.[no appeal rights for employees who are Respondents] The complete Sexual Misconduct & Relationship Violence Policy & Procedures for Resolving Complaints Affecting Students may be found in the student catalog.

INFORMATION REGARDING REGISTERED SEX OFFENDERS

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available from the Fort Lauderdale Police Department. Information is also available online at:

<https://offender.fdle.state.fl.us/offender/homepage.do>. On-campus computer labs with Internet access are available for you to view the above Web site at 1040 Bayview Drive, Fort Lauderdale, Florida 33304.

CRIME STATISTICS

Statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act. Key College prepares the crime statistic policies annually by gathering all reported data and preparing a report for its employees and students. Moreover, local/state police agencies are contacted by the dean of student affairs to maintain a working relationship and formulate statistics for the annual crime statistics report. The chart includes statistics available to Key College concerning the occurrences on Key College's campus, non-campus building(s) or property(ies), and on public property, which were reported to the local police agencies or the Institution.

REPORTING AREA

Key College reports statistics from all property owned or controlled by the college. Information relative to areas adjacent or contiguous with College facilities has been provided by the Fort Lauderdale Police Department.

For purposes of the Clery Act, Key College's campus is defined as:

Main Academic Facilities:
1040 Bayview Drive
Fort Lauderdale, FL 33304 and

EMERGENCY NOTIFICATION

At Key College, the safety of our students, faculty, and staff is of primary importance and we all are committed to preventing situations that could cause harm to any member of our community. Sometimes emergencies do occur, however, and in the event of an emergency, it's critical to stay informed. That's why Key College will contact you via phone, text or e-mail. We will also share information on the Key College website

We will transmit short notifications by email to any outside email address, by text message to a cell phone, or by voice message to an off-campus cell phone or telephone anywhere in the U.S., as well as to on-campus email addresses and telephones. The messages are initiated by a member of the college's crisis communication team only when required for safety purposes. Your personal information will never be used for any purpose other than emergency notification.

While additional emergency contact information may be collected directly through human resources or by the registrar.

Why is this important?

The information in the emergency notification system will be used primarily to contact all members of the campus community in case of emergency, an evacuation due to a natural disaster, or some other urgent situation that requires rapid, wide-scale notification of Key College community as determined by the college's senior administration.

EMERGENCY NOTIFICATION AND EVACUATION POLICY

Process used to confirm that there is a significant emergency or dangerous situation:

In the event of a report of a dangerous or emergency situation to any staff member, the staff member will contact the Campus President or any other Executive Committee member (dean of student affairs, dean of academic affairs, director of career services, senior director of admissions or human resources generalist) to report the situation. The campus president or executive committee member will then review the situation, and if appropriate confer with local law enforcement or other first responders, to confirm the issue(s) involved and determine if activation of the Emergency Notification system is warranted.

Process used to determine the appropriate segment(s) of the campus community to receive notification:

In the event of a confirmed emergency situation, the Campus President or Executive Committee member will determine the appropriate segments of the campus population to receive notification and determine the content of the notification (i.e., how much information is appropriate to disseminate at different points in time), which will then be passed on to the staff members for immediate dissemination to the campus community via blast email and/or verbally to all students/staff present on campus providing the notification would not compromise the ability to contain the emergency or endanger additional students or staff members.

The only reason that Key College would not immediately notify the campus community is if doing so would compromise efforts to assist a victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency.

The following individuals are responsible for determining the validity of an emergency or dangerous situation and initiation of the Emergency Notification system in order of priority:

1. President
2. Compliance Director
3. Facilities Manager Procedure used to notify the campus: Upon the confirmation of a significant emergency or dangerous situation involving the immediate threat to the health or safety of student or staff occurring on the campus, Key College will immediately notify the campus community, unless issuing a notification will compromise efforts to contain the emergency.

Key College will utilize its Senior Staff and Executive Committee members to inform all students and employees on campus of the need to immediately evacuate the premises to a safe location.

Depending upon the nature of the emergency, the Campus President, another Executive Committee member or the senior staff member on campus will determine if the notification would compromise the ability to contain the emergency or endanger additional students or staff members. The emergency response and evacuation procedures are publicized on an annual basis to all students and faculty through dissemination of this report via email.

The campus emergency notification protocols and procedure are reviewed with each staff member at orientation and subsequently in staff and faculty meetings. Practice drills are conducted at least annually to assure effectiveness of the plan. A description of the practice drill exercise along with a record of the date, time and whether it was announced or unannounced is maintained by the dean of student affairs.

Missing Person Notification Policies and Procedures Any student believed to be missing from a school-sponsored housing facility unexpectedly for 24 hours shall be immediately reported to the dean of student affairs. It is the policy of Key College that the dean of student affairs will investigate any report of a missing person filed with the Student Affairs that is filed by someone with knowledge of that student being missing or otherwise not where s/he is expected to be. This report may be filed by a parent/guardian or other family member of the person, by a roommate, a staff member (including student staff), faculty, employment supervisor, or anyone else with information that indicates the person is missing. Student Affairs will conduct an initial investigation to determine if the person

appears to be missing, or has simply changed her or his routine unexpectedly, and whether or not there is reason to believe the person is endangered.

Student Affairs will check student's class schedules, interview fellow students and faculty, and use other methods to determine the status of a missing person.

From this initial investigation, the scope will continue to expand to make attempts to determine the location of the person reported missing to assure she/he is safe. Each student at Key College can identify, through the emergency contact form provided to each student at orientation, to designate a person or persons that the College can contact in the event that the student is reported missing. This person would be contacted within 24 hours of a missing person report being filed with Student Affairs. Note that this contact information is confidential and is shared only with College administrators who would have responsibility for making connections with emergency contacts in the event of a determined emergency. The contact information will also be disclosed to the local law enforcement agencies in furtherance of a missing person investigation.

- In the event that no separate emergency contact is identified, a parent or guardian as listed in college records will be contacted.

- Students should be sure that this contact knows how to reach the student in the case of an emergency, and have a general idea of the student's general daily routine and any travel plans. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, Student Affairs will also notify local law enforcement agencies within this 24 hour window.

NOTE FOR STUDENTS UNDER AGE OF 18 AND NOT EMANCIPATED:

For any student under the age of 18 and who is not emancipated, the College must notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing. For any situation in which a missing person is believed to be endangered, this notification will be made as early as possible while officers are continuing to investigate.

SAFETY TIPS

Prevention is your best protection against crime. Here are some precautions you can take to assure greater security.

At Home

- Leave at least one light on, inside and out when you are away. If possible, use a timer to turn lights on and off.

- Keep your doors and windows locked, even if you are at home, and even if you leave for a few minutes.
- NEVER open the door without knowing who is there. Require the caller to identify himself or herself satisfactorily. Use chain bolt when checking ID. If a stranger asks to use a phone, **DO NOT PERMIT HIM OR HER TO ENTER.** Make the call for that person if you believe it is an actual emergency.
- Keep in touch with your neighbors. Watch each other's apartments and let each other know of anything suspicious.
- Don't give out personal information, such as your address. Report threatening or harassing calls to the police or phone company.

When Walking

- Plan the safest route to your destination and use it. Choose well-lighted busy pathways and streets, avoiding alleys, vacant lots, or construction sites. Take a longer way if it's safer.
- Know your neighborhood and the campus. Find out which buildings are open late (or early) and where you go to summon help if needed.
- Carry your purse close to your body and keep a firm grip on it. Carry a wallet in an inside coat or side trouser pocket, not in the rear trouser pocket.
- Don't flaunt expensive jewelry, clothing, or "flash" cash.
- Have your car or house key in hand and ready as you approach you vehicle or home.
- Never hitchhike.
- While Traveling, Keep doors locked and windows rolled up, especially at stoplights. Always lock your car and take the keys. Keep valuables out of sight in the trunk. Park in areas that will be well-lit when you return. Check the back seat and the area around the car before getting in.

•Car Trouble: Raise the hood. Put on emergency flashers. Stay inside the car and lock the doors. Ask anyone who stops to help to call the police or the nearest service station for you.

•On public transportation, wait in well-lit areas near other people. If someone bothers you, move to a more populated area of the bus or train. Responding to an Attack In any situation, your goal is to get away with the least injury to yourself. If an attacker only wants your valuables, give them up. Valuables can be replaced; your life can't. Notify local police immediately.

Learning to defend yourself is a good idea. However, don't overestimate your abilities. It may take lots of practice before you can use the techniques effectively.

Key College Campus Crime Statistics

Crimes	2015	2016	2017	On Campus	Public Property	Totals
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offences: Rape	0	0	0	0	0	0
Sex Offences: Sodomy	0	0	0	0	0	0
Sex Offences: Fondling	0	0	0	0	0	0
Sex Offences: Sexual Assault w/Object	0	0	0	0	0	0
Sex Offences: Incest	0	0	0	0	0	0
Sex Offenses: Statutory Rape	0	0	0	0	0	0
Sexual Violence: Domestic Violence	0	0	0	0	0	0
Sexual Violence: Dating Violence	0	0	0	0	0	0
Sexual Violence: Stalking	0	0	0	0	0	0

Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	1	0	0	0	0	1
Motor Vehicle Theft	0	0	0	0	0	0
Arson						
Offense- Arrests						
Illegal Weapons Possession	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Offense- Referred for Disciplinary Action						
Illegal Weapons Possession	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Offense						
Hate Crimes	0	0	0	0	0	0

HEALTH/SAFETY POLICIES AND PROCEDURES

Campus Security Report, Emergency Procedures, and Crime Statistics

Campus Security

The College publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The

annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the Student Services office during regular business hours. Copies of the Crime Report are available on the College website at <https://www.keycollege.edu/images/programs/section-2/CampusSafetyRules.pdf>

The College reports to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees.

The College reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

Criminal Disclosure Policy

Key College is committed to maintaining a safe environment for all members of its academic communities. As part of this commitment, Key College requires current students who have been arrested for any felony or misdemeanor to disclose this information to the Chief Conduct Officer (or designee) at the school upon return to campus. While arrest and/or conviction does not automatically bar continued enrollment or admission, it does require review by the campus in which the student may be subject to disciplinary action per the Student Code of Conduct.

The Criminal Disclosure Information Form (available in Student Services) must be completed and submitted to the Chief Conduct Officer. Students must agree to provide complete access to their criminal records. Additional information may be requested by the Chief Conduct Officer (or designee).

Non-Discrimination Policy

The College does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, gender identity or expression, disability, age, religion, veteran's status, genetic marker, or any other characteristic protected by state, local or federal law, in our programs and activities.

Key College provides reasonable accommodations to qualified individuals with disabilities.

Key College will not retaliate against persons bringing forward allegations of harassment or discrimination. The Director of Student Services, 954-923-4440, has been designated to handle inquiries and coordinate Key College's compliance efforts regarding the Non-Discrimination policy.

Model Policy for Transgender Students and Employees on Campus

The purpose of this policy is to provide a respectful environment for everyone in the campus community and to stay abreast of federal, state, and local rules and

regulations regarding sexual identity. As used in this policy, sexual identity encompasses transgender persons, those with non-conforming gender identity, and others of any gender identity or expression.

Key College is committed to creating a safe and respectful work and learning environment for all. This policy specifically forbids discrimination or harassment of any person on the basis of any gender identity or gender non-conformity.

Sexual Misconduct & Relationship Violence Policy; Procedures for Handling Sexual Misconduct and Relationship Violence Complaints

Key College values civility, dignity, diversity, education, honesty, and safety and is firmly committed to maintaining a campus environment free from all forms of sex discrimination, sexual harassment, and sexual assault. Sexual Misconduct and Relationship Violence, defined more specifically below, are inconsistent with these values, violate institutional policy, and will not be tolerated at the College and are expressly prohibited. Similarly, retaliation for having brought forward a concern or allegation or for participating in an investigation of a report of Sexual Misconduct or Relationship Violence is also expressly prohibited and is grounds for disciplinary action. This Policy provides information regarding how an individual –whether a student, faculty member, or staff member –can make a report of Sexual Misconduct or Relationship Violence impacting a student and how Key College will proceed once it is made aware of any such report.

For faculty and staff members who believe they are the victim of sexual misconduct, please follow our No Harassment policy in the Employee Handbook.

I. Preliminary Issues & Important Definitions

This Policy prohibits “Sexual Misconduct” and “Relationship Violence,” broad categories encompassing the conduct defined below. Sexual Misconduct and Relationship Violence can be committed by anyone, including third parties, and can occur between people of the same sex or different sexes and regardless of one’s biological sex or transgendered sex. This policy applies to Sexual Misconduct and Relationship Violence that is committed against a student when that Sexual Misconduct or Relationship Violence occurs: (i) on campus; (ii) off-campus if in connection with a School-sponsored program or activity or in student housing; or (iii) off-campus if allegedly perpetrated by a fellow student, faculty

member, staff member, or third party when the victim/reporting student reasonably believes that the off-campus conduct has created a hostile educational environment.

A. What is “Sexual Misconduct”?

Sexual Misconduct includes:

- Sexual Assault:** Having or attempting to have sexual intercourse, cunnilingus, or fellatio without Consent (as defined below). Sexual intercourse is defined as anal or vaginal penetration by a penis, tongue, finger, or inanimate object.
- Non-Consensual Sexual Contact:** Any intentional sexual touching with any body part or object by any person upon any person without Consent.
- Sexual Exploitation:** An act attempted or committed through the abuse or exploitation of another person’s sexuality. Examples include, but are not limited to, prostituting another student; inducing a student into sexual intercourse, sexual contact, or other sexual activity by implicit or explicit threat of exposure of personal information or academic consequences; non-consensual video or audio-taping of sexual activity; allowing others to observe a personal consensual sexual act without the knowledge or Consent of all involved parties; and knowingly transmitting or exposing another person to a sexually transmitted infection without the person’s knowledge.

- Indecent Exposure:** the exposure of the private or intimate parts of the body in a lewd manner in public or in private premises when the accused may be readily observed.

- Sexual Harassment:** unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following: (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s academic status; or (b) Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual; or (c) Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive environment for working, learning, or living on campus.

B. What is “Relationship Violence”?

Relationship Violence includes:

- Domestic Violence:** Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a current or former spouse or intimate partner or any other person from whom the student is protected under federal or applicable state law.

- Dating Violence:** Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. The existence of such a relationship is generally determined based on a consideration of the length and type of relationship and the frequency of interaction.

- Stalking:** A course of conduct directed at a specific person that would cause a reasonable person to fear for their own safety or the safety of others or suffer substantial emotional distress. A course of conduct means two or more acts in which a person directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person’s property. The following also constitute violations of this Policy:
 - Complicity:** Assisting, facilitating, or encouraging the commission of a violation of this Policy.

 - Retaliation:** Acts or attempted acts for the purpose of interfering with any report, investigation, or proceeding under this Policy, or as retribution or revenge against anyone who has reported Sexual Misconduct or Relationship Violence or who has participated (or is expected to participate) in any manner in an investigation, or proceeding under this Policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination. To be clear, retaliation against a Complainant for reporting an incident or against any witness who participates in an investigation is strictly prohibited.

C. Who are “Complainants” and “Respondents”?

Key College is not a court of law. We also do not engage in victim-blaming or rushes to judgment. Therefore, without judgment, we refer to anyone who reports that s/he has experienced Sexual Misconduct as a “Complainant” and to anyone who reportedly has engaged in Sexual Misconduct as a “Respondent.”

D. Defining Consent:

In many cases of Sexual Misconduct, the central issue is consent or the ability to give consent. Consent is a voluntary agreement to engage in sexual activity. Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Past Consent does not imply future Consent, and Consent to engage in one form of sexual activity does not imply Consent to engage in a different form of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Consent must be knowing and voluntary. To give Consent, a person must be awake, of legal age, and have the capacity to reasonably understand the nature of her/his actions. Individuals who are physically or mentally incapacitated cannot give Consent. Silence, without actions evidencing permission, does not demonstrate Consent. Where force, threats, or coercion is alleged, the absence of resistance does not demonstrate Consent. Force, threats, or coercion invalidates Consent. The responsibility of obtaining Consent rests with the person initiating sexual activity.

Use of alcohol or drugs does not diminish one's responsibility to obtain Consent or negate one's intent. Consent to engage in sexual activity may be withdrawn by either person at any time. Once withdrawal of Consent has been clearly expressed, the sexual activity must cease.

Incapacitation is the inability, temporarily or permanently, to give Consent, because the individual is mentally and/or physically helpless due to drug or alcohol consumption, either voluntarily or involuntarily, due to an intellectual or other disability that prevents the student from having the capacity to give Consent, or the individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if he or she demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators that an individual is incapacitated may include, but are not limited to, vomiting, unresponsiveness, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, lack of awareness of circumstances or surroundings, or inability to perform other physical or cognitive tasks without assistance.

E. Title IX Coordinator & Deputy Coordinators The Title IX Coordinator for Key College schools is: Marella Dooley, Vice President of Student Services. The Title IX Coordinator is responsible for, among other things, coordinating the campus's efforts to comply with and carry out the campus's responsibilities under Title IX of the Education Amendments of 1972, including compliance with this policy.

The Title IX Coordinator will help to coordinate any investigations under this Policy.

In addition, Key College has other individuals who serve as Deputy Title IX Coordinators to help oversee investigations and determination proceedings under this Policy.

II. Reporting & Confidentiality

We encourage victims of Sexual Misconduct & Relationship Violence to talk to somebody about what happened – so they can get the support they need, and so the School can respond appropriately. Different employees on campus have different abilities to maintain confidentiality:

•**CONFIDENTIAL REPORTING:** Some individuals are required to maintain near complete confidentiality. These include professional counselors such as those provided by Henderson Clinic's counselling services.

These individuals can provide resources and generally talk to a victim without revealing any personally identifying information about an incident to the School. A victim can seek assistance and support from these individuals without triggering a School investigation.

•**NON-CONFIDENTIAL REPORTING.** Other than professional counsellors defined above, most other employees and contractors are required to report all the details of an incident to the Title IX coordinator. A report to these employees (called "responsible employees") constitutes a report to the School and generally obligates the School to investigate the incident and take appropriate steps to address the situation. The following campus employees (or categories of employees) are examples of responsible employees: the Title IX Coordinator, all Deputy Title IX Coordinators, President, Director of Student Services, other Student Services staff, Housing staff, Academic Advisors, the Security Team (including contract security personnel), all full-time and adjunct Faculty, Human Resources, and Employee Relations.

Key College will seek to protect the privacy and confidentiality of the individuals involved in any report of alleged Sexual Misconduct or Relationship Violence to the extent possible and allowed by law. The Title IX Coordinator will evaluate any request for confidentiality in the context of the School's responsibility to provide a safe and nondiscriminatory environment to all members of its community.

Key College will complete any publicly available record-keeping, including Clery Act reporting and disclosure, without the inclusion of identifying information about the alleged victim. It will also maintain as confidential any interim measures or remedies provided to the alleged victim to the extent that maintaining confidentiality will not impair its ability to provide the interim measures or remedies.

In addition to internal reporting, the School strongly encourages anyone who believes they have experienced a sexual assault (or any other crime) to make a report to local law enforcement. Collection and preservation of evidence relating to the reported sexual assault is essential for law enforcement investigations, so prompt reporting of the incident to law enforcement is especially critical. Designated staff will, upon request, assist an individual in making a report to law enforcement as necessary and appropriate.

Although we strongly encourage complainants to report to local law enforcement, such a report is not a prerequisite to Key College's review and investigation of any complaint covered by this Policy. The School will honor a Complainant's request not to report the matter to local law enforcement UNLESS we have a reasonable basis to believe that the safety and security of the campus community is at risk. In this event, Key College will endeavor to notify a Complainant or Reporter of the institution's intent to report the matter to law enforcement in advance of any such report.

Key College does not limit the time frame for reporting under this Policy, although a delay in reporting may impact the School's ability to take certain actions.

Other Code of Conduct Violations: The School encourages students who have been the victim of Sexual Misconduct or Relationship Violence to come forward. Students should not be discouraged from reporting such incidents because they fear discipline for their own violations of the Student Code of Conduct, such as use of alcohol in School housing.

Therefore, the School has discretion not to pursue other violations of the Student Code of Conduct that occurred in the context of the reported incident of Sexual Misconduct or Relationship Violence.

III. Response Procedure

Students are encouraged to report any incident of Sexual Misconduct or Relationship Violence to the Title IX Coordinator, Deputy Title IX Coordinator, the Director of Student Services, or the Campus President. If a report is made verbally, Key College will request a written statement by the student. Upon receipt of a report, Key College will generally proceed as described below.

A. Investigation Commencement

Key College will provide a timely and thorough investigation. Barring exigent circumstances, cases of Sexual Misconduct and Relationship Violence will generally be resolved within a 60 day period once the incident has been reported. An extension of time may be necessary if witnesses are unavailable or uncooperative or due to other extenuating circumstances beyond the control of the investigator.

B. Initial Response

Once Key College is put on notice of possible Sexual Misconduct and Relationship Violence, the Complainant will be offered appropriate confidential support, accommodations, and other resources and will be notified of applicable policies and procedures. Accommodations include the ability to move to different housing, to change work schedules, to alter academic schedules, to withdraw from/retake a class without penalty, and to access academic support. The Respondent also will be offered appropriate resources and notified of applicable policies and procedures.

C. Interim Intervention

Pending a final determination, the Title IX Coordinator and/or Student Services staff will take appropriate interim measures. These measures may include, but are not limited to, the imposition of a no-contact order and/or employment, transportation, residence, and academic modifications. Student Services staff may limit a student or organization's access to certain School facilities or activities pending resolution of the matter. Key College may impose an Interim Suspension on the Respondent pending the resolution of an alleged violation when the School determines, in its sole discretion, that it is necessary in order to protect the safety and well-being of members of the campus community.

D. Decision to Proceed to Investigation

If the Complainant is willing to participate in the review and investigation process, Key College will proceed as described below in Section III (E).

If the Complainant requests a confidential investigation, Key College will seek to protect the privacy and confidentiality of the Complainant to the extent possible and allowed by law. The Title IX Coordinator will evaluate any request for confidentiality in the context of the School's responsibility to provide a safe and nondiscriminatory environment to all members of its community. If a confidential investigation is requested and agreed to, Key College will investigate without revealing the name of the Complainant in any interview or email and will not ask questions that inadvertently or reasonably could reveal the identity of the Complainant.

If the Complainant asks that the report of sexual misconduct not be pursued, Key College will consider the interests of the Complainant, the campus community, law enforcement, and/or other appropriate interests under the circumstances. Key College, in consultation with the Title IX Coordinator, will make a final decision on whether and to what extent it will conduct an investigation, and notify the Complainant promptly.

In the event that a campus-wide alert related to the incident is deemed necessary, the campus shall generally attempt to notify the Complainant of the alert and its content before it is circulated. If the campus is unable to contact the Complainant in a timely fashion, or otherwise deems it necessary, the message may be sent without his/her review.

E. Investigation Procedure

Investigators do not function as advocates for either Complainants or Respondents. Investigators can, however, identify advocacy and support resources for either Complainants or Respondents.

The Respondent will receive written notice of the report and the nature of the alleged misconduct. He/She will be advised in writing of the investigation process and opportunity to provide any relevant evidence.

The Investigation will generally be conducted by the Director of Student Services for the campus (or any other individual appointed by the Title IX Coordinator) if the Respondent is a student. If the Respondent is a faculty or staff member,

Employee Relations will also participate in the investigation. The investigator will separately interview both Complainant and Respondent. Both parties will be able to provide evidence and suggest other witnesses to be interviewed. The investigator will interview other relevant witnesses and review any other available relevant evidence. Both the Complainant and Respondent can have another individual present during their own respective interviews. If the Complainant or Respondent elects, they may have an attorney present during their own interview, but said attorney may not advocate during the interview.

F. Determinations

1. For cases where the Respondent is a student. The investigator will present all evidence to the Title IX Coordinator (or his/her designated Deputy Title IX Coordinator).

In all cases, the Title IX Coordinator or the designated Deputy Title IX Coordinator will be appropriately trained regarding handling and considering sexual misconduct and relationship violence cases.

The Title IX Coordinator will weigh the evidence presented and decide whether additional evidence is necessary for consideration. Ultimately, the Title IX Coordinator will make a determination of whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred. . Key College reserves the right to convene a Determination Panel to review the evidence and make the determination in appropriate circumstances.

2. For cases where the Respondent is a Faculty or Staff Member. The investigator will present all evidence to the Ethics Committee of EDMC. The Ethics Committee will be appropriately trained regarding handling and adjudicating sexual misconduct and relationship violence cases. The Ethics Committee will weigh the evidence presented and make a determination whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred.

G. Standard of Proof

In all cases under the Sexual Misconduct policy, the Title IX Coordinator (or designee) or the Ethics Committee will determine if a violation of policy has occurred by the preponderance of evidence standard. Thus, they will determine whether it is more likely than not that a violation has occurred.

H. Potential Sanctions

If a violation of policy has been found, the Title IX Coordinator or the Ethics Committee will impose appropriate sanctions, including but not limited to coaching, training, probation, suspension, or expulsion in the case of students or coaching, training, written warning, demotion, or termination in the case of employees.

I. Outcome Notifications

Both the Complainant and Respondent will be notified in writing of the outcome of the investigation and of the sanctions imposed, if any.

J. Appeals

If the Complainant or Respondent is a student, he or she may appeal the outcome determination by written appeal to the Campus President within 15 business days of notification of the outcome. An appeal may be made based only on one or more of the following reasons:

1. New and significant evidence appeared that could not have been discovered by a properly diligent charged student or complainant before or during the original investigation and that could have changed the outcome.
2. The Finding is Arbitrary and Capricious: Reading all evidence in the favor of the non-appealing party, the finding was not supported by reasonable grounds or adequate consideration of the circumstances. In deciding appeals, the Campus President is allowed to make all logical inferences in benefit of the non-appealing party.
3. Disproportionate Sanctions: The sanctions were disproportionate to the findings. The appeal shall consist of a written statement requesting review of the conduct decision or sanction and explaining in detail the basis for the appeal. The Campus President, or designated representative, will notify the non-appealing party of the request for an appeal. Within five business days of receipt of the notice, the non-appealing party may submit a written statement to be included in the case file. The appeal may proceed without the non-appealing party's written statement if it is not submitted within the designated time limit. The Campus President will endeavor to make a determination of the appeal within 15 business days of receipt. The President's decision is final.

Gender ID / No-Harassment Policy / Student Grievance Procedure

Preferred Name and Pronouns for Gender Identity

In appropriate circumstances, the College will honor employee or student requests for preferred names or pronouns that do not match the official state -issued or government-issued documents that Key College uses for its official records. Upon a written request from a student or employee, Key College will use best efforts to use a preferred name and/or preferred pronoun that more closely align with gender identity. In order to change a student or employee's name or identity on an official record or document, however, including any records with the Registrar, class registration or attendance lists for students, and other official records for employees, Key College requires either an official court-issued document with the legal name change or a valid driver's license or state identification card with the new name displayed.

Formal employment records, such as those relating to payroll, retirement accounts, tax records, etc. ,may not be changed without appropriate legal process, to include a court issued document or valid identification document displaying the new name or identity.

Privacy

Students and employees have the right to discuss their gender identity or expression openly, or to keep that information private. Key College regards such information as personal, confidential information and shares such information only with employees, faculty, or other staff with a need -to-know in order to accomplish their jobs or mission. Generally, Key College regards information about an employee's gender identity as confidential medical information protected under privacy laws such as HIPAA and FERPA.

Use of Restrooms, Lockers, and Other Facilities

Recognizing that access to restrooms and locker rooms is a health and safety priority, Key College encourages students and employees to use restrooms and locker facilities that correspond with their gender identity.

Employees and students are not requested to provide medical or legal

documentation of their gender identity in order to access gender -appropriate facilities. Key College requires appropriate and professional restroom and locker room etiquette by all students, employees, and third-parties, noting that the value of inclusiveness is best served by all individuals respecting the needs and interests of others. Key College makes available, where possible, single -occupancy, gender -neutral facilities. Any employee or student who communicates a need or desire for increased privacy, irrespective of the underlying reason, will be provided access to a single -stall restroom, if one is available. Alternative arrangements will be provided where possible, depending upon facilities and availability of such alternatives, upon the request of any employee or student, irrespective of the underlying reason or concern.

No Harassment Policy

Key College is committed to providing workplaces and learning environments that are free from harassment on the basis of any protected classification including, but not limited to race, sex, gender, color, religion, sexual orientation, gender identity or expression, age, national origin, disability, medical condition, marital status, veteran status, genetic marker or on any other basis protected by law.

Such conduct is unprofessional, unproductive, illegal, and generally considered bad for business. Consequently, all conduct of this nature is expressly prohibited, regardless of whether it violates any law. (Please note that sexual harassment is more thoroughly addressed in the Sexual Misconduct & Relationship Violence Policy.)

Student Grievance Procedure for Internal Complaints of Discrimination and Harassment

Students who believe they have been subjected to discrimination or harassment (other than sexual harassment) in violation of the Non-Discrimination Policy should follow the procedure outlined below. (Please note that students who believe they have been subjected to sexual harassment should follow the reporting process in the Sexual Misconduct and Relationship Violence Policy below.) This complaint procedure is intended to provide a fair, prompt and reliable determination about whether the College's Non-Discrimination Policy has been violated.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so either with the department of Student

Services 754-312-2898 or with the Campus President at the same number. Online students should file complaints with mking@keycollege.edu. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant.

2. Key College will investigate the allegations. 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 Key College's final determination with respect to the alleged offense and any sanction that is imposed against the accused. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation.

A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation.

The observer may not be an attorney, unless otherwise required by local law. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator's sole discretion.

3. The student who made the complaint and the accused shall be informed promptly in writing when the investigation is completed, no later than 45 calendar days from the date the complaint was filed. The student who made the complaint shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to him/her, such as an order that the accused not contact the student who made the complaint. In accordance with institutional policies protecting individuals' privacy, the student who made the complaint may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused.

4. The decision of the Investigator may be appealed by petitioning the President's Office of the College. The written appeal must be made within 20 calendar days of receipt of the determination letter. The President, or his or her designee, will render a written decision on the appeal within 30 calendar days from receipt of the appeal.

The President's decision shall be final.

5. Key College will not retaliate against persons bringing forward allegations of harassment or discrimination.

6. Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found in the Student Handbook or Academic Catalog.

7. For more information about your rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education.