



2024 Annual Security and Fire Safety Report

Campus Crime Statistics Covering the period 2020-2023

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Message from the Assistant Vice President

College Unbound strives to ensure that members of the community learn, work and live in a safe and secure environment. Members of the community share that responsibility and are expected to help identify and report behavior that constitutes a violation of College policy and/or criminal law, and to take reasonable safety precautions. The College is ready and willing to assist internal campus authorities and the appropriate law enforcement agencies to accomplish shared goals.

About This Report

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics is a federal law requiring colleges and universities that receive federal financial assistance to disclose annually (by October 1) certain information about campus crime, and about safety and security policies to current and prospective students and employees. College Unbound was given authority to access Title IV funds in April of 2019 and is required to produce such a report.

The College Unbound report is available online at collegeunbound.edu and print copies of the report are available in the administrative offices of the College Unbound at 115 Cedar Street, Providence RI.

Instructional Locations & Security

College Unbound is a degree completion college for adult students, with its primary instructional site located on the campus of the Metropolitan Regional Career and Technological High School (The MET) at 325 Public Street in Providence, RI. College Unbound also offers classes on the MET School campus at 115 Girard Ave, Newport, RI. The College does not own or operate any student, faculty or staff housing. In fact, College Unbound owns no real estate; rather it leases these spaces where we operate. Because of this arrangement, College Unbound does not have its own police or security department.

At the Met School in Providence, the College's landlord, the MET, employs an on-premises Office of Safety and Security consisting of unsworn security personnel. College Unbound also relies on law enforcement provided by the Providence Police (for Providence locations), the Newport Police (for its Newport location) and the Rhode Island State Police. Local law enforcement does not have a written agreement or

contract with College Unbound to provide security but provides general patrols and incident response typical of a police department.

Administrative Location & Security

In August of 2022, College Unbound entered into a lease agreement with Johnson & Wales University for administrative office space. This space is located at 115 Cedar Street in Providence, Rhode Island. Given that this office space is under the purview of Johnson & Wales University, College Unbound relies on JWU security staff and does not retain separate security at this location.

Notice of Non-Discrimination: Title IX

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..."

Title IX - 20 U.S.C. § 1681 Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in educational programs that receive federal financial assistance. College Unbound works to ensure compliance with Title IX. Programs and activities which may be included are: recruitment, admissions, financial aid, and scholarships; course offerings and access; hiring and retention; and, benefits and leave.

Title IX also protects students and employees, from unlawful sexual harassment in school programs and activities. Title IX's prohibition of sex discrimination includes prohibition of sexual harassment and sexual violence. Sexual harassment is any unsolicited or unwelcome conduct of a sexual nature. It can include unwelcome verbal or non-verbal conduct, request for sexual favors and physical behaviors that range from sexual gestures or teasing to sexual assault, acts of sexual violence and sexually coerced activity. In compliance with Title IX, College Unbound prohibits discrimination on the basis of sex in employment as well as in admissions, enrollment, and in the provision of all services, programs and activities.

The College's Policy Statements outlining these prohibitions may be accessed online at collegeunbound.edu

Non-Discrimination Policy Statement on Harassment

Any student, faculty, or staff member with questions or concerns about the applicable college policies or who believes that they has been the victim of sex discrimination, sexual harassment, or sexual violence is encouraged to contact the college's Title IX Coordinator. Individuals with questions or concerns about violations of the Code of Student Conduct specifically should contact the Assistant Dean of Student Success and also may want to review the College Unbound Student Handbook.

Filing a Complaint of Sex Discrimination or Sexual Harassment: Individuals who believe that they have been discriminated against on the basis of protected qualifications, including sex discrimination, sexual harassment and sexual violence may file a complaint with the College. Any concerns of sexual harassment, sexual assault, and/or sex discrimination, regardless of the identity of the accused, may be brought to the Title IX Coordinator. For complaints about employee contact, concerned individuals may contact the Title IX Coordinator and/or fill out the Discrimination and Discriminatory Harassment Complaint Form. Allegations of discrimination made against students, including sex discrimination, sexual harassment and sexual assault may be directed to the Title IX Coordinator.

College Unbound's Title IX Coordinator monitors compliance with this law and centrally coordinates the institution's response to complaints of discrimination based on sex. The Title IX Coordinator will ensure complaints of this nature are addressed by the appropriate College entities and will assist complainants in receiving supportive measures including any medical, mental health or other services that may be warranted. The Title IX Coordinator will also facilitate any interim measures that may be necessary to protect the complainant in the institutional setting. Individuals with questions or concerns about Title IX, and/or those who wish to file a complaint of non-compliance, may contact the Title IX Coordinator for more information:

Title IX Coordinator:

Guernsey Jean

College Unbound

115 Cedar Street

Providence, Rhode Island 02903

Alternatively, or in addition to the Title IX Coordinator, inquiries may be directed to the U.S. Department of Education's Office for Civil Rights, the federal agency charged with enforcing compliance with Title IX: Boston Office of Civil Rights US Department of Education 5 Post Office Square, 8th Floor Boston, MA 02109-3921 Telephone: (617) 289-0111 Email: OCR.Boston@ed.gov

Reporting a Crime or Emergency

College Unbound encourages every member of the community to report a crime or emergency promptly to the supervisor on site, provided the victim wants to make such a report or if the victim is unable to make such a report. On the MET School campuses, an Emergency Blue Light System enables students to alert safety and security officers. These calls go automatically to law enforcement agencies after 8:00 p.m. in Providence and Newport. Otherwise, members of the community wishing to report what they believe to be a crime or safety issue should contact Brian Mills at 401-714-7281 or bmills@metmail.org. The Office of Safety and Security on the Providence Campus is located in the Media Center. At our administration offices located at 115 Cedar Street, community members may report a crime or emergency promptly to the Johnson & Wales University Campus Safety and Security Office at 264 Weybosset Street, Providence, RI or at 401-598-1103.

Criminal Offenses, Jurisdiction and Adjudication

Criminal offenses that occur at any site used by College Unbound are immediately referred to the appropriate law enforcement agency: Providence Police, Newport Police and/or the Rhode Island State Police. In Rhode Island, prosecution is the responsibility of the Rhode Island Office of the Attorney General.

Training and Education

College Staff are trained periodically on the requirements of the Clery Act and discuss state law, regulations and prevention strategies. A formal training session for staff and board of trustees will be held each year. Training for students is a part of the College orientation and reinforced throughout the academic year through College Communications and programs..

Disclosure of Crime Statistics & Potential Threats

Under the Clery Act, institutions of higher education must publish an annual report disclosing their campus security policies and three years of crime statistics.

College Unbound's Obligations

To ensure compliance with the Clery Act, College Unbound must provide the following to College Community members and visitors alike:

- Policy Disclosure — College Unbound must provide the campus community and the public with accurate statements of current policies and practices regarding procedures for students and others to report criminal actions or other emergencies on campus, security of and access to campus facilities, and campus public safety.
- Records Collection and Retention — College Unbound is required to keep

records of crimes reported on campus-to-campus security authorities, to obtain certain crime statistics from appropriate law enforcement agencies to include in the annual security report.

- **Information Dissemination** — To provide members of the campus community with information needed to make informed personal safety decisions via a College's "timely warning." A timely warning will be issued upon the commission of any Clery Act crime that represents an ongoing threat to the safety of students and employees. College Unbound will also create and maintain a "crime log" of all crimes reported to the College and permit public access to the crime log during normal business hours. The College will further publish an "Annual Security Report" (ASR), make the report available to all current students and employees, as well as prospective students and employees.

The College must also inform the campus community where to obtain information regarding registered sex offenders, and submit annual crime statistics to the U.S. Department of Education by October 1 of every year. Annual Security Report Crime Statistics are submitted to the Department of Education, made available on the College Unbound website, and are widely distributed, both electronically and via hard copy, to faculty, staff and students, as well as prospective students and employees.

Timely Warning Policy:

A Timely Warning will be issued when the circumstances of a criminal incident support a reasonable belief that there is a serious, continuous threat to the College's students, staff, and other community members or guests. Such warnings are provided to students and employees in a manner that is timely, withholds the names of victims as confidential, and will aid in the prevention of similar occurrences. These warnings will be distributed for any qualifying incident discovered by the College in accordance with the Jeanne Clery Act. The Assistant Vice President for Community and Belonging, upon gathering the facts of the incident, and with approval from the President, will coordinate issuance of a Timely Warning/ Safety Advisory when:

1. The circumstances of the commission of the crime create a **reasonable belief that there is a serious or continuous threat** to the members of the College community.
2. The crime is one of the following types; is determined to pose a serious or continuous threat to the community; and was committed on property owned or controlled by the College, or on public property contiguous to or immediately adjacent to campus:
 - **Homicide** – Murder and non-negligent manslaughter
 - **Sex Offenses** – Forcible and non-forcible (considered on a case by case basis depending on the facts of the case), when the incident occurred versus when it was reported and the amount of information known by the Vice President)

- **Robbery** involving force or violence
- **Aggravated assault** - (dependent upon the relationship between the victim and the offender, if any)
- **Burglary Motor Vehicle Theft**
- Major incidents of **Arson**
- **Hate crimes** involving bodily injury
- Other crimes as determined necessary by the Assistant Vice President and/or their designee

Timely Warnings/Safety Advisories may not be issued for the above listed crimes if the perpetrator(s) is apprehended and the ongoing threat to members of the community has been mitigated. All of the above listed crimes and any other crimes will be assessed on a case-by-case basis to determine if there is an ongoing or serious threat to the College community.

Dissemination methods: Upon receiving authorization, the Assistant Vice President for Community and Belonging or their designee, will notify the College Unbound Communications Group, who will assist in the dissemination of the Timely Warning via campus wide email or text message. The College may also disseminate the information by means of social media, the College's website, as well as College flyers and other campus notices.

Preventing and Responding to Sexual Misconduct, Sexual Assault, and Stalking. Bias and Harassment Definitions:

- A. Any Student Code of Conduct violation against another person committed with bias, hatred, or animus based on the person's actual or perceived race, religion, color, national origin, age, sex, sexual orientation, gender identity or expression, genetic information, disability, status as a protected veteran, pregnancy, marital status, or any other category protected by law.
- B. Harassment or the creation of a hostile environment based on race, religion, color, national origin, age, sex, sexual orientation, gender identity or expression, genetic information, disability, status as a protected veteran, pregnancy, marital status, or any other category protected by law
- C. Physical, verbal, nonverbal, written, electronic, or technological harassment of another person, including harassment on social networking sites and other online forums. This includes instances of stalking, intimidation, and bullying.

Sexual Misconduct: Sexual assault (any nonconsensual oral, vaginal or anal sex or any other nonconsensual penetration of the genital or anal opening, however slight, by any part of a person's body or by any object, including instructing an individual to penetrate his/her own genital or anal opening, or engage in oral sex, against his/her will)

Other Unlawful Sexual Activity:

- Sexual harassment
- Lewd, indecent, or obscene behavior

If Student Conduct assigns a charge of sexual assault, other unlawful sexual activity or sexual harassment, the College is required by law to inform the Complainant in the matter of the outcome of the Conduct Review Process.

Reporting and Privacy: We strongly encourage students and employees to report sexual misconduct or relationship violence. We recognize the individual's right to protect their own privacy. This section of the Policy provides relevant information about disclosure options and their implications.

There is no time limit for filing a report with the College; however, the more time that passes between the incident and the report, the more difficult it may be to thoroughly investigate a report because witnesses may not be available, memories may have faded, respondents may no longer be affiliated with the College, and/or other key information is no longer obtainable.

Student Resources. Students can get help and talk about their experiences in a private manner with on-campus resources and confidentially with qualifying off-campus resources. Students should be aware of the limitations of privacy protections associated with on-campus resources.

On-Campus Confidential Disclosures. Only those employees who are licensed counselors or social workers are not required to report what students have disclosed to them about an incident; student conversations with these employees are considered privileged and confidential communications. These professionals generally are not required to reveal identifiable information about incidents brought to their attention unless an immediate risk to the safety of the individual or the community is present.

Mandated Reporters. All other faculty, staff, and administrators are "responsible employees" and thus mandated reporters. Mandated reporters who become aware of a claim or report of sexual harassment, including sexual misconduct, attempted or actual sexual assault, intimate partner violence (i.e., dating or domestic violence), stalking, sexual exploitation, or sexual coercion allegedly perpetrated by a student, an employee, a contractor or sub-contracted employee, volunteer, or a user of College facilities, against a student or other College personnel, are obligated to report the incident to a Title IX Coordinator at the earliest possible time and within twenty-four (24) hours after receipt of the information.

Persons who are mandated reporters include public safety officers, faculty, staff, student support staff, and administrators. When an incident is reported to a "responsible employee," students and other College community members have the right to expect the College to take immediate and appropriate steps to investigate and resolve the complaint promptly and equitably, and to ensure that confidentiality will be protected to the extent possible under the law and College policy, i.e., that relevant information will

be shared on a need-to-know basis only. Please refer to the College's Mandatory Reporting of Sexual Misconduct Policy (above) for additional information.

Other circumstances, including, but not limited to, reports involving minors, behavior that poses a direct threat to the student or others, and receipt of a subpoena in a criminal or civil case, can trigger an employee's duty to timely disclose private or confidential information about an incident, including the identity of the student involved, irrespective of the above categories.

See, for example, the College's Child Abuse or Neglect Reporting Policy, which supersedes disclosure restrictions. Additionally, Campus Authorities have a duty to disclose certain information to the Assistant Vice President for Community and Belonging, who will determine whether to issue a Timely Warning–Crime Alert to the community pursuant to the Jeanne Clery Act, as amended.

Employee Resources. Employees can get help and talk about their experiences in a confidential manner with relevant off-campus resources.

Off-Campus Confidential Disclosures. Students and employees may disclose and/or receive confidential, trauma-informed counseling support from Day One: The Sexual Assault and Trauma Resource. Conversations with Day One advocates and counselors are privileged and confidential; they will not report what students or employees have disclosed to them about an incident related to the College or to local law enforcement unless legally obligated to do so. Victims of domestic violence may seek help for themselves and their families by calling the state-wide, 24-hour helpline: <http://www.ricadv.org/en/help-services>.

Student and Employee Reporters.

Student Reporters. All students (complainants and those who become aware of an incident) are strongly encouraged to report incidents of sexual misconduct and relationship violence to the Title IX Coordinator so that the College can provide support services, implement supportive, safety, and interim measures, and investigate and resolve the complaint. Grievance information and procedures for resolving allegations of sexual misconduct and relationship violence against students are provided in the Student Handbook and will be applied to resolve complaints brought under this Policy.

The College does not limit the time frame for making a complaint under this Policy, although a delay may impact the College's ability to take certain actions.

No Policy Deterrent to Reporting. The health and safety of every member of the College community is of utmost importance. College Unbound recognizes that individuals who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that an incident of violence occurs, including but not limited to, sexual assault, dating violence, domestic violence, or stalking, may be hesitant to

report such incidents due to fear of potential consequences for their own conduct. College Unbound strongly encourages reports of violence to institution officials. A bystander acting in good faith, or a reporting individual acting in good faith, who discloses any incident of violence to College officials or law enforcement normally will not be subject to a code of conduct violation, related to alcohol and/or drug use policies.

Employee Reporters. All employees (faculty, staff, and administrators), except for those employees designated as confidential resources in this Policy, who become aware of a claim or report of sexual harassment allegedly perpetrated by a student, an employee, a contracted or sub-contracted employee, a volunteer, or a user of College facilities, against a student, are designated “responsible employees” and thus mandated reporters. As described previously in this Policy, mandated reporters are obligated to report the incident to the Title IX Coordinator as appropriate.

Duty to Provide Truthful Information – Knowingly False Reports Prohibited.

Members of the College community are expected to provide truthful information in any report, meeting, or proceeding under this Policy. Providing or submitting false or misleading information in bad faith, with a motive to obtain personal advantage or to cause intentional harm to another person in connection with an incident of sexual misconduct, is prohibited and the individual engaging in this behavior is subject to disciplinary sanctions. This provision does not apply to reports made or information provided in good faith, even if the facts claimed in the report are not ultimately substantiated.

Anonymous Reporting Options. Any person may report sexual assault or relationship violence that occurs on or near College Unbound. Reporters may identify themselves or remain anonymous. When reporters who identify themselves request that their identity be protected as part of any investigation, the College will make every reasonable effort to honor that request and to maintain the level of privacy requested. When reporters remain anonymous, the ability of the College to respond to the report or to pursue appropriate action against the accused person(s) may be affected.

Any person can provide information about a sexual assault or relationship violence to the Title IX officer using email or a mobile device.

Federal Statistical Reporting Obligations. College officials with significant responsibility for student and campus activities are Campus Security Authorities (CSAs), who have a duty to report sexual assault or relationship violence to the Title IX coordinator. CSAs include the following categories of employees: public safety; dean of students; academic affairs administrators, student services staff. Personal, identifiable information is kept confidential (unless a student agrees to release it); the type, date, time, and general location (on or near campus) of the incident is released for publication in the College’s Annual Security and Fire Safety Report pursuant to the Jeanne Clery Act, as amended. The Annual Security and Fire Safety Report helps to provide the community with information about the nature and extent of campus crime and about

promoting safety. Additionally, statistical crime data are reported to the federal government.

Federal Timely Warning Reporting Obligations. When the College receives a credible report of sexual assault or relationship violence from a member of the campus community, or a local police department, that occurred on campus or on public property immediately adjacent to campus (as defined by the Clery Act), and the circumstances surrounding that report pose a serious or ongoing threat to the campus community, the College will issue a Timely Warning-Crime Alert to heighten safety awareness to aid in the prevention of similar crimes. Personal, identifiable information about the alleged victim will not be released in the Timely Warning-Crime Alert.

Reporting to the Police

Students and employees are encouraged to report sexual assault and relationship violence not only to a College administrator, but also to law enforcement authorities. The decision to file a criminal complaint is a deeply personal choice. Students and employees often make this decision based on the circumstances surrounding the incident and the circumstances in their life at the time of the incident. Some students and employees discover that participating in a proceeding to hold the accused accountable helps them to regain some measure of control lost by virtue of the assault, and to protect themselves and others from future harm. Others may find participation in a proceeding to hold the accused accountable challenging and potentially re-traumatizing.

There are professionals on-campus and off-campus who can explain criminal proceedings and support students and employees through the process. As part of the complaint intake process, students and employees will be given the opportunity to speak with the Title IX Coordinator, the Director of Safety and Security at the MET School (including College Unbound students), and/or the Director of Safety and Security for Johnson and Wales. Students and employees do not need to file a criminal complaint in order to initiate disciplinary proceedings with the College, and the College may find an accused person responsible for violating Policy regardless of the status or outcome of criminal proceedings, if any.

Other Recommended Actions Following an incident of Sexual Assault or Relationship Violence: A complaint should contain the complainant's contact information, including name, address, telephone number, and email address and specify whether the complainant is a prospective, current, or former student or status with the College. Complaints should contain as much detail as possible, including the names of individuals involved, dates, supporting documentation, etc.

Internal Complaint Process. College Unbound recommends that students and prospective students, or other College affiliates first file complaints internally or with the police before resolution is sought from College Unbound's state licensing entity or

accreditor. Internal complaints may be filed with College Unbound administrators referenced below.

Prospective Student Complaints: College Unbound prospective students may report all complaints to the College's Assistant Vice President. For matters related to Title IX, prospective students may be reported to the Title IX Coordinator.

College Unbound students may report other complaints related to their academic work to the Provost. Contact information is located on College Unbound's website <http://www.collegeunbound.org>. If matters are not resolved Internally, please follow the process outlined by the RI Office of the Postsecondary Commissioner printed below and on its website: https://www.riopc.edu/page/student_complaint.

In most circumstances, the text of a student complaint is considered a public record, a copy of which can be requested by any member of the public. In response to such a request, the Office of the Postsecondary Commissioner will not disclose any personally identifiable information, such as name, address, phone number, or email.

General Grievance Concerns Not Related to Title IX or Other Complaints of Discrimination regarding staff/administrators: Complaints and concerns should first be discussed with the employee's supervisor. If there is no resolution of the issue, or if the complaint is about the supervisor, then the complainant should bring the issue to the Assistant Vice President for Community and Belonging, as appropriate. The final appeal is to the president.

Emergency Notification Policy

CU follows the emergency notification process of the MET School. Emergency notification policy: General Evacuation and Procedures for the MET School and College Unbound campus at 325 Public Street, Providence RI

Met School Lockdown Procedures

Goal: Create a safe environment by securing students and staff to minimize exposure to dangerous intruders, extreme violence or other incidents that may result in harm to persons inside the school.

Definitions and Directives

- **Lockdown:** Proceed to shelter, there is a potential threat posed to the safety of the Met community.
- **Lockdown-specific building/location:** Example- "Lockdown-Unity." There is imminent threat in a specific location. Students/staff in the specified building/location should take immediate shelter. Students and staff in all other locations should proceed to shelter, there is a potential threat posed to the safety of the College Unbound and the MLet community.

- **Proceed to Shelter:** In buildings with two floors, all students/staff should move to the second floor of the building and shelter in the room assigned to them. In buildings with one floor students/staff should shelter in their assigned rooms.
- **Immediate Shelter:** Students/staff should move to the closest shelter room immediately.
- **Shelter Room:** The furthestmost internal room that has a door that locks.
- **Re-Unification Point:** Place off campus where students, staff, parents and guests are directed to wait for further instructions

Sound Code Alert: The loudspeaker alerts will sound first followed by the computer alerts from Chromebooks and desktops will sound. The Chromebook will sound the alert regardless of location, not just at the Met, as long as the Smart Button app is running. Text messages will be sent to cell phones only in a real emergency.

What you will hear and what you will do - *“Threat Level” “Lockdown + YOUR building name. Immediate Stay in your area and immediately. Take shelter “Lockdown” not followed by YOUR building name*

Potential Move to your assigned shelter area (2nd floor for buildings with 2 floors) **EB & Peace** if you only hear “Lockdown” there is a possibility a threat is in one of your buildings. All Stay in your area and immediately take shelter.

FIRST RESPONSE:

1. Call 911 and pull “Lock Door” button– If you are in imminent danger, any capable individual should place a call to 911 immediately. They should include important details, “This is the Met School, 325 Public Street, Liberty Building, there is an armed intruder (interior or exterior), the school is in lockdown.”
2. If the area near the Emergency Call Box is safe and secure, the School Coordinator or individual assigned should press the red button on the Call Box in your building to contact the Safety Team and alert them to a “Lockdown”. If using the Call Box puts the caller in danger, take immediate shelter and use the push-to-talk phone to contact the Safety Team. If a call box or a push-to-talk phone cannot be reached or located, the individual should contact the Safety Team by dialing extension 4-3504 from the nearest accessible landline phone or 401-752-3504 from a cell phone. The Safety Team will initiate an emergency notification to ALL schools via the call box PA system and announce that the school is on a “Lockdown.”
3. Safety Team will utilize the Blackboard emergency notification system to notify those individuals who are off campus, at internships, etc., to stay away and not return to school. **(Smart Button Alert System will send notifications through desktops and Chromebooks. Apple and Android phones will be set to not ring but will get a notification on their screen when the phone is set to vibrate.)**

4. School Coordinator, Principal, or assigned staff should take control of push-to-talk phone to communicate with Safety Team as the situation develops

Action Steps for Lockdown:

1. The Response Team (The School Coordinator, Principal or individual assigned) should press one of the emergency door lock buttons (located at the front desk and the Principal's office) to lock the entrance doors. The Response Team members should be made aware of the emergency door lock button location in their building.
2. If Lockdown is announced specific to your location (example: "Lockdown Equality") students, staff and visitors should take immediate shelter in the nearest shelter room. Staff should make sure that all students are in a room, not the hallways or common areas. If you see students, staff or visitors in the hall or common areas, regardless of whose advisory they are connected to, have them come in your room and lockdown door by placing your keycard against the interior door sensor. Stay low to the floor, sheltered behind furniture and quiet.

Campus Alert Call Box

If "Lockdown" is announced and not followed by your specific location name, you are not in imminent danger but should proceed to shelter. In a **Public Street Small School**. In buildings with two floors, all students/staff should move to the second floor of the building and shelter in the room assigned to them. Once all students, staff and visitors have exited the first floor, the response team should lockdown stairwell doors and elevator doors (if elevator key is not available, call the elevator to the second floor, block the door sensor by placing an object in the path of the door track to disable the elevator).

In a **shared building on Public Street**: In buildings that do not have a second floor, individuals should be taken to the furthestmost internal room that has a door that locks. In the Health Center individuals should be taken into one of the exam rooms, in the Gym individuals should be taken to the rear of the gym or into the rock wall enclosure, in the Media Center/Black Box individuals should be taken into the video studio and/or the Business Office, in the E-Center individuals should be taken into the incubator space- then go into the print shop and or another small office.

At **East Bay** Individuals should stay in their space (Advisory room or Office) and be directed to sit on the floor. Avoid areas that can be observed from exterior windows and doors.

If students are in the restroom during a lockdown, they should be instructed to stay in the restroom. If the restroom has stalls, enter and lock the stall, stand on the commode and remain very quiet.

Once everyone is in the room, the Advisor or staff member should lockdown door by placing your keycard against the interior door sensor. If the door cannot be locked, barricade the door with furniture.

Close all windows. Close window blinds. Turn off all lights.

All occupants should stay away from all entry doors and windows and move to the wall furthest away from the danger. Stay away from interior metal partition walls. All occupants should hide behind furniture, desks, tables, and stay low to the ground.

Students **MUST** turn off their cellphones during the lockdown; advisors/staff may leave theirs on, but **MUST** set the ringtone to vibrate. No one should use telephones, computers or turn on a radio. Students and staff must remain quiet at all times.

If someone knocks on the door, Do Not Open the Door. If the telephone rings, Do Not Answer It. Teachers, students or individuals to enter the room. During “lockdown” students will not allow anyone to leave the classroom for any reason.

If individuals are outside when “Lockdown” is announced, they should leave campus, moving away from the danger, proceed to the assigned “**Reunification Point**” and wait for further instructions At **Public Street**, the *Reunification Point* is the Atrium at CCRI on Hilton Street.

The Safety Team will notify each room by knocking, identifying themselves, unlocking the door and saying, “All Clear.” The school will be on lockdown until further notified “All Clear” status communicated by Safety Team in person (This should be a familiar voice). At that time the building will be identified and released from Lockdown. Please note that a real Lockdown necessitated by an emergency situation could last hours rather than the few minutes that it takes to complete the drill.

After a member of the Safety Team has unlocked your door and announced, “All Clear,” please continue to remain in your room, although you may now turn on the lights, move about your room, and leave the door open. Continue to stay in your room until Safety has cleared all rooms and they tell you that you are now free to move about.

In a real situation, if you are instructed to exit the building, remain calm and follow officers’ directions. Immediately raise hands and spread fingers. Keep hands visible at all times. Avoid making quick movements toward officers such as attempting to hold on to them for safety. Avoid pointing, screaming, or yelling. Do not stop officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises. Do not open secured doors unless 100% sure that the building is secure and police have arrived.

Follow Through:

- When possible, staff should account for all students and give support as needed. If any students are missing, staff should immediately call the principal.

- Before exiting your room, unlock your door from lockdown by holding your badge over the inside door lock until you see green light indicating your door has been cleared from lockdown.
- The MET will work with the media to notify parents of the status of the situation.

THE ALL CAMPUS ALERT SYSTEM (ACA)

Each school has one or more call boxes inside of the building. **IMPORTANT:** Please take time to locate the various call boxes in your particular building.

- Liberty, Equality and East Bay have one on each floor.
- Unity and Justice have one on the first floor near the school coordinator
- Peace St call box is located near the school coordinator
- Media Center has one near the Business Office
- ECenter has one
- Fitness has one near the kitchen entrance

Pressing the red button initiates a call to the Safety Office at Public St. When Safety answers, you can communicate the problem to the Safety Team

If Safety staff are not in the office, the call automatically transfers to Safety cell phones.

When alerted, the Safety staff will initiate the Lockdown audio alert. Students and Staff will need to apply the Lockdown procedure at that point.

In most cases, prior to using the call box, authorized staff will have already locked building doors and called 911. Building entrances are locked with a switch located in the School Coordinator area.

EMERGENCY PAGING INSTRUCTIONS

In case of emergency, here's how to page all the phones in a particular building or campus.

1. On your Cisco office/classroom phone, press the GREEN BUTTON next to the word PAGE.
2. When you hear the dial tone, enter the (5) digit paging code for the group you want to reach and then press pound (#).
3. At the sound of the beep, make your emergency announcement
4. Press the button under "end call" to end the transmission

Please note that once the paging code is entered and you hear the beep, anything stated will be announced over the speaker of every phone in the paging group you have selected.

PAGING GROUP PAGING CODES:

- E-CENTER 44603#
- EAST BAY 55000#
- EQUALITY 44607#
- JUSTICE 44605#
- LIBERTY 44601#
- MEDIA CENTER 44606#
- PEACE 44608#
- UNITY 44602#

Alcohol, Drug & Weapon Policy

Alcohol Policy: Possession or use of alcohol anywhere on College Unbound occupied facilities including on MET School property or in administrative office is prohibited.

Drug Policy: Items listed below are prohibited.

- Possession of drug paraphernalia (such as bongs, scales, or pipes).
- The actual or intended purchase, possession or use of illegal drugs, narcotics or controlled substances.
- The actual or intended sale, distribution, cultivation or manufacture of illegal drugs, narcotics, controlled substances or prescription drugs. A finding of responsibility for intended or actual sale or distribution can be based on the mere presence of a distributable quantity of illegal drugs, narcotics, controlled substances or prescription drugs, or the presence of paraphernalia used for the sale or distribution of illegal drugs, narcotics, controlled substances or prescription drugs. Students can be found responsible for a drug violation based on the presence of residue or paraphernalia alone. The College may inform local police of illegal drug violations.

Weapon Policy

Intentional possession of a dangerous article or substance that may be used to injure or cause discomfort to any person is prohibited. Possession or use of firearms or other weapons, ammunition, BB guns, air guns, airsoft guns, fireworks, incendiary devices, explosives or other items that resemble a firearm or weapon is likewise prohibited. Initiating or circulating a report or warning of an impending bombing, fire or other crime, emergency, or catastrophe, knowing that the report is false is prohibited.

Fire Safety Education: College Unbound utilizes the fire safety education program provided by the Met School to its employees.

Code of Conduct

College Unbound's Code of Conduct prohibits the following:

- Harming or endangering yourself or others
- Use of physical force or violence
- Threatened use of physical force or violence
- Dating violence or domestic violence
- Fighting (physical or verbal)
- Endangering or threatening the health or safety of oneself or another person
- Intentionally or recklessly starting a fire j.
- Misuse of or tampering with fire safety equipment (e.g., fire extinguishers, smoke detectors, exit signs and pull stations)
- Aiding, abetting, encouraging, or participating in a riot, commotion, or disturbance, or other disorderly conduct

Failure to Comply and Interference:

- Failure to comply with the directions of a college representative acting in the performance of his/her duties
- Failure to participate in the college's Conduct Review Process
- Failure to comply with any college policy or rule
- Failure to evacuate any building in which a fire or other emergency alarm has been sounded or when directed to evacuate by a college representative
- Failure to comply with any or all sanctions imposed under the Student Conduct Review Process by the dates specified
- Failure to pay restitution as required by the college for damage to college property (both real and personal)
- Failure to present a student identification card upon request from a college representative
- Interference with college personnel carrying out their duties or other college business

- Interference with any member of the college community in the pursuit of the college's mission or purposes
- Actions which obstruct, disrupt or physically interfere with the use of the college's equipment (including safety and security equipment), premises, buildings, rooms or passages
- Retaliation against any individual who has made a good faith complaint against another individual or who has participated in the Conduct Review Process.
- If a student violates a No Contact Order or the directions of a college representative to avoid another person, the student will be charged with a violation of the Student Code of Conduct for failure to comply, and may be internally suspended until the completion of the Conduct Review Process.

Other Prohibited Conduct:

- Illegal gambling, wagering, betting, or bookmaking
- Gathering for the purpose of inciting, participating in, or encouraging a disturbance of the peace
- Unauthorized operation of a business on college property or using college resources
- Disorderly conduct
- Behavior that would offend or frighten a reasonable person
- Conduct that interferes with student learning or with the mission of the college
- Conduct that adversely affects the security of the college community, local residents or property, the name of the college, or the integrity of the educational process.
- Any conduct by a guest of a student that violates college rules or policies including the student host.

Clery Crime and Fire Statistics 2021-2023

MET School Location

Crime	2021	2022	2023
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	3	0	0
Auto Theft	0	0	0
Murder	0	0	0
Manslaughter	0	0	0
Robbery	0	0	0
Sexual Assault	0	0	0
Domestic Violence	0	0	0

JWU Location

Crime	2021	2022	2023
Aggravated Assault	NA	0	0
Arson	NA	0	0
Burglary	NA	0	0
Auto Theft	NA	0	0
Murder	NA	0	0
Manslaughter	NA	0	0
Robbery	NA	0	0
Sexual Assault	NA	0	0
Domestic Violence	NA	0	0

