

# Carrington College



**2017-2018 Annual Disclosure**  
**Student Right-to-Know and Campus Security (Clery Act)**  
**Annual Security Report**  
**Alcohol & Substance Abuse Policy**  
**Student Rights under FERPA**  
***(The Family Educational Rights and Privacy Act)***

This document includes information for:

San Jose, California

September 15, 2017

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## **CAMPUS WATCH**

### **It's your campus - Protect it!**

A truly safe campus can only be achieved through the cooperation of students, faculty and staff. As a member of the Carrington College community, it is your responsibility to report a crime, suspicious activity or other emergencies on campus to the appropriate school official. Should you become a witness to or victim of a crime, immediately report the incident to local law enforcement officials, the Student Services office, or to the Campus Security / Safety Director. All crimes will be investigated and when appropriate, brought to the attention of the Student Services office for disciplinary hearings.

### **Purpose of the Annual Disclosure Report**

Carrington College prepares this report to comply with the *Jeanne Clery Disclosure of Campus Security and Crime Statistics Act*. The full text of this document can also be found on the <http://carrington.edu/student-consumer-info/> or by visiting the Front Desk on campus. This report was prepared with the assistance of local law enforcement agencies. Campus crime, arrest and referral statistics include those that were reported to local law enforcement and campus faculty and staff. This data may also include crimes that have occurred in private residences or businesses adjacent to the campus.

## **REPORTING CRIMES AND EMERGENCIES**

When making your report of an incident you will be asked to provide the following information:

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

Upon receipt of this report Carrington College will determine the appropriate response, which could include disciplinary action against the offender(s), notification to local law enforcement, notification to the campus community or other public safety alternatives deemed appropriate given the circumstances. Please note that your identity may not be confidential when reporting an incident. Carrington College does not have procedures for voluntary, confidential reporting of crimes.

Once each semester, Carrington College will contact the San Jose Police Department and property management to monitor and record crimes that occur within the designated area surrounding the campus that have been reported to the local Police.

All Emergencies –Dial 911

## **ANNUAL SECURITY REPORT**

Carrington College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the SIREN notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The Incident Commander / Regional Director of Operations will determine if there is a significant emergency or dangerous situation and what segment of the campus community will need to receive a notification.

Carrington College will:

- Test emergency response and evacuation procedures on an annual basis
- Document each test, including the date, time, and whether it was announced or unannounced
- Publicize emergency response and evacuation procedures in conjunction with at least one test per calendar year

## SIREN EMERGENCY ALERT SYSTEM

In the event of an emergency or a potentially dangerous threat to the campus or center arises, students, faculty and staff will receive timely notification via the SIREN system, on campus flyers, and/or email announcements. This includes any Clery Act crimes that are reported to the campus IC or local police and are considered to represent a serious or continuing threat to students, faculty, and staff. Please make sure to keep contact information updated in SIREN through the student portal at <https://my.carrington.edu> for students and the Adtalem Global Education Commons at <https://devry.okta.com/app/UserHome> for faculty and staff.

### **Area Police/Fire Non-Emergency Numbers:**

<u>County/City</u>	<u>Police</u>	<u>Fire/Paramedic</u>
Santa Clara / San Jose	311 or 408-277-8900	311 or 408-277-8950
Santa Clara County	408-299-3233	408-299-3233
Morgan Hill	408-354-8600	408-779-2101
Gilroy	408-846-0350	408-846-0370

## CAMPUS ACCESS, FACILITY SECURITY AND LAW ENFORCEMENT

### **San Jose Campus**

The Facilities department maintains the building and grounds with a concern for safety and security. Facilities staff inspect the facility regularly, promptly make repairs affecting safety and security hazards, and respond to reports of potential safety and security hazards such as broken windows, locks, etc. Students, faculty and staff can assist the Facilities staff by calling 408-960-0161 to report concerns. Additionally, the Facilities Manager routinely inspects the grounds and building to review lighting and other environmental concerns for safety.

There are fire alarms and pull stations throughout the facility that should be used only in the event of an emergency. If an emergency requires evacuation, there are signs clearly posted throughout the building indicating the best routes for evacuation.

The building is generally open from 7:30 am to 10:30 pm Monday – Thursday, and 8:00 am to 5:00 pm on Fridays. When the building is closed, it is locked and monitored by a security company. Access to classrooms and laboratories is limited to those enrolled in the courses meeting there. Access to on- and off-campus activities is limited to actively enrolled students and their guests. Students are responsible for the behavior of their guests at all times at campus-arranged events. Carrington College reserves the right to require that Carrington College identification cards be presented for admittance to certain locations and events. Carrington College may also require students to register their guests with Student Services prior to attendance. Student, faculty and staff identification cards should be worn at all times.

The on duty Facilities Assistant/ Security Officer serves as an escort and on campus security Monday –Thursday from 2pm –10:30pm and on Fridays from 8:00am –5:00pm. The security officer has the authority to ask questions and request identification at any time. Criminal incidents will be referred to local law enforcement.

All crime victims and witnesses are strongly encouraged to report incidents to both campus security and local police. Prompt reporting will ensure timely warning notices to the campus community and timely disclosure of crime statistics.

Students living in off-campus student housing facilities should check with the apartment landlord for specific safety and security measures at their complex. Although most complexes provide keys for individuals and restrict access to apartments, the level of additional security varies from complex to complex. Crimes committed at off-campus housing should be immediately reported to the Police department with jurisdiction over the complex and as soon as reasonably possible to the Student Services office.

The campus security department maintains a policy concerning the monitoring and recording, through local police departments, of criminal activity in which students engaged at off-campus locations of student organizations officially recognized by the institution, including student organizations with off-campus housing facilities.

### **San Jose Center**

The Center is located in a public office building. This building has its own security and maintenance staff that must adhere to strict regulations of various city ordinances and routine inspections (i.e., Fire Department). The Center lists the hours it is accessible on the student bulletin board. Admittance to the Center during off hours must be arranged with the Incident Commander / Regional Director of Operations in conjunction with the building manager. Access to classroom facilities and computer laboratories is limited to those enrolled in courses. As a further safeguard, these areas are accessible only through doors with combination locks that are regularly changed.

<b><u>Location Address &amp; Phone #</u></b>	<b><u>Building Phone #</u></b>	<b><u>Fire Dept Phone #</u></b>	<b><u>Police Dept Phone #</u></b>
Carrington College San Jose Campus 5883 Rue Ferrari, STE 125 San Jose, CA 95138	408-960-0161	911	911
After hours emergency #	408-499-8806	911	911

### **SAFETY AND SECURITY**

Campus safety and security is the shared responsibility of students, faculty and staff. To enhance student, faculty and staff awareness of their responsibility for personal safety, various information and services, including but not limited to, the following are provided throughout the year:

- Pamphlets on personal safety
- Emergency safety information
- Optional renters insurance information for housing students
- Safety/security displays in the library and/or student services office
- Use of institution publications as a forum for personal safety topics
- Institution housing inspections to consider security precautions
- Escort services provided by on-duty security officer

### **Safety and Security Tips**

#### **Personal**

- Stay alert and tuned in to your surroundings.
- Communicate that you are calm, confident and know where you are going.
- Stay away from isolated areas.
- Stay on the part of sidewalks furthest away from shrubs, dark doorways and alleys.
- Walk with a companion whenever possible.
- Check the back seat before getting into a car. Keep doors locked while driving.
- Don't overload yourself with packages or wear shoes or clothing that restricts movement.
- Avoid displaying large amounts of cash or jewelry.
- Carry a purse close to your body. Carry a wallet in an inside coat or front trouser pocket.
- If you think someone is following you, abruptly switch directions and walk toward an open store, restaurant or lighted home.
- Don't hitchhike or pick up hitchhikers.
- Park in well-lighted areas.
- Avoid isolated bus stops at times when few other people are around.
- Do not reveal your name, phone number or address to strangers.
- Never admit that you are alone or that you will be away from home.

- Keep an eye on neighbors' homes or apartments while they are away and have them do the same for you.
- Keep your local police department's phone number next to your phone.

**Residence**

- Keep doors locked at all times
- Draw shades and curtains whether or not you are at home
- Keep money and jewelry locked in a safe place
- Leave a light on while you are away or use a timer
- Secure sliding glass doors with commercially available locks or a rigid wooden dowel in the track
- Don't hide spare keys in mailboxes, planters or under doormats
- Make a record of your valuables and keep it in a safe spot
- Don't leave a note that says you are not in
- Never prop doors open
- Keep ladders and tools in a locked area
- Have someone cut your lawn while you're on vacation

**Vehicle**

- Always lock your car and remove the keys. Make sure the windows are closed.
- Lock all valuables in the trunk
- Never leave an ID tag on your key ring
- Leave only the ignition key with parking attendants
- Park in well-lit areas

**Office**

- Keep your purse, wallet and other valuable items with you at all times or locked in a drawer or closet
- Never leave keys lying out
- Never leave change or cash on the desk or in a top drawer
- Notify security personnel of any suspicious persons or vehicles
- Lock doors when working after normal hours
- Report any broken or flickering lights, and doors that don't lock properly

**CAMPUS CRIME STATISTICS ARE INCLUDED AT THE END OF THIS DOCUMENT.**

**SEXUAL OFFENSE AWARENESS**

**Definitions**

Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. 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. For the purposes of this definition dating violence includes, but is not limited to, social or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic violence is defined as felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; 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; 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.

Rape is defined as the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Sexual assault is defined as any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to: fear for his/her safety or the safety of others; or suffer substantial emotional distress.

### **Procedures to Follow After an Assault**

Victims of a sexual assault or rape are strongly encouraged to report the incident in order to deter these assaults and to ensure that victims receive the services they need. Steps should be taken to help deal with the physical and emotional trauma:

1. Go to a safe place; go somewhere to receive emotional support.
2. Report a sexual assault on campus to the Dean of Student Affairs or local leadership.
3. Report the assault to the police. If requested, Carrington College will assist with notification.
4. Preserve all physical evidence. Do not shower, bathe or douche and save the clothing worn.
5. Go to the hospital for medical care. Injuries should be treated and an examination completed to document and collect physical evidence of the assault. Carrington College will assist with transportation if necessary.
6. Seek professional counseling. This can help in the recovery from the psychological effects of the assault.

Please refer to the *Resources for Victims of Sexual Assault* section of this document for a list of local resources that will provide immediate advice and assistance to victims of sexual assault or rape.

Victims of a sexual assault or rape may request a change in their academic arrangements by contacting their Student Success Center Manager. Changes will be made if feasible and reasonable to do so.

All reports filed with Carrington College will remain confidential. Staff and faculty should report any on-campus sexual offenses to the Incident Commander and the proper authorities.

### Disciplinary Action

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

### Sexual Offense Awareness

Additional information regarding Carrington College's programs to prevent an incident, as well as the procedures to follow once an incident occurs (which includes a standard of evidence that will be used during any institutional conduct proceeding arising from such a report), of domestic violence, dating violence, sexual assault, or stalking can be found in Carrington College's Sexual Misconduct Prevention and Response Policy found at <http://carrington.edu/student-consumer-info/>.

## **RESOURCES FOR SEXUAL ASSAULTS**

### **National Resources**

#### Rape, Abuse & Incest National Network

1-800-656-HOPE (4673)

<https://www.rainn.org/get-help/national-sexual-assault-hotline>

#### National Child Abuse Hotline

1-800-422-4453

[www.childhelp.org/hotline/](http://www.childhelp.org/hotline/)

#### National Domestic Violence Hotline

1-800-799-7233

1-800-787-3224 (TTY)

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

National Teen Dating Abuse Lifeline

1-800-273-8255

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

**Tribal Coalition Resources**

Strong Hearted Native Women's Coalition

P.O. Box 2488

Valley Center, CA 92082

Phone: 760-644-4781

Fax: 760-742-3422

Website: [www.strongheartedwomen.org](http://www.strongheartedwomen.org)

**State Domestic Violence Coalition Resources**

California Partnership to End Domestic Violence

P.O. Box 1798

Sacramento, CA 95814

Phone: 916-444-7163

Toll Free: 1-800- 524-4765

Website: [www.cpedv.org](http://www.cpedv.org)

**State Sexual Assault Coalition Resources**

California Coalition Against Sexual Assault

1215 K. St., Suite 1850

Sacramento, CA 95814

Phone: 916-446-2520

Text/SMS: 916-905-2272

Website: [www.calcasa.org](http://www.calcasa.org)

California –Santa Clara County

Rape Crisis 24-Hour Hotlines: 650-493-7273 or 408-287-3000

Stanford University: 650-725-9955

Domestic Violence Hotline: 1-800-572-2782

Online Resources for Victims of Sexual Assault: [www.ywca-scv.org](http://www.ywca-scv.org) or [www.victimsofcrime.org](http://www.victimsofcrime.org)

**ON-LINE RESOURCES FOR VICTIMS OF SEXUAL ASSAULT**

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

**CAMPUS SEX CRIMES PREVENTION ACT**

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



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

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

Illinois and California require an institution that contracts with a school district to provide educational services to K-12 students to collect fingerprints of any colleagues who will have regular contact with the K-12 students. This process is maintained by Human Resources.

To check registered sex offenders in a state see the State Sexual Offender Registry List section.

### **STATE SEXUAL OFFENDER REGISTRY LIST**

#### **ALABAMA**

Website: <https://app.alea.gov/Community/wfSexOffenderSearch.aspx>

Phone Number: 334-353-1172

#### **ALASKA**

Website: <http://www.dps.alaska.gov/sorweb/sorweb.aspx>

Phone Number: 907-269-0396 or 800-658-8892

#### **ARIZONA**

Website: <http://www.azdps.gov/services/public/sex-offender>

Phone Number: 602-255-0611

#### **ARKANSAS**

Website: <https://www.ark.org/offender-search/index.php>

Phone Number: 501-682-2222

#### **CALIFORNIA**

Website: <http://www.meganslaw.ca.gov/>

Email Link: [meganslaw@doj.ca.gov](mailto:meganslaw@doj.ca.gov)

#### **COLORADO**

Website: <https://www.colorado.gov/apps/cdps/sor/>

Phone Number: 303-239-4222

#### **CONNECTICUT**

Website: <http://www.ct.gov/despp/site/default.asp>

Phone Number: 860-685-8000

#### **DELAWARE**

Website: <https://sexoffender.dsp.delaware.gov/>

Phone Number: 302-739-5882

#### **DISTRICT OF COLUMBIA**

Website: <http://sexoffender.dc.gov/>

Phone Number: 202-727-4407

#### **FLORIDA**

Website: <http://offender.fdle.state.fl.us/offender/homepage.do;jsessionid=uBy8tGsCaP-sY7sXIFKNx33H>

Phone Number: 888-357-7332

### **GEORGIA**

Website: [http://state.sor.gbi.ga.gov/sort\\_public/SearchOffender.aspx](http://state.sor.gbi.ga.gov/sort_public/SearchOffender.aspx)

Email Link: [http://state.sor.gbi.ga.gov/sort\\_public/ContactUs.aspx](http://state.sor.gbi.ga.gov/sort_public/ContactUs.aspx)

### **HAWAII**

Website: <http://sexoffenders.ehawaii.gov/sexoffender/welcome.html>

Phone Number: 808-587-3350

### **IDAHO**

Website: [http://www.isp.idaho.gov/sor\\_id/](http://www.isp.idaho.gov/sor_id/)

Phone Number: 208-884-7305

### **ILLINOIS**

Website: <http://www.isp.state.il.us/sor/>

Phone Number: 217-785-0653

### **INDIANA**

Website: <http://www.icrimewatch.net/indiana.php>

Phone Number: 800-62-4779

### **IOWA**

Website: <http://www.iowasexoffender.com/>

Phone Number: 515-725-6050

### **KANSAS**

Website: <http://www.accesskansas.org/kbi/ro.shtml>

Phone Number: 785-296-8200

### **KENTUCKY**

Website: <http://kspsor.state.ky.us/>

Phone Number: 502-227-8700

### **LOUISIANA**

Website: <http://www.lsp.org/socpr/default.html>

Phone Number: 800-858-0551

### **MAINE**

Website: <http://sor.informe.org/cgi-bin/sor/index.pl>

Phone Number: 207-624-7270

### **MARYLAND**

Website: <http://www.socem.info/>

Phone Number: 410-339-5000

### **MASSACHUSETTS**

Website: <http://www.mass.gov/eopss/agencies/sorb/>

Phone Number: 978-740-6400

### **MICHIGAN**

Website: [http://www.communitynotification.com/cap\\_main.php?office=55242/](http://www.communitynotification.com/cap_main.php?office=55242/)

Phone Number: 517-241-1806

**MINNESOTA**

Website: <https://coms.doc.state.mn.us/publicregistrantsearch>

Phone Number: 651-361-7340

**MISSISSIPPI**

Website: <http://state.sor.dps.ms.gov/>

Phone Number: 601-987-1540

**MISSOURI**

Website: <http://www.mshp.dps.mo.gov/CJ38/search.jsp>

Phone Number: 888-767-6747

**MONTANA**

Website: <https://app.doj.mt.gov/apps/svow/>

Phone Number: 406-444-7068

**NEBRASKA**

Website: <https://sor.nebraska.gov/>

Phone Number: 402-471-8647

**NEVADA**

Website: <http://www.nvsexoffenders.gov/>

Phone Number: 775-684-6262

**NEW HAMPSHIRE**

Website: <http://business.nh.gov/NSOR/search.aspx>

Phone Number: 800-735-2964

**NEW JERSEY**

Website: <http://www.njsp.org/sex-offender-registry/index.shtml>

Phone Number: 609-882-2000 X2369

**NEW MEXICO**

Website:

[http://sheriffalerts.com/cap\\_office\\_disclaimer.php?office=55290&fwd=aHR0cDovL2NvbW11bml0eW5vdGlmaWNhdGlubi5jb20vY2FwX21haW4ucGhwP29mZmljZT01NTI5MA==](http://sheriffalerts.com/cap_office_disclaimer.php?office=55290&fwd=aHR0cDovL2NvbW11bml0eW5vdGlmaWNhdGlubi5jb20vY2FwX21haW4ucGhwP29mZmljZT01NTI5MA==)

Phone Number: 505-827-9297

**NEW YORK**

Website: [http://www.criminaljustice.ny.gov/SomsSUBDirectory/search\\_index.jsp](http://www.criminaljustice.ny.gov/SomsSUBDirectory/search_index.jsp)

Phone Number: 800-262-3257

**NORTH CAROLINA**

Website: <http://sexoffender.ncsbi.gov/>

Email Link: <http://sexoffender.ncsbi.gov/contact.aspx>

**NORTH DAKOTA**

Website: <http://www.sexoffender.nd.gov/>

Phone Number: 701-328-2210

**OHIO**

Website: [http://www.communitynotification.com/cap\\_main.php?office=55149](http://www.communitynotification.com/cap_main.php?office=55149)

Phone Number: 866-406-4534

**OKLAHOMA**

Website: <https://sors.doc.state.ok.us/svor/f?p=119:1:>

Email Address: [osor@doc.state.ok.us](mailto:osor@doc.state.ok.us)

**OREGON**

Website: <http://sexoffenders.oregon.gov/>

Phone Number: 503-378-3720

**PENNSYLVANIA**

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

Phone Number: 866-771-3170

**PUERTO RICO**

Website: <http://sor.cjis.pr.gov/>

Phone Number: 787-729-2121

**RHODE ISLAND**

Website: <http://www.paroleboard.ri.gov/sexoffender/agree.php>

Phone Number: 401-462-0905

**SOUTH CAROLINA**

Website: <http://scor.sled.sc.gov/ConditionsOfUse.aspx>

Phone Number: 803-896-2601

**SOUTH DAKOTA**

Website: <http://sor.sd.gov/>

Phone Number: 605-773-3331

**TENNESSEE**

Website: <http://www.tn.gov/tbi/topic/sex-offender-registry-search>

Phone Number: 888-837-4170

**TEXAS**

Website: <https://records.txdps.state.tx.us/SexOffender/PublicSite/Index.aspx>

Phone Number: 855-481-7070

**UTAH**

Website: [http://www.communitynotification.com/cap\\_office\\_disclaimer.php?office=54438](http://www.communitynotification.com/cap_office_disclaimer.php?office=54438)

Phone Number: 801-495-7700

**VERMONT**

Website: <http://vcic.vermont.gov/sor>

Phone Number: 802-241-5400

**VIRGINIA**

Website: <http://sex-offender.vsp.virginia.gov/sor/>

Phone Number: 804-674-2825

**WASHINGTON**

Website: <http://www.icrimewatch.net/washington.php>

Phone Number: 360-486-2419

**WEST VIRGINIA**

Website: <https://apps.wv.gov/StatePolice/SexOffender/>

Phone Number: 304-746-2133

### **WISCONSIN**

Website: <http://offender.doc.state.wi.us/public/>

Phone Number: 608-240-5830

### **WYOMING**

Website: [http://www.communitynotification.com/cap\\_main.php?office=55699](http://www.communitynotification.com/cap_main.php?office=55699)

Phone Number: 307-777-7181

## **ALCOHOL AND SUBSTANCE ABUSE POLICY**

Carrington College expects all members of its community; students, faculty and staff, to be familiar with and to abide by applicable state, federal and local laws regarding alcohol and drugs. Carrington College forbids the use, possession, distribution or sale of drugs, except permitted substances when taken under a doctor's prescription and consistent with a doctor's instructions. Carrington College specifically prohibits the use, possession, distribution or sale of medical marijuana on its premises or at any Carrington College-sponsored event. The unauthorized possession, distribution, sale or consumption of alcoholic beverages anywhere on Carrington College property or at Carrington College -sponsored events is also forbidden. Violation of state, federal or other local regulations with respect to illegal drugs or alcohol are subject to both criminal prosecution and campus disciplinary action. Please refer to the following sections for additional information: Drug Free Schools and Communities Act, Laws Regarding Alcohol and Drugs, School Sanctions, and Local Treatment Resources, and the Code of Conduct in the Student Handbook <http://students.carrington.edu/student-handbook/>.

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

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

Carrington College expects all members of its community including students, faculty and staff, to be familiar with and to abide by applicable state, federal and local laws regarding alcohol and drugs. Students are also responsible for knowing school regulations concerning alcohol use on campus. Carrington College forbids the unauthorized use, possession, distribution or sale of drugs or alcohol by a student anywhere on Carrington College property. Violation of these laws or regulations may subject a student to both criminal prosecution and campus disciplinary action.

Use of illicit drugs and abuse of prescription drugs pose a serious threat to mental and physical health. Alcohol is a drug. Its use in even the smallest amounts may be harmful to some people, and when used to excess, alcohol is harmful to everyone. For this reason, responsible drinking is essential and is expected of those who choose to drink.

### **Substance**

#### **Alcohol (at .08 Blood Alcohol Concentration & Above)**

Impaired motor abilities; reduced judgment; sleepiness; increased sexual desire but reduced ability to perform; nausea, vomiting; liver disorders-alcoholic hepatitis, alcoholic cirrhosis; cancer of the-tongue, mouth, throat, esophagus, liver, breast; fetal alcohol syndrome (most common symptom is mental retardation).

#### **Cannabis Marijuana Hash/Hash Oil THC**

Diminished-short term memory, motivation & cognition, coordination & concentration, oral communication, reaction time; anxiety & panic reactions; carcinogenic elements in smoke; damaged lungs & respiratory system.

#### **Cocaine (includes Crack Cocaine)**

Increased likelihood of risk taking; seizures; sleeplessness; paranoia; irregular heartbeat; can cause sudden death by stroke or heart failure, even in young users; cocaine psychosis (paranoia & hallucinations); ulceration of mucous membranes in the nose; sexual dysfunction; during pregnancy can cause severe physical & emotional problems in babies.

**Depressants, Tranquilizers, Barbiturates, Methaqualone**

Dangerous effects when mixed with alcohol; calmness & relaxed muscles; slurred speech, staggering gait, loss of motor coordination; altered perceptions; respiratory depression which can result in coma or death; disruption of normal sleep cycle; during pregnancy-birth defects, brain tumors in children; tolerance develops severe withdrawal symptoms; physical & psychological dependence.

**Other Stimulants (Excluding Cocaine), Amphetamines, Methamphetamines**

Increased heart & respiratory rates; elevated blood; decreased appetite; headaches; blurred vision; dizziness; sleeplessness; anxiety; amphetamine psychosis-violent behavior, hallucinations, delusions, paranoia; drug tolerance & dependency; mood swings; ulcers; mental confusion.

**Psychedelics, LSD, Mescaline, Psilocybin, Phencyclidine (PCP), MDMA (Ecstasy), MDA**

Distorted sense of distance, space and time; blockage of pain sensations; nausea, vomiting & diarrhea; severe mood disorders, panic depression, anxiety; greater suggestibility & feelings of invulnerability; unpredictable reactions if drugs are "cut" with impurities; tolerance after (3-4 daily doses--higher doses are required to produce same effects).

**Narcotics, Opium, Morphine, Codeine, Thebaine, Heroin, Methadone, Darvon, Demerol**

Feeling of euphoria followed by drowsiness; nausea & vomiting; respiratory depression; central nervous system depression; use of unsterile needles promotes-AIDS, hepatitis B, endocarditis (infection in the heart); women dependent on opiates have multiple pregnancy complications-spontaneous abortions, still births, anemia, diabetes.

**LAWS REGARDING ALCOHOL AND DRUGS**

**CITY OF SAN JOSE, CALIFORNIA AND STATE SANCTIONS**

**CALIFORNIA**

IN ADDITION TO THE FEDERAL LAWS, THE STATE OF CALIFORNIA HAS ITS OWN LAWS DEALING WITH CONTROLLED SUBSTANCES. ALCOHOL UNDER AGE CONSUMPTION AND/OR POSSESSION – MISDEMEANOR – DRIVING PRIVILEGES SUSPENDED FOR ONE YEAR AND \$125 LICENSE REISSUE FEE. OPEN CONTAINER IN MOTOR VEHICLE – MISDEMEANOR – FINE \$390 DRIVING UNDER THE INFLUENCE – MISDEMEANOR - - 48 HOURS TO 6 MONTHS JAIL TIME, \$390-\$1000 FINE AND \$125 LICENSE REISSUE FEE. MARIJUANA AMOUNT POSSESSED WILL DETERMINE THE PENALTY – 6 MONTHS (MIN) – 10 YEARS (MAX) – PLUS FINE ALL OTHER NARCOTICS FELONY – AMOUNT POSSESSED WITH DETERMINE PENALTY – 2 YEARS (MIN) – 10 YARS (MAX) – PLUS FINE \* INFORMATION IS GIVEN FOR FIRST OFFICE ONLY. REPEATED OFFENSES CARRY PROGRESSIVELY GREATER SANCTIONS. TRAFFICKING (SELLING) ANY OF THE ABOVE DRUGS, EXLUDING ALCOHOL, ARE ALL FELONIES. AMOUNT AND TYPE OF DRUG POSSESSED FOR SALE WILL DETERMINE PENALTY. THE ABOVE INFORMATION IS PRESENTED AS GUIDELINES FOR EDUCATIONAL PURPOSES BUT IS NOT BINDING. ACUTAL PENALTIES AND SANCTIONS IMPOSED WILL BE DETERMINED BY THE FACTS RELATING TO EACH INDIVIDUAL CALIFORNIA HEALTH AND SAFETY CODE SECTION 11550—11555 (A) NO PERSON SHALL USE, OR BE UNDER THE INFLUENCE OF ANY CONTROLLED SUBSTANCE WHICH IS (1) SPECIFICED IN SUBDIVISION (B), (C), OR (E), OR PARAGRAPH (1) OF SUBDIVISION (F) OF SECTION 11054, SPECIFIED IN PARAGRAPH (14), (15), (21), (22), OR (23) OF SUBDIVISION (D) OF SECTION 11054, SPECIDIVED IN SUBDIVISION (B) OR (C) OF SECTION 11055, OR SPECIFIED IN PARAGRAPH (1) OR (2) OF SUBDIVITION (D) OR IN PARAGRAPH (3) OF SUBDIVISION (E) OF SECTION 11055, OR (2) A NARCODIC DRUG CLASSIFIED IN SCHEDULE III, IV, OR V, EXCEPT WHEN ADMINISTERED BY OR UNDER THE DIRECTION OF A PERSON LICENSED BY THE STATE TO DISPENSE, PRESCRIBE, OR ADMINISTER CONTROLLED SUBSTANCES. IT SHALL BE THE BURDEN OF THE DEFENSE TO SHOW THAT IT COMES WITHIN THE EXCPETION. ANY PERSON CONVICTED OF VIOLATING THIS SUBDIVISION IS GUILTY OF A MISDEMEANOR AND SHALL BE SENTENCED TO SERVE A TERM OF NOT LESS THAN 90 DAYS OR MORE THAN ONE YEAR IN A COUNTY JAIL. THE COURT MAY PLACE A PERSON CONVICTED UNDER THIS SUBDIVISION ON PROBABTION FOR A PERIOD NOT TO EXCEED FIVE YEARS AND, EXCEPT AS PROVIDED IN SUBDIVISION (C), SHALL IN ALL CASES IN WHICH PROBATION IS

GRATED REQUIRE, AS A CONDITION THEREOF, THAT PERSON BE CONFINED IN A COUNTY JAIL FOR AT LEAST 90 DAYS. OTHER THAN AS PROVIDED BY SUBDIVISION (C), IN NO EVENT SHALL THE COURT HAVE THE POWER TO ABSOLVE A PERSON WHO VIOLATES THIS SUBDIVISION FROM THE OBLIGATION OF SPENDING AT LEAST 90 DAYS IN CONFINEMENT IN A COUNTY JAIL. CALIFORNIA PENAL CODE DRIVING: 647. EVERY PERSON WHO COMMITS ANY OF THE FOLLOWING ACTS AS GUILTY OF DISORDERLY CONDUCT, A MISDEMEANOR: (F) WHO IS FOUND IN ANY PUBLIC PLACE UNDER THE INFLUENCE OF INTOXICATING LIQUOR, ANY DRUG, CONTROLLED SUBSTANCE, TOLUENE, OR ANY COMBINATION OF ANY INTOXICATING LIQUOR, DRUG, CONTROLLED SUBSTANCE, TOLUENE, IN A CONDUCTION THAT HE OR SHE IS UNABLE TO EXERCISE CARE FOR HIS OR HER OWN SAFETY OF OTHERS, OR BY REASON OF HIS OR HER BEING UNDER THE INFLUENCE OF INTOXICATING LIQUOR, ANY DRUG, CONTROLLED SUBSTANCE, TOLUENE, OR ANY COMBINATION OF ANY INTOXICATING LIQUOR, DRUG, TOLUENE, INTERFERES WITH OR OBSTRUCTS OR PREVENTS THE FREE USE OF ANY STREET, SIDEWALK, OR OTHER PUBLIC WAY.

### **FEDERAL**

Federal law penalizes the unlawful manufacturing, distribution, use, sale, and possession of controlled substances. The penalties vary based on many factors, including the type and amount of the drug involved, and whether there is intent to distribute. Federal law sets penalties for first offenses ranging from less than one year to life imprisonment and/or fines up to \$10 million. Penalties may include forfeiture of property, including vehicles used to possess, transport, or conceal a controlled substance; the denial of professional licenses or Federal benefits, such as student loans, grants, and contracts; successful completion of a drug treatment program; community service; and ineligibility to receive or purchase a firearm. Federal law holds that any person who distributes, possesses with intent to distribute, or manufactures a controlled substance on or within one thousand feet of an educational facility is subject to a doubling of the applicable maximum punishments and fines. See the Federal Controlled Substances Act at 21 USC 800.

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

#### **Carrington College San Leandro**

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

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

The sanctions listed below may be imposed upon any covered person found to have violated the Code of Conduct. The listing of the sanctions should not be construed to imply that covered persons are entitled to progressive discipline. The sanctions may be used in any order and/or combination that Carrington College deems appropriate for the conduct in question.

- a) Warning - A verbal or written notice that the respondent is in violation of or has violated Carrington College regulations.
- b) Probation - A written reprimand with stated conditions in effect for a designated period of time, including the probability of more severe disciplinary sanctions if the respondent is found to be violating any Carrington College regulation(s) during the probationary period.
- c) Fines - Fines may be imposed, as determined or approved by Carrington College.
- d) Restitution - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- e) Housing Suspension - Separation of the respondent from his or her Carrington College controlled housing for a definite period of time. Conditions for readmission to housing may be specified.
- f) Housing Expulsion - Permanent separation of the respondent from Carrington College controlled housing.
- g) Carrington College Suspension - Separation of the respondent from Carrington College for a definite period of time, after which the respondent is eligible to return. Conditions for readmission may be specified.

- h) Carrington College Expulsion - Permanent separation of the respondent from all Carrington College locations and Adtalem Global Education institutions.

### **FACULTY AND STAFF**

Colleagues of the institution are prohibited from:

- While performing school business under the influence of a controlled substance
- possession, use, sale of a controlled substance
- furnishing a controlled substance to a minor.

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

\*\*These sanctions are in addition to any criminal sanctions that may be imposed. Student colleagues are subject to both colleague and student sanctions.

### **LOCAL TREATMENT RESOURCES**

The following is a sampling of local area information and treatment resources. A more comprehensive listing of available counseling and treatment programs can be obtained in the Student Central.

Alcoholics Anonymous: 408-374-8511

Narcotics Anonymous: 408-988-4200

Other Resources Dial: 211

### **STUDENT RIGHTS UNDER FERPA**

*(The Family Educational Rights and Privacy Act)*

Carrington College respects the rights and privacy of its students and acknowledge the responsibility to maintain confidentiality of personally identifiable information.

FERPA is a federal law that affords students the following rights with respect to their education records:

#### 1. THE RIGHT TO INSPECT AND REVIEW THE STUDENT'S EDUCATION RECORDS

Students have the right to review their education records within 45 days of the day the institution receives their request. Students should submit to the registrar, dean, or head of the academic department written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the official to whom the request is submitted does not maintain the records, that official will advise the student of the correct official to whom the request should be addressed.

#### 2. THE RIGHT TO SEEK AN AMENDMENT OF INACCURATE OR MISLEADING INFORMATION

Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write to the official responsible for the record, clearly identify the part of the record they believe should be changed and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when they are notified of the right to a hearing. Following the hearing, if the institution still decides not to amend the record, the student has a right to place a clarifying statement in the record. The institution is not required to consider requests for amendment to grades or disciplinary decisions.



3. THE RIGHT TO LIMIT DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION

Students have the right to consent to disclosure of personally identifiable information contained in their educational records, except to the extent that FERPA authorizes disclosure without consent. An exception that permits disclosure without consent is disclosure to school officials who have legitimate educational interests, and the disclosure of directory information. Directory information is not considered to be harmful or an invasion of privacy if disclosed. See additional information on next page.

4. THE RIGHT TO FILE A COMPLAINT WITH THE U.S. DEPARTMENT OF EDUCATION IF THE INSTITUTION FAILS TO COMPLY WITH FERPA REQUIREMENTS

Complaints should be directed to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

**DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA) designates certain student information as “Directory Information” and gives the institution the right to disclose such information without having to ask students’ permission. The items listed below as “Directory Information” may be released for any purpose at the discretion of the institution. Under the provisions of FERPA, students have the right to withhold the disclosure of any or all of the categories of information listed below. **The following information will be released unless students specifically request that their information be withheld:**

- **Directory Information:** Name, address, telephone number, email address, date and place of birth, dates of attendance, previous institution(s) attended, major field of study (program), enrollment status, degrees and awards, past and present participation in officially recognized activities.
- **Career Services:** Students approaching graduation and working with career services staff on career planning, job interviewing and resume preparation authorize release of the following records for a period of fifteen months after graduation: the resume, identifying data, academic work completed, immigration status (if applicable), and authorize career services to verify information graduates provide regarding their employment. At no time is compensation information released or published.

To Withhold Information

To have directory or career services information withheld, students must submit a written request to the Registrar. Once filed, this request becomes a permanent part of the student’s record and no information may be released until the student instructs the institution otherwise.

**VOTER REGISTRATION**

As a participant in Title IV Federal Student Financial Aid programs, Carrington College would like to remind students who are U.S. citizens of the importance of registering to vote.

If you are interested in participating in local, state, or national elections, please visit the Election Assistance Commission website at [www.eac.gov/voter\\_resources/register\\_to\\_vote.aspx](http://www.eac.gov/voter_resources/register_to_vote.aspx) to learn how you can register to vote.

**UNAUTHORIZED DISTRIBUTION OF COPYRIGHTED MATERIALS**

Carrington College strives to provide access to varied materials, services and equipment for students, faculty and staff and does not knowingly condone policies or practices that constitute an infringement of Federal copyright law. Transmitting or downloading any material that you do not have the right to make available and that infringes any patent, trademark, trade secret, copyright or other proprietary rights of any party is prohibited.

Installing or distributing pirated or unlicensed software is also forbidden. Violation of these requirements may subject students, faculty and staff to civil and criminal liabilities. Students, faculty or staff who violate federal copyright law do so at their own risk. Copyright status is applied to a work as soon as it is created. Users should assume that all writings and images are copyrighted.

Title 17 of the United States Code (17 USC §501 et seq.) outlines remedies for copyright infringement that may include some or all of the following: obtaining an injunction to stop the infringing activity; impounding and disposing of the infringing articles; an award to the copyright owner of actual damages and the profits of the infringer, or in the alternative, an award of statutory damages which may be increased if the infringement is found to be willful; an award of two times the amount of the license fee a copyright owner could have gotten; an award of the full costs incurred in bringing an infringement action, and the award of attorney's fees; and for criminal copyright infringement, fines and imprisonment.

Carrington College maintains a campus network to support and enhance the academic and administrative needs of our students, faculty and staff. Carrington College is required by Federal Law – H.R. 4137 to make an annual disclosure informing students that illegal distribution of copyrighted materials may lead to civil and/or criminal penalties. Carrington College takes steps to detect and punish users who illegally distribute copyrighted materials.

Carrington College reserves the right to suspend or terminate network access to any campus user that violates this policy and Network access may be suspended if any use is impacting the operations of the network. Violations may be reported to appropriate authorities for criminal or civil prosecution. The existence and imposition of sanctions do not protect members of the campus community from any legal action by external entities.

### **Alternatives to Illegal Downloading**

Illegal downloads hurt artists and deter the incentive to create. U.S. laws protect the rights of individuals regarding their own works. Below are lists of sites that offer free or inexpensive products that you can use without violating copyright law.

#### **FREE AND LEGAL**

##### **Clipart:**

<http://www.coolarchive.com/>

<http://www.clipart.com/>

##### **Fonts:**

<http://www.blambot.com/>

<http://www.fonts.com/>

##### **Photos:**

<http://www.freefoto.com/index.jsp>

<https://www.photospin.com/Default.asp?>

##### **Music:**

<http://download.cnet.com/windows/>

<http://www.epitonic.com/>

<http://betterpropaganda.com/>

**CARRINGTON COLLEGE-SAN JOSE ANNUAL CAMPUS CRIME STATISTICS**  
**Reported in accordance with Uniform Crime Reporting procedures and the**  
**Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act**

	<u>On Campus</u>			<u>Public Property</u>		
Total Crimes Reported for:	2014	2015	2016	2014	2015	2016
<b><u>Criminal Offenses (includes attempts)</u></b>						
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Sexual Assault - Rape	0	0	0	0	0	0
Sexual Assault - Fondling	0	0	0	0	0	0
Sexual Assault - Incest	0	0	0	0	0	0
Sexual Assault - Statutory rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
<b><u>HATE CRIMES</u></b>						
	2014	2015	2016	2014	2015	2016
If there are any hate crimes to report, please enter count here and narrative description below.	0	0	0	0	0	0
<b><u>VAWA Offenses</u></b>						
	2014	2015	2016	2014	2015	2016
Domestic violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
<b><u>Arrests</u></b>						
	2014	2015	2016	2014	2015	2016
Weapons: carrying, possession, etc.	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0
<b><u>Referral for Disciplinary Actions</u></b>						
	2014	2015	2016	2014	2015	2016
Weapons: carrying, possession, etc.	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0
<b><u>Hate Crimes</u></b>	<i>Provide narrative description of any incidents occurring during the three most recent calendar years. Include date, geographic location, and category of prejudice and offense type.</i>					
Prejudice Categories:						
Race, Religion	<i>Example: "2013: One on-campus robbery characterized by religious bias."</i>					
Sexual Orientation						
Gender, Gender Identity						
Disability						
Ethnicity						
National Origin						
On campus or public property:	2014	2015	2016			
<b><u>Total Unfounded Crimes</u></b>	0	0	0			