



EMPEROR'S COLLEGE

# ANNUAL SECURITY REPORT

2018

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# EMPEROR'S COLLEGE

## SCHOOL OF TRADITIONAL ORIENTAL MEDICINE

### **SAFETY & SECURITY INFORMATION**

Campus safety and security are important issues at the Emperor's College. Our goal is to provide students with a safe environment in which to learn and to keep students and employees well informed about campus security. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, requires institutions of higher education to provide students with the information they need to make informed decisions. The following policies and procedures are established to comply with the Clery Act.

#### **A. Timely Warnings**

Emperor's College believes that a well-informed community is an integral component in maintaining the safest campuses and facilities possible. We offer information about crime statistics to the community by providing the Annual Security Report and posting it on our website. In addition, the college administration may make crime alerts to the college community when there are reports of violent crimes or any other crime that is deemed to represent a continuing threat to Emperor's College. The decision to issue a timely warning shall be made on a case-by-case basis after consideration of the available facts, including elements such as the nature of the crime, the continuing danger or risk to the campus community, and the possible risk of compromising law enforcement efforts. Victim(s) information will be held confidential. Crime Alerts can be distributed by one or more of the following means, but are not limited to:

- Bulletins or flyers
- Mass e-mails
- Text Message

Bulletins will include information about the incident, crime prevention recommendations, and any other special instructions. These timely warnings will typically be posted within 24 hours, or once all the relative information has been received.

#### **B. Reporting the Annual Disclosure of Crime Statistics**

The school prepares this report to comply with the Clery Act. The full text of this report can be located on our web site at: [www.emperors.edu/about/annual-security-report/](http://www.emperors.edu/about/annual-security-report/). This report is prepared in cooperation with the local law enforcement agencies around our campus.

Campus crime, arrest and referral statistics include those reported to the Santa Monica Police Department, designated campus officials (including but not limited to the Chief Operating Officer), and other law enforcement agencies.

Each year notification is made to all enrolled students and employees that provides the web site to access this report. Copies of the report may also be obtained in person from the Chief Operating Officer or by calling 310-453.8300 ext. 110. All prospective employees may obtain a copy from the Chief Operating Officer or by calling the school at 310-453.8300.

### **C. Reporting of Criminal Offenses**

A truly safe campus can only be achieved through the cooperation of students, faculty and staff. As a member of the Emperor's 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 witness to or victim of a crime, immediately report the incident to local law enforcement (9-1-1) and to the appropriate college official.

Under Clery Act guidelines, a crime is "reported" when it is brought to the attention of a Campus Security Authority (CSA) or local law enforcement personnel by a victim, witness, other third party, or even the offender. It doesn't matter whether or not the individual(s) involved in the crime, or reporting the crime, are associated with the institution. If a campus security authority receives the crime information and believes it was provided in good faith, he or she should document it as a crime report. In "good faith" means there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information.

### **Campus Security Authorities**

The definition of "Campus Security Authority" (CSA) according to the federal law is as follows: "An official of an institution who has significant responsibility for students and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings."

The Campus Security Authorities at Emperor's College are:

- George Park, Chief Operating Officer. 310.453.8300 ext. 110
- Jacques MoraMarco, Academic Dean. 310.453.8300 ext. 108
- Robert Newman, Dean of Clinical Education. 310.453.8300 ext. 105
- Yun Kim, President. 310.453.8300 ext. 118

### **Other**

The campus community is also encouraged to report unsafe physical conditions along with environmental health and safety issues to any CSA.

#### **D. Confidential Reporting**

Emperor's College encourages anyone who is the victim or witness to any crime to report the incident as soon as possible. All reports will be investigated. The school does not have professional or pastoral counselors on staff, and does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to the Santa Monica Police Department. When a potentially dangerous threat to the school community arises, timely reports or warnings will be issued through email messages, text messages, the posting of flyers in the school buildings, in-class announcements, or other appropriate means.

#### **E. Access Policy**

The facilities are open Monday through Sunday according to assigned class and clinic schedules. During business hours, the school will be open to students, parents, employees, contractors, guests, and invitees. The building may also be open for educational classes for licensed professionals in Oriental Medicine or to groups securing the use of the facilities through the President. During non-business hours access to all school facilities is by key and security code, if issued, or by admittance via the President and/or the Chief Operating Officer. Emergencies may necessitate changes or alterations to any posted schedules.

#### **F. Campus Security Authority and Jurisdiction**

The school's administration attempts to provide a safe, secure educational environment for all students and employees. The school does not provide security guards on its campus premises. The ultimate authority for law enforcement at the school is the local police department. The school does not have any written agreements with local police departments for the investigation of alleged criminal offenses. School officials have the authority to contact the local police to request assistance in preventing or reacting to crime within or in the immediate vicinity of school facilities. The Chief Operating Officer is the school's coordinator of security issues. He is not authorized to arrest individuals but does have the authority to detain suspected criminal offenders if it is deemed safe to do so. The administration at the Emperor's College has a strong, working relationship with the local police and works in partnership to offer students and employees the safest possible environment.

#### **G. Security Awareness and Crime Prevention Programs**

All new enrolled students participate in a general school orientation class. During the orientation class, the need and procedure of reporting emergencies and criminal activities, campus security measures and crime prevention is discussed. Similar information is presented to new employees. In addition, information is disseminated to students and employees through tips posted in the school buildings, in-class announcements, and announcements through social media.

#### **Robbery and Assault Prevention**

- Be aware of your surroundings and the people around you.
- Walk with a companion whenever you can.

- Stay in well-lit and heavily traveled areas as much as possible.
- Walk confidently, directly, and at a steady pace. If you feel you are being followed, walk quickly to areas where there are other people.
- Conceal your valuables at all times.
- Park in lighted areas.
- Check the backseat of your car before getting in.
- Stay alert and tuned into your surroundings, including removing headphones or turning down the volume on MP3 players, telephones, or other audio devices.
- Trust your instincts. If something or someone makes you uneasy, avoid the person or leave.

### **Theft Prevention**

Do not leave backpacks, books, or other personal property unattended --not even for a minute! Never leave valuables in your vehicle.

If you absolutely need to leave valuables in your car, lock them in your glove box or trunk.

### **H. Criminal Activity Off Campus**

Emperor's College does not provide law enforcement services to off-campus activities on behalf of the school. Any off campus events are supervised by campus employees. Therefore, the school will monitor and report criminal activity at such events to local law enforcement authorities.

### **I. Safety Procedures**

All students and employees are encouraged to take an active role in maintaining a safe environment. To avoid accidents and injuries, students and employees are required to take preventative measures by:

- using equipment properly;
- following manufacturer's directions when using chemicals and products;
- Immediately wiping spills found on the floor;
- assisting elderly and disabled guests;
- keeping all aisles free from personal items and debris; and
- Immediately reporting building and equipment safety hazards to a Campus Security Authority.

### **Safety Reports**

For all minor or serious accidents, a Campus Security Authority must be called to the scene to gather the following information and submit a written report to the school's Chief Operating Officer:

- name, address, phone number of the injured person;
- name of student(s) and/or employee(s) involved in the incident;
- date and time of accident;
- description of how the accident happened; and
- name, address, phone number of other witnesses to the accident



## **J. Medical Emergencies**

Notify a Campus Security Authority immediately, in case of a medical emergency such as:

- serious fall
- apparent heart attack
- unconsciousness
- chemical product; (spills in the eye or swallowing)
- violent acts, assault, or rape

The Campus Security Authority must provide the following information:

- nature of medical problem
- address of the building
- location of the person in the building
- notify the Chief Operating Officer of the location and nature of the accident
- stay with the injured person
- have someone meet the Emergency personnel
- keep the area clear of bystanders

### **Non-Emergency (medical)**

All accidents must be reported to the Chief Operating Officer. The Campus Security Authority or personnel will attend to the injured person and determine if professional medical attention is required. If there is any doubt, we recommend the injured person see a doctor.

## **K. Emergency Notification, Response Preparation and Evacuation**

The Chief Operating Officer will immediately notify the school community upon confirmation of an emergency or dangerous situation. Emergency Notification will be distributed by one or more of the following means, but are not limited to:

- Bulletins or flyers
- Mass e-mails
- Text Message

The Chief Operating Officer has overall responsibility for coordinating and implementing the Emergency Notification, Response and Evacuation Plan. The Chief Operating Officer will ensure that the school's emergency evacuation procedures have been informed to the students and staff.

### **Bomb Threat**

In case of a bomb threat at the Emperor's College:

- immediately contact the Police or a Campus Security Authority;
- evacuate the building when directed by the Police or Campus Security Authority; and
- Remember in all situations to remain calm.

## **Fire**

Emperor's College has an alarm monitored system that is directed to the Fire Department.

In all cases when the fire alarm sounds, students and staff must:

- instruct all guests to evacuate the building;
- assist the guests who need help evacuating;
- request assistance for disabled guests to evacuate down the stairs;
- evacuate the building immediately;
- Re-enter the building only when the Fire Department or a Campus Security Authority has given clearance.

## **Escape Route**

Floorplans are posted throughout the school. Each plan will show a direct escape route. Please familiarize yourself with the escape routes in designated student and employee areas.

## **Severe Weather Warnings**

Based on weather-service information the building management will make a decision on when to evacuate team members, students, and guests.

## **Active Shooter on Campus Guidelines**

### **Immediate Actions**

If someone on campus starts shooting, take whatever actions are necessary to:

- Save your life
- Seek means of escape
- Seek physical protection

### **Once You Are Out of Danger**

Call 9-1-1, and have the following information available:

- Your name
- The location of the incident (*1807 Wilshire Blvd, Santa Monica- on the 18th St. side of the complex, upstairs or downstairs*)
- Number of shooters
- Identification of shooters
- Number of people involved
- Your location



## **Follow Directions**

Follow directions given by the police, fire, medical and other emergency personnel on scene.

## **In The Event of Evacuation**

- Exit area immediately in a safe manner.
- While exiting, tell anyone you see to exit the area.

## **When Evacuation and Exit Are Not An Option**

Shelter in place in the nearest room or office. If it is safe do so, secure the area as follows:

- Close the door (but use extreme caution if someone knocks or asks for help; it could be the shooter trying to trick you).
- Barricade the door with furniture; try to keep your body clear of the doorway.
- Turn off the lights.
- Close the blinds.
- Stay silent.
- Turn off radios, AV equipment, and computer monitors; place your cellular phone on silent
- Drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place, duck and run to it.
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof.
- Stay calm, quiet and out of sight.
- Use whatever you can to take adequate cover (concrete walls, thick desks, filing cabinets, etc.).
- Place signs in the windows advising First Responders you need help and the number of wounded (DO THIS ONLY IF YOU ARE POSITIVE THE SHOOTER WILL NOT SEE THE SIGN).
- Apply first aid but keep your safety in mind.
- Stay in place until help arrives or until circumstances allow you to exit.

## **If Outside When Shooting Occurs**

- Drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place, duck and run to it.
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof.
- When you reach a place of relative safety, stay down and do not move. Wait and listen for directions from public safety and/or law enforcement personnel.

### **If Suspect is in Close Proximity**

- An individual must use his/her own discretion about when he or she must engage a shooter for survival.
- Generally, one can lie motionless and pretend to be unconscious or confront the individual.
- Make a plan as to how you will survive the situation.
- Make a total commitment to action and act as a team with others if possible.
- Do whatever is necessary to survive the situation.

### **In the Event That There Are Hostages**

Get to a safe and/or secure location. Call the police and be prepared to give the following information:

- Identify hostage location in building or area
- Number of assailants, if known
- Number of hostages, if known
- Identity of assailant(s), if known
- Any description of assailants and weapons
- Any demands made by the assailant(s)

### **After Incident**

- Seek medical attention if needed.
- Assist police by offering any information you know about the shooter(s) and tell them what you saw and did during the incident.
- Seek counseling if needed.

### **IMPORTANT PHONE NUMBERS**

EMERGENCY	911
Santa Monica Police Dept.	310.458.8491
Los Angeles County Sheriff's Office	310.456.6600
Santa Monica Fire Dept.	310.458.8660
Santa Monica - UCLA Hospital	310.319.4870
St. John's Hospital and Health Center	310.829.5511
Emperor's College CSA's	
• George Park, Chief Operating Officer	310.453.8300 ext. 110
• Jacques MoraMarco, Academic Dean	310.453.8300 ext. 108
• Robert Newman, Dean of Clinical Education	310.453.8300 ext. 105
• Yun Kim, President	310.453.8300 ext. 118

### **L. Fire Prevention and Workplace Hazards**

It is the responsibility of all faculty and staff to alert the Chief Operating Officer of any and all conditions that could potentially pose a fire hazard or other unsafe condition in or around the building. No smoking

is permitted in the building and flammable chemicals are confined and stored in a locked area, meeting all OSHA requirements. Good housekeeping practices will be the responsibility of all faculty, staff and students. Waste materials are to be discarded in their proper places and all aisles, doorways, hallways and exit doors are to be kept clear at all times.

#### **M. Alcohol, Drugs and Weapons Policies**

Emperor's College is committed to having a drug-free and alcohol-free campus that prohibits at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students, faculty and staff.

Any student or employee in violation of this policy is subject to criminal prosecution and/or disciplinary action, including reprimand, probation, suspension, expulsion, and/or termination from employment.

The possession, transportation, and/or consumption of alcohol by individuals under the age of 21 is strictly prohibited.

Emperor's College strictly enforces the College's zero-tolerance policy, as well as federal, state and local laws, concerning the use and sale of illegal drugs.

Firearms and other dangerous weapons are not permitted on campus. Intentional use, possession, or sale of firearms or any other weapon is strictly prohibited on campus by state law.

#### **N. Alcohol and Substance Abuse Education**

The School has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of information materials, referrals, and school disciplinary actions.

A violation of any law regarding drugs or alcohol is also a violation of the school's Drug Free School Policy and will be treated as a separate disciplinary matter by the school.

Local mental health and substance abuse services are available at:

#### **Drug Counseling, Rehabilitation & Assistance Programs**

24 Hour National Addiction Hotline **1.800.559.9503**

For a list of free or sliding scale drug and alcohol rehab centers in Los Angeles, visit <http://www.freerehabcenters.org/state/california>

Additional information about drug and alcohol abuse, health risks, addiction and prevention can be accessed at the National School on Alcohol Abuse and Alcoholism ([www.collegedrinkingleadingprevention.gov](http://www.collegedrinkingleadingprevention.gov)) as well as the National School on Drug Abuse ([www.drugabuse.gov/DrugPages/DrugsofAbuse.html](http://www.drugabuse.gov/DrugPages/DrugsofAbuse.html)).

### **O. Work Place Violence**

Emperor's College is committed to providing a safe educational and work environment free from violence, threats of violence, stalking, harassment, intimidation, and other disruptive behavior.

Any person who observes or is the victim of workplace violence should report the incident to a CSA directly, by email to [george@emperors.edu](mailto:george@emperors.edu), or by calling 310.453.8300 ext 110.

Each threat or act of violence will be investigated immediately by the appropriate law enforcement agency and by the appropriate CSA.

Employees who act in violation of this policy and/or the law will be subject to discipline, up to and including dismissal. Such disciplinary action shall be in accordance with college policies.

### **P. Hate Crimes**

Hate crimes, as defined by the California Penal Code, are any act of physical intimidation, physical harassment, physical force, physical violence, or the threat of physical force and/or physical violence that is directed against any person or group of persons because of the ethnicity, race, national origin, religion, sex, sexual orientation, gender identity, disability, or political or religious beliefs of that person or group. Additionally, hate crimes may include the following: larceny-theft, simple assault, intimidation, destruction, damage, or vandalism of property.

Emperor's College does not condone hate violence and is charged with ensuring that the rights guaranteed by state law and the U.S. Constitution are protected for all people, regardless of their ethnicity, race, national origin, religion, sex, sexual orientation, gender identity, disability, or political or religious beliefs.

Incidents of hate violence can be reported to a CSA directly, by email to [george@emperors.edu](mailto:george@emperors.edu), or by calling 310.453.8300 ext 110.

**Q. Sexual Offender Registration**

In accordance to the Campus Sex Crimes Prevention Act of 2000, the Clery Act, and the Family Rights and Privacy Act of 1974, the school is providing information for where students and employees may obtain information regarding registered sex offenders. The State establishes a website as the official internet public access to the sex offender registration computerized database. In California, the website is [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov) or the national registry at <http://www.nsopr.gov>. Registry information provided under this section shall be used only for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general. The Campus Sex Crimes Prevention Act requires institutions of higher education to provide a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders can be obtained.

## EMPEROR'S COLLEGE SCHOOL OF TRADITIONAL ORIENTAL MEDICINE

### CAMPUS CRIME REPORT

The *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act* is a federal law that requires institutions of higher education (colleges and universities) in the United States to disclose campus security information including crime statistics for the campus and surrounding areas. All institutions of post-secondary education (both public and private) that participate in federal student aid programs must publish and disseminate an annual campus security report in addition to providing timely warnings of any criminal activities.

To comply with the Clery Act, Emperor's College is responsible for gathering crime statistics and providing safety information to all students, staff, faculty, visitors, and prospective students. The college's Chief Operating Officer oversees this process, which includes collection of in-house data as well as requesting statistics annually from applicable law enforcement agencies. Copies of the report are available online and may be obtained from the Chief Operating Officer by calling 310-453-8300 ext. 110. All prospective employees may obtain a copy from the Chief Operating Officer or by calling 310-453-8300 ext. 110.

Offense	On Campus			Non Campus			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
<b>VAWA Offenses</b>									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
<b>Arrests &amp; Disciplinary Referrals</b>									
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0

Drug Law Arrests Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0

**Hate Crimes** – There were no reported hate crimes for the years 2015, 2016 or 2017

**Unfounded Crimes** – There were no unfounded crimes for the years 2015, 2016 or 2017

**Off Campus Student Housing** - Emperor's College does not maintain any dormitories or other off-campus student housing properties



## EMPEROR'S COLLEGE DRUG FREE SCHOOL POLICY

Emperor's College believes that it is very important to provide a safe environment for all its students and employees. Substance abuse, while at work, school or otherwise, seriously endangers the safety of students and employees, as well as the general public, and creates a variety of problems including increased theft, decreased morale, decreased productivity, and a decline in the quality of services provided. It is also our Policy to prevent the use and/or presence of these substances in the school. Emperor's College will strive to provide an environment conducive to making conscientious and healthy decisions when students are faced with difficult choices associated with the use of legal and illegal drugs.

It is a violation of school policy for any student to:

- Use illegal drugs or misuse prescription drugs;
- Misuse of alcohol or marijuana;
- Possess, trade, manufacture, distribute, dispense, buy or offer for sale alcohol, illegal and/or prescription drugs while on duty, during break periods, or on school property;
- Arrive or return to school intoxicated from use of illegal drugs, misused prescription drugs or alcohol;
- Engage in the use of illegal drugs, misuse of prescription drugs or alcohol during school hours or while on school property (including parking lots); or
- Use prescription drugs or non-prescription drugs that may affect the safety of the student or fellow students, and members of the public,

The legal use of prescribed drugs is permitted only if it does not impair your ability to perform the essential functions as a student effectively and in a safe manner that does not endanger other individuals in the college.

If a student is taking prescribed drugs which may affect your attentiveness, cause drowsiness, or otherwise impair their abilities please notify the Academic Dean.

Students are individually responsible for being aware of applicable laws, regulations, ordinances, and the school's policy for complying with them. Emperor's College will assist in that endeavor by providing current information on an ongoing basis to all students.

### Drug & Alcohol Health Risks

**Alcohol:** People drink to socialize, celebrate, and relax. Alcohol often has a strong effect on people—and throughout history, people have struggled to understand and manage alcohol's power. Why does alcohol cause people to act and feel differently? How much is too much? Why do some people become addicted while others do not?

Alcohol's effects vary from person to person, depending on a variety of factors, including:

- How much you drink
- How often you drink
- Your age
- Your health status
- Your family history

While drinking alcohol is itself not necessarily a problem—drinking too much can cause a range of consequences, and increase your risk for a variety of problems.

**Cocaine:** Cocaine is a powerfully addictive stimulant drug. Cocaine increases levels of the natural chemical messenger *dopamine* in brain circuits controlling pleasure and movement. This flood of dopamine ultimately disrupts normal brain communication and causes cocaine's high.

Short-term effects include constricted blood vessels, nausea, faster heartbeat, extreme happiness and energy, irritability and paranoia. Long-term effects include nosebleeds, severe bowel decay, higher risk of contracting HIV, hepatitis C, and other bloodborne diseases, malnourishment, restlessness, and severe paranoia with auditory hallucinations. A person can overdose on cocaine, which can lead to death.

**Marijuana:** Marijuana contains the mind-altering chemical THC and other related compounds. THC over-activates certain brain cell receptors, resulting in effects such as altered senses, changes in mood, impaired body movement, difficulty with thinking and problem-solving, and impaired memory and learning. Marijuana use can have a wide range of health effects, including hallucinations and paranoia, breathing problems, and possible harm to a fetus's brain in pregnant women. Marijuana use can cause some very uncomfortable side effects, such as anxiety and paranoia and, in rare cases, extreme psychotic reactions. Marijuana use can lead to a substance use disorder, which can develop into an addiction in severe cases.

**Hallucinogens and Dissociative Drugs:** Hallucinogens and dissociative drugs—which have street names like acid, angel dust, and vitamin K—distort the way a user perceives time, motion, colors, sounds, and self. These drugs can disrupt a person's ability to think and communicate rationally, or even to recognize reality, sometimes resulting in bizarre or dangerous behavior. Hallucinogens such as LSD, psilocybin, peyote, DMT, and ayahuasca cause emotions to swing wildly and real-world sensations to appear unreal, sometimes frightening. Dissociative drugs like PCP, ketamine, dextromethorphan, and *Salvia divinorum* may make a user feel out of control and disconnected from their body and environment. In addition to their short-term effects on perception and mood, hallucinogenic drugs are associated with psychotic-like episodes that can occur long after a person

has taken the drug, and dissociative drugs can cause respiratory depression, heart rate abnormalities, and a withdrawal syndrome.

**Methamphetamine:** The abuse of methamphetamine—a potent and highly addictive stimulant—remains an extremely serious problem in the United States. The consequences of methamphetamine abuse are terrible for the individual—psychologically, medically, and socially. Abusing the drug can cause memory loss, aggression, psychotic behavior, damage to the cardiovascular system, malnutrition, and severe dental problems. Methamphetamine abuse has also been shown to contribute to increased transmission of infectious diseases, such as hepatitis and HIV/AIDS.

#### **Reasonable Search:**

To ensure that illegal drugs and alcohol do not enter or affect the school, Emperor's College reserves the right to search all vehicles, containers, lockers, or other items on school property in furtherance of this Policy. Individuals may be requested to display personal property for visual inspection upon the school's request. Searches will be conducted only where Emperor's College has reason to believe that the student has violated the school's Policy. Failure to consent to a search or display of personal property for visual inspection will be grounds for discipline, up to and including termination from the school or denial of access to school premises. Searches of a student's personal property will take place only in the student's presence. All searches under this Policy will occur with the utmost discretion and consideration for the student involved. Individuals may be required to empty their pockets, but under no circumstances will a student be required to remove articles of clothing to be physically searched.

#### **Student Assistance:**

Emperor's College holds all students accountable in terms of substance use but also supports getting help for students. Students who come forward voluntarily to identify that they have a substance problem will not be reprimanded. It is important for the student to come to an understanding regarding the extent of the problem in order to correct the problem and be able to avoid future usage in violation of the school's Policy. This is required in order to correct the problem and be able to avoid violating the school's Policy in the future. If the student is willing to actively engage in resolving the substance use problem, the school will refer the student to a Substance Abuse Professional for an assessment and possible outpatient counseling at the student's expense. This leave will be conditioned upon receipt of reports from the treatment providers that the student is cooperating and making reasonable progress in the treatment program. The student will be permitted to return to school only if (s)he passes a drug /alcohol test and has satisfactory medical evidence that (s)he is fit for attendance.

This protection does not cover a student who confesses a problem after an incident or accident that requires a substance use test, or after being notified that a reasonable suspicion test is required.

**Disciplinary Action:**

Violation of this Policy will result in the student's immediate termination. Re-admittance may be considered after 60 days. To be considered for re-admittance, the student must provide proof of having satisfactorily attended treatment that is provided by a Substance Abuse Professional (SAP) and/or prescribed by a SAP and completed a drug and/or alcohol test, determined by which test was previously positive, with a negative test result. If the student is re-admitted, (s)he must complete the prescribed follow-up testing by the SAP or by law, as applicable, to continue attending Emperor's College. Treatment and follow-up testing will be at the expense of the student. Emperor's College may terminate a student who has entered a rehabilitation program for violations of the Drug Free School Policy or any other school policy in accordance with the procedures set forth in the Catalog and Student Handbook.

**Confidentiality:**

All information, interviews, reports, and statement memoranda, written or otherwise, received by Emperor's College as part of this drug program are confidential communications. Unless authorized by state laws, rules or regulations, the school will not release such information without a written consent form signed voluntarily by the student. Information will not be released unless such information or records are compelled by a court or a professional or occupational licensing board.

**Biennial Review:**

The school will review the drug and alcohol prevention program every two years on the odd number year. Any recommendations/data and or assistance available to substance abusers will be updated and distributed to all students and staff of Emperor's College.

**Notice of Federal Student Aid (FSA) Penalties for Drug Law Violations:**

The Higher Education Opportunity Act requires institutions to provide to every student upon enrollment a separate, clear and conspicuous written notice with information on the penalties associated with drug-related offenses under existing section 484(r) of the HEA. It also requires an institution to provide a timely notice to each student who has lost eligibility for any grant, loan, or work-study assistance as a result of penalties under 484(r)(1) of the HEA a separate clear, and conspicuous written notice that notifies the student of the loss of eligibility and advises the student of the ways in which to regain eligibility under section 484(r)(2) of the HEA. Students are hereby notified that federal guidelines mandate that a federal or state drug conviction can disqualify a student for Federal Student Aid funds. Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid—they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when he/she was a juvenile, unless the student was tried as an adult.

The Higher Education Act of 1965 as amended (HEA) suspends aid eligibility for students who have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid (grants, loans, and/or

work-study). If you have a conviction(s) for these offenses, call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243) to complete the "Student Aid Eligibility Worksheet" to find out how this law applies to you.

If you have lost federal student aid eligibility due to a drug conviction, you can regain eligibility if you pass two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the U.S. Department of Education.

By completing the FAFSA, you may be eligible for nonfederal aid from states and private institutions even if ineligible for Federal Aid. If you regain eligibility during the award year, notify your financial aid administrator immediately. If you are convicted of a drug-related offense after you submit the FAFSA, you might lose eligibility for federal student aid, and you may be liable for returning any financial aid you received during a period of ineligibility.

**School Flexibility:**

Emperor's College reserves the right to alter or amend any portion of this policy at any time without prior notice. The school reserves the right to alter or modify this policy in a given situation depending on the totality of the circumstances. Time periods stated herein for the performance of any act or provision of any notice by the school are for guidance only and failure of the Emperor's College to strictly meet any time frame provided herein shall not preclude the school from taking any action provided herein. Under no circumstances shall failure to perform any act within the time frames herein excuse or relieve any student from his or her obligations, act to nullify any positive test, or relieve any student from the consequences of any positive test, or any other violation of this Policy.