

To comply with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act the Institute's president prepares an annual report to disclose information regarding crimes on and adjacent to the school's campus. In cooperation with local law enforcement agencies this information will provides students and families with the information they need to make informed decisions. The following policies and procedures are set in place to comply with the Cleary Act.

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

Campus crime, arrest, and referral statistics include those reported to school, designated campus officials, and local law enforcement agencies. Copies of the report may also be obtained at the administrators office or by calling 207-621-9941 ext 203

#### **Reporting of Criminal Offenses**

Aveda Institute Maine encourages all students and employees to report emergencies or criminal actions immediately. This includes any criminal action that involves personal injury or damage, and or any criminal action that involves injury to property or buildings. The president and the school director are responsible for responding to any emergencies and or criminal actions. If not available, other staff members will be responsible for responding to any emergency.

Security 207-242-1223      School Office 207-621-9941 ext 2      President/Director 207-621-9941 ext 203

The school attempts to provide a safe, secure educational environment for all students and employees. Aveda Institute Maine does not have law enforcement powers but will contact the Augusta Police Department if needed. Information regarding to the number and types of criminal actions occurring on school's campus or adjacent to the campus is collected by the President and the school director and compiled annually. This information can be located at the school's office and is provided to students and staff through publications, bulletin boards and web site. Crimes should be reported to the school to ensure inclusion in the annual crime statistics and to help in providing timely warnings to the community.

#### **Timely Warnings**

In the event that a situation arises, either on or off campus, the school President or director determines a threat a campus wide "timely warning" will be given. The warning will be issued through the most effective and efficient means available and may include instant messaging to faculty and staff and e-mail notification to faculty, staff, and students. Depending on the circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the president or any member of his senior administrative staff may post a notice on the Capilo Institute's web site [www.capilo.com](http://www.capilo.com). In such instances, a copy of the notice will be posted in common areas of the school. Anyone with information warranting a timely warning should report the circumstances to the school's office at 207-621-9941 ext 204

#### **Confidential Reporting**

Anyone who is the victim or witness to any crime at Aveda Institute Maine is encourages to report the incident as soon as possible. All reports will be heard and investigated. Aveda Institute Maine does not have any procedures for voluntary or confidential reporting of crime statistics. Any violations of the law will be referred to the school director and the school's president . In the case of a potentially dangerous threat to the school, timely reports or warnings will be issued through an intercom announcement, web posting, in-class announcements, or other means.

#### **Access Policy**

During normal business hours (Monday through Friday 8:30 am to 5:00 pm), the school will be open to students, clients, parents, employees, contractors, guests, and invitees. During non-business hours, access to all school facilities is by key if issued, or by admittance via staff. In addition, contractors may be provided temporary access to facilities to perform service or construction work during periods the school is closed. Special arrangements should be made to assure that building security is provided during these periods.

#### **Campus Authority and Jurisdiction**

Aveda Institute Maine attempts to provide a safe and secure environment for all students and employees. The institute has no law enforcement powers and any problems should be directed to the Augusta Police Department.

#### **Security and Awareness Programs**

On the first day of attendance each students will be provided an orientation. The orientation will cover the procedures of campus security, emergencies, reporting criminal activities, and crime prevention. This information is also presented to new employees. On occasions these procedure can be updated, any changes will be posted on the schools bulletins boards.

#### **Sexual Assault Prevention and Responses**

If you are a victim of a sexual assault, your first priority should be to get to safety and get any necessary medical treatment. Any sexual assault should be reported to the school's president immediately. Time is a very important factor for evidence collection. In the case of filing a report with the school will not obligate the victim to prosecute or cause the victim to scrutiny or judgment from the school's officials. A list of agencies offering assistance and counseling on sexual assault and sexual harassment can be located on the schools bulletin boards.

#### **Sexual Offender Registration**

The Campus Sex Crimes Prevention Act of 2000, the Jeanne Clery Act, and the Family Rights and Privacy Act of 1974, the school's bulletin boards will provide a web site of sex offenders on the ME registry. Institutions of higher education according to the Campus Sex Crimes Prevention Act are required to provide a information regarding registered sex offenders.

#### **Alcoholic Beverages or Controlled Substances**

Aveda Institute Maine prohibits the distribution, dispensing, possession, or use of any controlled substance including alcohol while in the workplace and the school grounds. Disciplinary action and or termination will result to any employee or student violating this policy as outlined in the student handbook/catalog .

## **Crime Report**

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## **Campus Crime Statistics**

Offense	On Campus			Non Campus			Public Property		
	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0	0	0	0
Sex Offenses - Non-Forcible	0	0	0	0	0	0	0	1	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	1	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
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 Abuse Arrests	0	0	0	0	0	0	0	0	0
Drug Abuse Arrests Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Weapons Possession Arrests	0	0	0	0	0	0	0	0	0
Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0

### **On-Campus**

Buildings and or property owned or controlled by the institution within the geographic area and used by the institution. This would all buildings related to the institution for educational purposes and include residence halls or any building or property that are located on the campus.

### **Non-Campus Buildings or Property**

Buildings or property owned by other organizations that are officially recognized by the institution.

### **Public Property**

All other public property immediately adjacent to and accessible from the campus. This includes thoroughfares, streets, sidewalks, and parking facilities, and buildings that are next to or adjacent to the campus.

### **Hate Crimes**

No reported hate crimes for the years 2013, 2014 or 2015 based on race, religion, sexual orientation, gender, disability, or ethnicity/national origin. Criminal offense categories included murder/non-negligent manslaughter, negligent manslaughter, sex offenses- forcible, sex-offenses- non-forcible including incest and statutory rape, robbery, aggravated assault, motor vehicle theft, arson, simple assault, larceny-theft, intimidation, and destruction/damage/vandalism of property.

### **Campus Searches**

Effective September 1, 2009, Aveda Institute Maine teamed up with the Augusta Police Department in an effort to keep the school as safe as possible. The school has agreed to allow for search in all areas of the school to include empty classrooms, parking lots, and hallways. These searches will be held randomly and unannounced. Any questions concerning this should be directed to the Office at 207-621-9941 ext 203

## **Safety and Security Tips**

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- Close all windows when you car is parked in the parking lot..
- Always lock the doors and trunk of your car.
- Do not leave valuables in plain view.
- Keep your home keys and your car keys separate.
- Never attach a tag with your name & address to your key ring.
- Avoid parking on the street and avoid areas of parking that limit your visibility.
- Never leave your valuable items unattended.
- Avoid walking alone or waiting for a ride in the dark.