



## **Annual Security Report Lawrenceville Campus 2016**

**755 Lawrenceville – Suwanee Road  
Building 1300  
Lawrenceville, Georgia 30043  
(770) 990-0762**

# KEUNE ACADEMY BY 124 CRIME POLICIES AND CAMPUS SAFETY

Campus Security and safety are important issues in postsecondary education today. As required by the U.S Department of Education Keune Academy by 124 is committed to ensure we are in compliance with the act known as the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*, or *Clery Act*. This act provides students and families, as higher education consumers, with the information they need to make informed decisions regarding safety.

The Financial Aid Director of Keune Academy by 124 prepares this report to comply with the *Jeanne Clery Disclosure of Campus Security and Crime Statistics Act*. The full report is located in our Administrative offices and will be distributed to anyone who may make a request for the document. This report is prepared in cooperation with the local law enforcement agency surrounding our campus. All request for the report can be in person or emailed to the General Manager or Financial Aid Director of Keune Academy by 124.

## Policies

### Reporting for the Annual Disclosure of Crime Statistics

Campus crime, arrest and referral statistics include those reported to the Gwinnett County Police Department. These crimes may also include crimes that have occurred at the surrounding businesses in The Shoppes of Creekside shopping center where the school campus is also located.

Each year an e-mail notification is made to all enrolled students, faculty and staff that provides information on how to access this report. Copies of this report may also be obtained at the Administration offices by calling the General Manager; Mary Bennett.

Any suspicious activity seen in the parking lot, shopping center, or surrounding areas should be reported to the Gwinnett Police Department. For non-emergency situations please contact the General Manger, Financial Aid Director, or Rachel Galindo.

General Manager	Mary Bennett	678-990-0762 ext: 4225 <a href="mailto:Mbennett@keuneacademyby124.edu">Mbennett@keuneacademyby124.edu</a>
Financial Aid Director	Keisha Whittaker	678-990-0762 ext: 4227 <a href="mailto:Kwhittaker@keuneacademyby124.edu">Kwhittaker@keuneacademyby124.edu</a>
Student Services	Rachel Galindo	678-990-0762 ext: 4226 <a href="mailto:Rgalindo@keuneacademyby124.edu">Rgalindo@keuneacademyby124.edu</a>

### Timely Warnings

In the event that a situation arises that, in the judgment of Administration personnel, Student Services, General Manager or Owners of Keune Academy by 124, constitutes an ongoing or continuing threat, a campus “timely warning” will be issued. This warning will be opportune and aid in the prevention of similar crimes. The warning will be issued through email system, memos and announcements to students, faculty and staff. Anyone with information warranting a timely warning should report circumstances to any of the following departments:

General Manager	Mary Bennett	678-990-0762 ext: 4225 <a href="mailto:Mbennett@keuneacademyby124.edu">Mbennett@keuneacademyby124.edu</a>
Financial Aid Director	Keisha Whittaker	678-990-0762 ext: 4227 <a href="mailto:Kwhittaker@keuneacademyby124.edu">Kwhittaker@keuneacademyby124.edu</a>
Student Services	Rachel Galindo	678-990-0762 ext: 4226 <a href="mailto:Rgalindo@keuneacademyby124.edu">Rgalindo@keuneacademyby124.edu</a>

## **Crime Reporting**

Keune Academy by 124 encourages anyone who is a victim or a witness to any crime to promptly report the incident to the police. Police reports are public records, therefore, under state law, the police department cannot hold reports of a crime in confidence. Keune Academy by 124 does not allow voluntary confidential crime reporting.

## **Access Policy**

During business hours, Keune Academy by 124 will be open to students, parents, employees, contractors, clients and invitees. During non-business hours access to Keune Academy by 124 is by key, if issued.

All clients, guest or contractors must sign in on the log sheet provided at the Guest Services to document their presence. Emergencies may necessitate changes or alterations to the policy of access to Keune Academy by 124. Areas that are revealed as problematic are reviewed with the owners of Keune Academy by 124. The review evaluates security issues such as locks, alarms, lighting, security cameras and communications. Keune Academy by 124 does not have any campus residences.

## **Campus Enforcement Authority**

Keune Academy by 124 does not employ Security Personnel. The Shoppes of Creekside does employ a Security Office to monitor the entire Shopping Center. 860 Duluth Hwy, Lawrenceville, Ga 30043 and 755 Lawrenceville Suwanee Rd, Lawrenceville, Ga 30043. The Security Officer does not have arrest authority, however the security officer has direct contact with the local Gwinnett County Police Department.

## **General Procedures for Reporting a Crime or Emergency**

Keune Academy by 124 does not have individual campus security. Students, staff and guests are encouraged to report all crimes and public safety related incidents to the Administrative staff and/or General Manager of Keune Academy by 124 in a timely manner. To report a crime or an emergency on Keune Academy by 124 campus, please call 911 for the Gwinnett County Police Department. To report a non-emergency security or public safety related matter, call Keune Academy by 124: 678-990-0762 ext 4226.

Crimes should be reported to Keune Academy by 124 to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the students, staff and guests when appropriate. Victims and witnesses are encouraged to report crimes, but it is solely on a voluntary basis. If you need to seek professional help after having been a victim of a crime contact the following counseling center:

New Beginnings Counseling  
1585 Old Norcross Rd. Suite 203  
(770) 831-1799

All reports will be investigated. Keune Academy by 124 does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to the local law enforcement agency, The Gwinnet County Police Department and, when appropriate, to the General Manager and Owners of Keune Academy by 124 for review. When a potentially dangerous threat to Keune Academy by 124 arises, timely reports or warnings will be issued

through e-mail announcements, the posting of flyers, in class announcements, memos or other appropriate means.

1. In the event of a burglary or robbery:
  - a. Remain calm and agreeable with the culprit(s).
  - b. Do not attempt any heroic measures.
  - c. Report all burglaries to the local police.
  - d. When reporting a burglary or robbery:
    - i. Indicate the name of the institution.
    - ii. Indicate your name.
    - iii. Indicate time and date of incident.
    - iv. Indicate any injuries, if known.
    - v. Indicate the number of suspects involved.
    - vi. Indicate any descriptive information.

*Note:* An incident must meet three conditions to be classified as a burglary. There must be evidence of unlawful entry, the unlawful entry must occur within a structure and the unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft.

2. In the event of larceny:
  - a. Remain calm and agreeable with the culprit(s).
  - b. Do not attempt to determine if person(s) are innocent or guilty.
  - c. Report all larceny to the local police.
    - i. Indicate the name of the institution.
    - ii. Indicate your name.
    - iii. Indicate time and date of incident.
    - iv. Indicate any injuries, if known.
    - v. Indicate the number of suspects involved.
    - vi. Indicate any descriptive information.

3. In the event of an accident:
  - a. Report the event to the school Director of Education or Manager on duty.
  - b. The school Director of Education or Manager will do the following:
    - i. Determine if emergency help is needed. If so, he or she will call for it.
    - ii. Fill out an accident report. Include the cause, name(s) of those involved, the date, time, circumstances, and explanation of any witnesses.
    - iii. Report all the information to the management.
    - iv. If necessary, notify parents or family of victim(s).

4. In the event of a general emergency within the school premises, please notify school's administration immediately and remain calm. The Director of Education or Manager will determine whether a significant emergency exists by evaluating the situation and consulting the local police authorities.

## **Emergencies Procedures**

In an emergency, evacuation of the school should ensue as rapidly and safely as possible. The plan accounts for two scenarios of evacuation, which are;

1. In-place evacuation: Keeping students and employees in the building and securing the location for the emergency at hand.
2. On-site evacuation: Moving the students and employees out of the building in a timely, organized manner and relocate to another area.

In the event of a fire, bomb threat, electrical, chemical, or other emergency that would require the evacuation of the building, all staff members should adhere to the following;

1. Call 911.
2. Make sure all students and employees are accounted for and safe.
3. Make sure all students and employees are evacuated a safe distance from the building.
4. Notify the Director of Education or General Manager immediately.
5. Do not approach or reenter the building without approval from the proper authorities.

## **Illness or Injury**

### **A: Minor**

1. Treat the injury with medical supplies on hand.
2. Evaluate periodically to see if further medical attention is required.

### **B: Major**

1. Employ first aid techniques as trained, as needed.
2. Call 911 for immediate medical attention.
3. If illness needs doctor attention, but not the attention of emergencies services, the staff should arrange transportation to the nearest emergency room.  
\*Gwinnett Medical Center\*

## **Bomb Threats**

1. Any bomb threat should be treated as real until proven otherwise.
2. Suspicious objects should be reported to the local authorities.
3. Evacuation should be as far from the building to a safe location.
4. Upon arrival, a facility director should assist in identifying the unidentified object to the authorities.
5. Prior to the reentry of the building, proper authorities should be consulted.

## **Tornado/Severe Weather Watches and Warning Procedures**

1. The safe place designated by the Director of Education or General Manager is the hallway in the middle of the building.
  - a. All students and employees will be moved to this designated area in the event of severe weather.

- b. Make sure to conduct a head count prior to moving to the safe location, after arriving at the safe place and after leaving the designated area.
- 2. After the storm has passed:
  - a. Staff members should conduct a head count.
  - b. Provide first aid for those in need and call 911 in the case of an emergency.
  - c. Check the building for damages.
  - d. Turn on and test utilities.

**Fire Procedures**

In the event that there is a fire during school hours the students and employees should enact the following procedures;

- 1. Evacuate the area of the fire. Smoke and heated gasses collect in near the ceiling first, therefore, stay low.
- 2. Activate the fire alarm.
- 3. Call 911, indicating the need for assistance from the fire department and law enforcement. Other communication networks should be identified and utilized in the event that the fire has caused the telephone system to become out of order.
- 4. Make sure that all students and employees are accounted for and safe. Move to another location as required.
- 5. If the fire is small, and controlled, any of the staff’s fire extinguishers may be used to extinguish it, if the staff member operating the fire extinguisher has been properly trained.

\*The use of a fire extinguisher by a staff member should only be undertaken if there is no imminent danger\*

Type of Incident	Number of Occurrences	Cause of Fire
Unintentional Fire	0	N/A
Intentional Fire	0	N/A
Undetermined Fire	0	N/A
Number of injuries resulting in treatment	0	N/A
Deaths related to Fire	0	N/A
Value of Property Damage Caused by Fire	0	N/A

**Security Awareness on Campus**

During Orientation, scheduled every 8 weeks for Keune Academy by 124 start dates, information is disseminated to students and employees of Keune Academy by 124 policies of campus crime reporting. The staff will review its evacuation plans and procedures during orientation.

If an emergency occurs in which students and staff are in danger, information is released through security alerts, memos and classroom announcements. Police authorities will be contacted for assistance. Do not exit the building unless you have been directed to do so by an administrator or instructor. Please listen to those in charge and follow the directions given to you; remain calm. The staff will direct you where to go in the event of an emergency in order to ensure your safety.

We encourage all students when leaving the facility to walk with friends or someone you know well (the BUDDY System). Students are to follow The Student Rules and Responsibility Policy by leaving student ID badge with an instructor.

Keune Academy by 124 does not currently have any other Security Awareness programs at this time.

### **Crime and Accident Prevention**

The school does not assume liability for any stolen property. Therefore, students and employees should keep their personal belongings locked in the student lockers, which have been provided. We encourage students not to bring expensive jewelry, money or other valuables to campus. These items should be left at home to reduce chances of theft.

Keune Academy by 124 reserves the right to prosecute any student or employee to the full extent of state and federal law for any crime violation committed on the school premises. The school will take into consideration the specifics of any student who may be accused of a crime on a case-by-case basis. Which may include suspension or termination from school. Criminal violations include, but are not limited to, the following;

- Murder
- Rape
- Forcible sex offense
- Non-forcible sex offense
- Larceny/Theft
- Simple or aggravated assault
- Unlawful consumption or possession of alcohol or other controlled or illegal substance
- Hate crime including theft, simple assault, intimidation, or vandalism
- Burglary-There must be evidence of trespass and intent to commit theft
- Robbery

Further preventative measure include:

1. Students and/or employees shall not be permitted to consume illegal or controlled substances, including alcoholic beverages, during school hours.
2. Students and/or employees shall not be permitted to have any illegal, or otherwise dangerous, weapons in their possession or on school property. Violation of this will result in the confiscation of the weapon, possible prosecution, and possible termination from enrollment or employment.
3. Employees and/or students must never remain alone within the facility after closing hours without approval from administration. If approval has been given, the outside door must remain locked throughout the duration of the stay.
4. All employees should make sure that all doors and offices remain securely locked at all times. When leaving the premises, employees must always check the door to ensure it is secure.
5. Students and/or employees shall report any and all hazardous conditions including: faulty or broken equipment, water leaks, chemical spills, exposed electrical wires, etc.
6. Students and/or employees should not attempt to repair damaged electrical equipment. Report the problem to administration.

7. Students and/or employees should handle all equipment correctly. The school will **not** be responsible for accidents caused by the inappropriate, or negligent use of any of its equipment.
8. Students and/or employees shall not be permitted to use unauthorized equipment. The school will **not** accept liability for accidents involving such unapproved equipment.
9. Students and/or employees should report any unusual health conditions upon admission or employment. All such conditions will be kept confidential among the school management.

## **Substance Abuse**

The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Violators are subject to school disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public is illegal. It is also a violation of Keune Academy by 124 Policy for anyone to consume or possess alcohol in any public or private area of campus.

Keune Academy by 124 has been designated “Drug free”. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such Laws are strictly enforced at Keune Academy by 124. Violators are subject to immediate termination of enrollment or employment, as well as the full extent of the law. To help regulate the knowledge of substance abuse on campus every student is eligible to be picked at random for a drug test throughout their duration of enrollment.

### *Prevention Programs*

Keune Academy by 124 has developed a program to prevent the illicit use of drugs and abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, counseling services, referrals and school disciplinary actions. Keune Academy by 124 Administrative Offices, including Student Services and the General Manager, provides an overall coordination of The Drug- Free School Policies.

The following lists are the entities provided for those who are seeking help and information regarding alcohol and drug abuse.

Drug Abuse Action Addiction Helpline  
Atlanta, GA  
Phone: 678-320-0001

Marr Inc. Women’s Recovery Center  
275 West Pike Street  
Lawrenceville, GA 30045  
Phone: 678-805-5170  
[www.marrinc.com](http://www.marrinc.com)

Toxicology Associates of North Georgia  
Gwinnett Inc.  
1895 Beaver Ridge Circle, Suite N  
Norcross, Ga 30071  
Phone: 770-248-1616  
[www.methadonetreatment.com](http://www.methadonetreatment.com)

Project Adam Community Assistance Center,  
Inc.  
112 Lanthier Street  
Winder, Ga 30680  
Phone: 770-867-8003

GPA Treatment Inc.  
4255 Chamblee-Tucker Rd  
Doraville, Ga 30340  
Phone: 770-493-1922

Atlanta Family Counseling Center, Inc.  
190 Camden Hill RD. Suite A  
Lawrenceville, Ga 30045  
Phone: 770-513-8988  
[www.atlantafamilycounselingcenter.com](http://www.atlantafamilycounselingcenter.com)

Alcoholics Anonymous  
Phone: 404-525-3178  
<http://www.gwinnettaa.org/>

### **Criminal Activity off Campus**

Keune Academy by 124 monitors and records any criminal activity that takes place at a school event off campus by contacting local police agencies to ensure that all off-campus activities are conducted in safe and secure facilities. Each of these events is supervised by teachers and staff at the school.

### **Student Right to Know Policy:**

All the criminal activity and accidents that occur on the school premises must be reported to the General Manager, Office of Student Services or Director of Education. Those in charge of the information should make the information available to student and employees, although he or she should keep the personal information confidential. The Director of Education or the General Manager will execute the following procedures relating to criminal activity and accidents that occur on campus.

1. A confidential file will be kept that describes each accident and criminal incident in detail. The file must include dates, times, names, extenuating circumstances, agencies notified, etc.
2. Statistics regarding the incident of rape, burglary, drug violations, motor vehicle theft, murder and simple or aggravated assaults that occurred within the institution will be available to any and all students and/or employees upon request.
3. Statistics concerning the number of arrest for on-campus crimes of murder, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, liquor laws violations, drug law violations, illegal weapon possessions, arson, negligent manslaughter and non-negligent manslaughter during the calendar years of 2015 are listed on the following page.

<u>Type of Crime</u>	<u>Number of Occurrences</u>	<u>Number of Arrest</u>
Murder	0	0
Forcible Sex Offenses	0	0
Non-forcible Sex Offenses	0	0
Robbery	0	0
Simple or Aggravated Assault	0	0
Burglary	0	0
Motor Vehicle Theft/Larceny	0	0
Larceny (Non-vehicle)	0	0
Vandalism	0	0
Arson	0	0
Liquor Law Violation	0	0
Drug Law Violation	0	0
Illegal Weapons Possessions	0	0
Negligent Manslaughter	0	0
Non-Negligent Manslaughter	0	0
Hate Crimes	0	0
Hate Crimes based on Race*	0	0
Hate Crimes based on Gender*	0	0
Hate Crimes based on Religion*	0	0
Hate Crimes based on National Origin*	0	0
Hate Crimes based on Gender Identity*	0	0
Hate Crimes based on Sexual Orientation*	0	0
Hate Crimes based on Ethnicity*	0	0
Hate Crimes based on Disability*	0	0
Hate Crimes based in Larceny*	0	0
Hate Crimes based on Theft (except motor vehicle)**	0	0
Hate Crimes based on Simple Assault**	0	0
Hate Crimes based on Intimidation***	0	0
Hate Crimes based on Destruction of Property****	0	0
Hate Crimes based on Damage to Property****	0	0
Hate Crimes based on Vandalism****	0	0

\*The school will separately report any hate crimes by category of prejudice and by type of crime if any are reported during the reporting period.

\*\*The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included.

\*\*\*To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

\*\*\*\*To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

## **Violence against Woman Act**

The following document has been designed to inform all students and employees of the *Violence Against Women Act* and outlines Keune Academy by 124's commitment to the health and safety of its students and employees. This annual disclosure document is done each year by contacting the local police department and the building management to compile the statistics used in the report. This document explains the school's policy regarding crime and prevention, public safety, and criminal reporting procedures. This document will also be provided to all prospective students and staff and will be reviewed with all students during orientation and with staff at the time of hire. The school will also provide a yearly training in October of each year when the new statistics are available. The training promotes awareness and prevention of rape, acquaintance rape, domestic violence, sexual assault and stalking, and also outlines options for reducing the risk of such offenses occurring, the warning signs of abusive behavior, and how to avoid potential attacks. Please read this document carefully and ask questions if you feel confused or uncertain.

### **Domestic Violence**

Domestic violence as a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

***Physical Abuse:*** Hitting, slapping, shoving, grabbing, pinching, biting, hair pulling, etc are types of physical abuse. This type of abuse also includes denying a partner medical care or forcing alcohol and/or drug use upon him or her.

***Sexual Abuse:*** Coercing or attempting to coerce any sexual contact or behavior without consent. Sexual abuse includes, but is certainly not limited to, marital rape, attacks on sexual parts of the body, forcing sex after physical violence has occurred, or treating one in a sexually demeaning manner.

***Emotional Abuse:*** Undermining an individual's sense of self-worth and/or self-esteem is abusive. This may include, but is not limited to constant criticism, diminishing one's abilities, name-calling, or damaging one's relationship with his or her children.

***Economic Abuse:*** Is defined as making or attempting to make an individual financially dependent by maintaining total control over financial resources, withholding one's access to money, or forbidding one's attendance at school or employment.

***Psychological Abuse:*** Elements of psychological abuse include - but are not limited to - causing fear by intimidation; threatening physical harm to self, partner, children, or partner's family or friends; destruction of pets and property; and forcing isolation from family, friends, or school and/or work.

Domestic violence can happen to anyone regardless of race, age, sexual orientation, religion, or gender. Domestic violence affects people of all socioeconomic backgrounds and education levels. Domestic violence occurs in both opposite-sex and same-sex relationships and can happen to intimate partners who are married, living together, or dating.

Domestic violence not only affects those who are abused, but also has a substantial effect on family members, friends, co-workers, other witnesses, and the community at large. Children, who grow up witnessing domestic violence, are among those seriously affected by this crime. Frequent exposure to violence in the home not only predisposes children to numerous social and physical

problems, but also teaches them that violence is a normal way of life - therefore, increasing their risk of becoming society's next generation of victims and abusers.

**National Domestic Violence Hotline: 1-800-799-7233**

**Sexual Assault**

Sexual assault is any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Consent means that both people engaging in the sexual encounter must agree to it, and either person may decide at any time that he or she no longer consents and wants to stop the activity. Consenting to one behavior does not obligate you to consent to any other behavior. Consenting means only that, at this particular time, you would like to engage in this particular sexual behavior. Falling under the definition of sexual assault are sexual activities as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling and attempted rape.

**National Sexual Assault Hotline: 1-800-656-4673**

**Gwinnett Sexual Assault Center & Children's Advocacy Center**

P.O. Box 1329

Duluth, Georgia 30096

770-476-7407 crisis hotline

770-497-9122 office phone

**Dating Violence**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim is dating violence. The existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship

**Stalking**

Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking can include:

- Repeated, unwanted, intrusive, and frightening communications from the perpetrator by phone, mail, and/or email.
- Repeatedly leaving or sending victim unwanted items, presents, or flowers.
- Following or lying in wait for the victim at places such as home, school, work, or recreation place.
- Making direct or indirect threats to harm the victim, the victim's children, relatives, friends, or pets.
- Damaging or threatening to damage the victim's property.

- Harassing victim through the internet.
- Posting information or spreading rumors about the victim on the internet, in a public place, or by word of mouth.
- Obtaining personal information about the victim by accessing public records, using internet search services, hiring private investigators, going through the victim's garbage, following the victim, contacting victim's friends, family work, or neighbors, etc.

If you are a victim of domestic violence, sexual assault, dating violence, or stalking at this school or off the school premises your first priority should be to get to a safe place. You should then obtain necessary medical treatment. In the event of a rape or sexual violence on campus:

- a) Remain calm.
- b) Calm the victim; notify the Director of Education, Administrative Services or General Manager.
- c) Inform the victim that he or she has the option to notify the appropriate law enforcement authorities, including the local police, and for medical assistance. If the victim would like the Director of Education, Administrative Services or General Manager to notify the authorities, he or she will call 911 for medical assistance and to alert the police.
- d) The school and the police strongly advocate that a victim of sexual assault, domestic violence, or dating violence report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Filing a police report will ensure that a victim receives the necessary medical treatment and test, at no expense, that he or she needs. It is important to preserve evidence for the proof of a criminal offense, so do not disturb the area surrounding the incident.
- e) The school encourages victims of sex offenses to seek professional counseling. The school will ensure that the victim has access to free, confidential counseling from counselors specifically trained in areas of sexual assault, domestic violence, dating violence, stalking, and crisis intervention. If you need to seek professional help after having been the victim of a rape, sexual assault, domestic violence, or dating violence, you can contact the School's Office of Student Services, or you can also contact one of the following counseling centers.

New Beginnings Counseling  
 1585 Old Norcross Rd. Suite 203  
 (770) 831-1799

- f) If a student is alleged to having committed a sex offense, that student will have the right to prompt, fair, and impartial investigation before any action takes place. The standard of proof in this case requires clear and convincing evidence that the incident more than likely occurred. A student found guilty of violating the school's sexual misconduct policy could be criminally prosecuted in the state courts and may be placed on probation, suspended, or expelled from the school for the first offense.

**Note:** The school will protect the confidentiality of the victim(s) in accordance with the law. In addition, the Educational Director, Administrative Services and General Manager will maintain any records of the incident. Only staff members who need to know will be apprised of the name(s) of the victim(s). The school is required to publish each year's statistics for certain crimes that are reported to the school authorities or local police agencies, including incidents and not the names of identifiable information about the victim.

<u>Type of Crime</u>	<u>Number of Occurrences</u>	<u>Number of Arrests</u>
Sex Offences (forcible)	0	0
Sex Offenses (non-forcible)	0	0
Sexual Assault	0	0
Rape	0	0
Domestic Violence	0	0
Dating Violence	0	0
Stalking	0	0

### **Sexual Assault Prevention and Response**

Keune Academy by 124 prohibits sexual assault by its students or employees on its property or as a part of its activities. Sexual Assault is defined as:

**Sexual Assault I:** Rape, forcible sodomy, or forcible sexual penetration of another person's anal or genital opening with any object. These acts must be committed either by force, threat, intimidation, or through the use of victim's mental or physical incapacitation, of which the accused was aware, or reasonably should have been aware.

**Sexual Assault II:** The touching of an unwilling person's intimate parts (defined as genitalia, groin, breasts, or buttocks, or clothing covering them) or forcing an unwilling person to touch another's intimate parts. These acts must be committed either by force, threat, intimidation, or through the victim's mental or physical incapacitation, of which the accused was aware of, or reasonably should have been aware.

This policy applies to all students and employees. Students or employees who violate this policy will be subject to appropriate disciplinary action which may include counseling, disciplinary probation, suspension, expulsion, and referral to the proper law enforcement authorities for prosecution. The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding and both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault. All disciplinary appeals presently applicable to student will continue to be available for violation of the policy.

The purpose of this policy is to produce a campus environment that discourages sexual assault. The following is information that is important for each student to read and understand regarding the legal penalties associated with sexual assault

### **Response**

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. Keune Academy by 124 strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An Assault should be reported directly to the Administrative offices:

General Manager	Mary Bennett	678-990-0762 ext: 4225
Financial Aid Director	Keisha Whittaker	678-990-0762 ext: 4227
Student Services	Rachel Galindo	678-990-0762 ext: 4226

Filing a report with administration of the school will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from anyone at the school staff or

administration. Filing of a Police report with Gwinnett County Police Department will require proceeding of prosecution. Gwinnett County Police Department: 911, (770) 513-5000. If the student ultimately decides not to report the assault to the police, it is still very important to seek medical attention immediately for possible internal injuries or sexually transmitted diseases. Also, the collection of medical evidence becomes critical in the event of prosecution. Therefore, it is important to seek medical attention promptly and to refrain from:

1. Taking a shower or washing any part of the body.
2. Douching.
3. Brushing your teeth.
4. Drinking liquids.
5. Changing clothes or changing sheets before seeking medical help.

This will prevent the destruction of valuable evidence. At the Emergency Room, the doctor will collect hair samples, and other evidence, including clothing. (A victim should bring a change of clothing to wear home). The police will be contacted to take possession of the samples until the victim makes a decision about whether or not to press charges

### **Reporting to the Police**

A student who has been sexually assaulted deserves the right to a complete professional investigation before making a decision about how to proceed with the case. When the administrative person or persons are contacted a representative of the school will:

1. Guide the victim through the available options and support the victim in his or her decision.
2. Complete necessary procedures to protect against loss of evidence.
3. Transport the victims to Gwinnett Medical Center Hospital.
4. Advise students where to receive counseling outside of the facility.

A follow-up investigation is conducted with administration and owners. The results are discussed with the student along with rights and options. The victim's identity is kept confidential. The Gwinnett County Police Department may also be involved. Even if the assailant is not identified and prosecuted, reporting the assault is a way to regain a sense of personal power and control by enabling the victim to do something about the crime committed. Furthermore, information provided helps in the prevention of rape and the protection of other potential victims. (Most rapists are repeat offenders).

### **Sexual Offender Registration:**

**The campus Sex Crimes Prevention Act (CSCPA) of 2000 is a Federal Law that provides for the tracking of convicted sex offenders enrolled at, or employed by, higher institutions. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Offender Act. The federal law requires state law enforcement agencies to provide Keune Academy by 124 a list of registered sex offenders who have indicated that they are enrolled or employed at Keune Academy by 124.**

Keune Academy by 124 is required to inform the campus students and employees that a registration list of sex offenders will be maintained and available in the Administrative offices on campus.

In addition, a list of all registered sex offenders in Georgia is available from the Georgia Bureau of Investigation at [www.gbi.georgia.gov](http://www.gbi.georgia.gov). Click on Services and then click on Georgia Sex Offender Registry.

Keune Academy by 124 is located in Gwinnett County and the zip code is 30043.

The CSCPA further amends the *Family Educational Rights and Privacy Act of 1974* (FERPA) to clarify that nothing in the act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

## **LOCAL, STATE & FEDERAL LEGAL SANCTIONS:**

### **Legal Sanctions- Laws Governing Alcohol**

#### **Georgia Alcoholic Beverage Control Law.**

All states prohibit persons from selling or giving any alcoholic beverage to a minor (defined in Georgia as under age 21) or to a person who is already intoxicated. It is also an offense in Georgia punishable by fine of up to \$200 and/or imprisonment for up to 5 days, to misrepresent the age of a minor for the purpose of inducing the sale of an alcoholic beverage. Any minor who uses false identification or the identification of another person to purchase an alcoholic beverage can be convicted and fined up to \$100 and/or sentenced to probation for up to one year. In addition, a minor can be arrested and fined up to \$50 for possessing an alcoholic beverage with the intent to consume it.

#### **Legal Sanctions Under Georgia and Federal Law Concerning Drugs and Alcohol**

Under Georgia and federal law, it is a crime to possess, manufacture, sell, or distribute illegal drugs. As required by federal regulations, you may view charts detailing federal penalties for marijuana trafficking, federal penalties for drug trafficking, and the state drug law summary.

Federal sanctions for the illegal possession of drugs include imprisonment up to 1 year and/or a minimum fine of \$1,000 for a first conviction; imprisonment for 15 days-2 years and a minimum fine of \$2,500 for a second drug conviction; and imprisonment for 90 days-3 years and a minimum fine of \$5,000 for a third or subsequent drug conviction. For possession of a mixture or substance which contains a cocaine base, federal sanctions include 5-20 years in prison and a minimum fine of \$1,000, for a first conviction if the mixture or substance exceeds 5 grams, for a second conviction if the mixture or substance exceeds 3 grams, and for a third or subsequent conviction if the mixture or substance exceeds 1 gram. Additional possible penalties for the illegal possession of drugs are forfeiture of real or personal property used to possess or to facilitate possession of a controlled substance if the offense is punishable by more than 1 year imprisonment; forfeiture of vehicles, boats, aircraft, or any other conveyance used, or intended for use, to transport or conceal drugs; civil fine up to \$10,000 per violation; denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses for up to 1 year for a first and up to 5 years for a second or subsequent offense; successful completion of a drug treatment program; community service; and ineligibility to receive or purchase a firearm.

Georgia law prohibits the purchase or possession of alcohol by a person under the age of 21, or the furnishing of alcohol to such a person. Driving under the influence of alcohol or other drugs also is illegal. It is against Georgia law, under certain circumstances, to walk or be upon a roadway while under the influence of alcohol or other drugs. The punishment for these offenses may include imprisonment, payment of a fine, mandatory treatment and education programs, community service, and mandatory loss of one's driver's license.

### **Federal Law**

Federal drug laws parallel Georgia's drug laws in many respects. For example, it is a federal offense to manufacture, distribute, or possess with intent to distribute, a controlled substance or a

counterfeit controlled substance. As under the Georgia penal code, any property associated with the unlawful handling of controlled substance may be forfeited to the authorities. Federal law also provides that a person age 18 or older who distributes a controlled substance to a person 21 years of age may be sentenced to a term of imprisonment and/or fine of up to twice the amount authorized for distribution to a person over the age of 21.

An important sanction under federal law is that persons convicted of any federal or state offense involving possession of a controlled substance are ineligible to receive any or all federal benefits (e.g., social security, student loans) for up to one year. If the offense involves distribution of a controlled substance, the guilty person could be ineligible for any or all federal benefits for up to 5 years.

There are both federal and state laws specifically dealing with the distribution or manufacturing of controlled substances in or near schools or colleges. For example, federal law provides that a drug offense committed within 1000 feet of school property, including universities, is punishable by a term of imprisonment and a fine of up to twice the amount authorized for the same offense committed away from school property.

***A Violation of any law regarding drugs and alcohol is also a violation of Keune Academy by 124's Student Rules and Responsibilities code of conduct and will be treated as a separate disciplinary matter by the school.***

**Acknowledgment of students/staff**

I acknowledge that I have read and understand the policies and procedures explicated in this document titled: "Campus Policies and Campus Safety." I also acknowledge that I accept the conditions and responsibilities outlined within this document.

Signature of Student/Employee \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_ Date: \_\_\_\_\_