2015 Annual Security Report
School of Advertising Art

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 require the distribution of an annual security report to all current faculty, students and staff. The annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, and gender-based misconduct.

Annual Report 2015 – Campus Crime, Fire, Alcohol, and Illegal Drugs
This information is provided to meet the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 and has been prepared by the Vice President of Student Affairs.

Each fall, email notification is made to students and employees providing web site address access for this report. You can link directly to the site at www.saa.edu/about-saa/security/.

Preparation of Disclosure of Crime Statistics
Security and Campus Safety prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the Kettering Police Department. Information on campus crime, arrest and referral statistics include those reported to SAA and to the Kettering Police Department. The college Counselor also provides statistics regarding confidentially disclosed crimes and violations when deemed appropriate.

Campus Security Department
SAA’s Security Department consists of Campus Security Officers Nathan Summers, Vice President of Student Affairs and Abbie Heaney, Facilities and Housing Coordinator. They can be reached at nathan@saa.edu and abbie@saa.edu, respectively. The Campus Security Department does not have the authority to arrest students or enforce the law, but they are the contact persons for any security or safety issues that arise on campus. SAA also contracts with a security company to provide a security officer during its evening and weekend hours (see below).

Building and Grounds Availability
SAA’s campus is open to the public from 8:00am – 5:30pm Monday through Thursday and 8:00am – 5:00pm on Fridays. The building is open to students and staff from 5:30pm to 9:00pm Monday through Thursday and Saturdays from 12:00pm – 4:00pm.

Crime Prevention Resources and Services
SAA reviews its Annual Security Report and Title IX Policies and Procedures with students and staff on an annual basis, both to inform them of their rights within the policy and also to provide them with information that may help them avoid situations that may put them at risk of being the victim of a crime.

Reporting Criminal Activities or Emergencies
Community members are encouraged to report all crimes and public safety related incidents to the Security Department in a timely manner. Any emergencies should be directed to 911. Victims or witnesses may have the option of reporting an incident anonymously, which will help the college track patterns of behavior. Anonymous reports should be submitted to the comment box located in the Student Café area.

Definitions of Crimes – The Clery Act
The following definitions are to be used for reporting crimes listed in The Clery Act in accordance with the Federal Bureau of Investigation’s Uniform Crime Reporting Program. The definitions for murder; robbery; aggravated assault; burglary; motor vehicle theft; weapons: carrying, possessing etc.; law violations; drug abuse violations; and liquor law violations are from the Uniform Crime Reporting Handbook. The definitions of the sex offenses are excerpted from the National incident Based Reporting system Edition of the Uniform Crime Reporting Handbook. The definitions of larceny, theft, simple assault, intimidation, and destruction/damage/vandalism of property are from the Hate Crime Data Collection Guidelines of the Uniform Crime Reporting Handbook.

Arson – Any willful or maliciously burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
Aggravated Assault – The unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully complete.)

Burglary – The unlawful entry into a building or other structure with the intent to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Forcible Entry – All offenses where force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony.

Unlawful Entry-No Force – The entry of a structure in this situation is achieved by use of an unlocked door or window.

Attempted Forcible Entry – A situation where a forcible entry into a locked structure is attempted but not completed.

Sexual Assault – Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape – 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.

Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape – Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Criminal Homicide Manslaughter by Negligence – The killing of another person through gross negligence.

Criminal Homicide-Murder and Non-negligent Manslaughter – The willful (non-negligent) killing of one human being by another.

Robbery – The taking, or attempting to take, anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Weapons: Carrying, Possessing etc. – The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

Liquor Law Violations – The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Drug Abuse Violations – The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment of devices utilized in their preparation and/or use. The unlawful cultivation, manufacturing, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Larceny/Theft Offenses – The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession of another person.
Motor Vehicle Theft – The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joyriding.)

Domestic Violence – A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWS), or 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.

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 and where 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; and the frequency of interaction between the persons involved in the relationship.

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

Hate Crime: A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. For the purpose of this section, the categories of bias include the victim’s actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability. For purposes of reporting under the Clery Act, a hate crime is defined as including the offenses of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, criminal mischief/vandalism, and any other crime involving bodily injury.

Simple Assault – An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bone, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Criminal Mischief/Vandalism – To willfully or maliciously destroy, damage, disfigure, or deface, any public or private property, real or personal, without the consent of the owner or the person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Larceny-Theft (Except Motor Vehicle Theft) – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Intimidation – 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.

Crime Statistics Report
The statistical report for calendar years 2012, 2013, and 2014 is shown at www.saa.edu/about-saa/security. The following is a list of location definitions provided for better understanding of how statistics are counted and categorized.

Geographic Definitions
Campus
1. Any building or property owned or controlled by an institution of higher education within the same reasonable contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and
2. Property within the same reasonable contiguous geographic area of the institution but controlled by another person, is used by students, and supports institutional purposes (such as food or other retail vendor).

Public Property – All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution or the facility is used by the institution in direct support of, or in a manner related to the institution’s educational purposes.
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Hate Crimes
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Title IX Policies and Procedures

Notice of Non-Discrimination
The School of Advertising Art does not discriminate on the basis of race, age, creed, color, sex, gender identity and expression, disability, religion, sexual orientation, genetic information, military status, veteran status, familial status, national origin, or any other protected category under applicable local, state or federal law, ordinance, or regulation in its programs and activities. The following person has been designated to handle inquiries regarding SAA’s non-discrimination policies:
Nathan Summers
Vice President of Student Affairs
937-294-0592 x107
nathan@saa.edu

Title IX Statement
The School of Advertising Art complies with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on gender in SAA’s educational programs and activities, including admissions and employment. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. Inquiries regarding Title IX and the Title IX regulations should be directed to SAA’s designated Title IX Coordinator:
Nathan Summers
Vice President of Student Affairs
937-294-0592 x107
nathan@saa.edu

Individuals may also seek additional information on Title IX or file a complaint with the Department of Education’s Office for Civil Rights regarding an alleged violation of Title IX by visiting the U.S. Department of Education’s website or calling 1-800-421-3481.

Title IX Policies and Procedures
The School of Advertising Art does not discriminate against or deny admission to any person on the grounds of race, age, creed, color, sex, gender identity and expression, disability, religion, sexual orientation, genetic information, military status, veteran status, familial status, national origin, or any other protected category under applicable local, state, or federal law, ordinance, or regulation. Anyone who believes they have been subjected to gender based or sexual discrimination and harassment is encouraged to report these incidents. Upon receiving a report, the School of Advertising Art will respond promptly to resolve the complaint. SAA is committed to providing a learning environment free from discrimination or harassment. To that end, SAA complies with Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of gender in education programs and activities.

The grievance procedures below are designed to resolve complaints of sex and gender-based discrimination and/or harassment, when such complaints involve SAA students, faculty, staff, and/or third parties and SAA’s educational programs and activities. This includes complaints of sexual violence. Inquiries regarding Title IX can be referred to the Title IX Coordinator or to the Office of Civil Rights.

Title IX Coordinator
Nathan Summers
Vice President of Student Affairs
937-294-0592 x107
nathan@saa.edu

Office of Civil Rights
http://www2.ed.gov/about/offices/list/ocr/complaintintro.html
1-800-421-3481

Important Note About Confidentiality
SAA will make all reasonable efforts to maintain the confidentiality of the parties involved in sexual harassment or discrimination investigations. Breaches of confidentiality will be reviewed and may be considered a violation of the Policy and may result in additional disciplinary action. Any action that could be deemed retaliatory will be dealt with according to this procedure (see ‘Retaliation’).
Definitions and Examples

Gender-based Misconduct
Gender-based misconduct comprises a broad range of behaviors focused on sex and/or gender discrimination that may or may not be sexual in nature. Sexual harassment, sexual assault, sexual exploitation, gender-based harassment, stalking, and intimate partner violence are forms of gender-based misconduct under the policy. Sex and gender-based misconduct can be committed by men or by women, and it can occur between people of the same or different sex.

Examples of gender-based misconduct
- Pressure for a date or a romantic or intimate relationship
- Unwelcome touching, kissing, hugging, or massaging
- Pressure for or forced sexual activity
- Unwelcome references to various parts of the body
- Belittling remarks about a person’s gender or sexual orientation based on gender-stereotyping
- Inappropriate sexual innuendoes or humor
- Videotaping and/or photographing activity of a sexual or personal nature without consent of those being recorded
- Obscene gestures of a sexual or gender-based nature
- Offensive sexual graffiti, pictures, or posters
- Sexually explicit profanity
- Use of email, the Internet, or other forms of digital media to facilitate any of the above referenced behaviors

Sexual Harassment
Sexual Harassment is unwelcome conduct of a sexual nature, which can include unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Thus, sexual harassment prohibited by Title IX can include conduct such as touching of a sexual nature; making sexual comments, jokes, or gestures; writing graffiti or displaying or distributing sexually explicit drawings, pictures, or written materials; calling students sexually charged names; stalking; spreading sexual rumors; rating students on sexual activity or performance; or circulating, showing, or creating emails or websites of a sexual nature.

Responsible Employee
Responsible Employee is any employee who meets at least one of the following criteria: (1) has the authority to take action to redress sexual violence or other misconduct; (2) has been given a duty of reporting incidents of sexual violence or other misconduct to the Title IX Coordinator (or designee); or (3) is an employee whom an individual could reasonably believe has the above authority or duty.

Alcohol and Other Drugs
Alcohol and other drugs can lower inhibitions and create confusion over whether consent is freely and affirmatively given. The perspective of a reasonable person will be the basis for determining whether one should have known about the impact of alcohol and other drugs on another person’s ability to give consent. Providing alcohol or other substances to another person without their knowledge or for the purpose of incapacitation to coerce sexual activity is a violation of the Policy. The personal use of alcohol and other drugs never makes someone at fault for being sexually assaulted.

Filing a Report
Any SAA official (e.g., faculty member, administrator, etc.) informed of an allegation of sexual harassment or discrimination involving students or other members of the SAA community is required to file a report with the Title IX Coordinator (or designee) within one business day. All SAA employees (with one exception, listed below) are designated as mandatory reporters and must report any instance of possible harassment or discrimination. The SAA college counselor is not required to file a report with the Title IX Coordinator (or designee) because conversations with the counselor are confidential, except in certain situations as defined by law.

Students are advised that the Title IX Coordinator (or designee) is obligated to investigate any report of alleged sex and gender-based misconduct and ensure measures are taken to stop adverse behavior that is found and prevent its recurrence, as appropriate. It is important to note, however that not every report leads to a disciplinary process. Each report is reviewed individually.

Individuals reporting criminal acts of sexual or gender-based misconduct may also choose to file a report with the Kettering Police Department. SAA’s disciplinary system and the police/legal system work independently from one another. Individuals can file reports with SAA, or with the police, or with both. Individuals also have the right to decline reporting. Because the standards for finding a violation of criminal law are different from the standards in this policy, criminal investigations or reports are not determinative of whether gender-based misconduct, under this policy, has occurred.
SAA encourages prompt reporting, but does not limit the time frame for filing a report of sex and gender-based misconduct. Reports can be submitted at any time following an incident, although SAA’s ability to take any action may be negatively affected by the length of time between the alleged incident and its reporting. The current relationship to the alleged perpetrator may also limit the available range of disciplinary actions (e.g. if an individual is no longer employed by SAA or no longer enrolled as a student).

**Jurisdiction**
SAA is able to respond formally to alleged incidents of sex and gender-based misconduct:

- that occurred on campus,
- that were part of official SAA programs or activities (regardless of location), or
- where the Complainant and Respondent are students, members of the faculty, staff, or administration of the School of Advertising Art (regardless of location).

If the offender is unknown or is not a member of the SAA community, the Title IX Coordinator (or designee) will assist individuals in identifying local authorities if the individual desires to file a report. SAA will provide a list of potential community resources.

**Reports from Others or Anonymous Reports**
In cases where the sex and gender-based misconduct is reported anonymously or by an observer/concerned individual to the Title IX Coordinator (or designee), those allegedly involved will be notified by the Title IX Coordinator (or designee) that a report has been received. The Title IX Coordinator (or designee) will meet with the Complainant to discuss her/his options and available resources at SAA and in the community. SAA faculty and staff cannot report these incidents anonymously.

**Self-Help**
An individual who believes that she or he is the subject of discriminatory or harassing behavior may choose to deal with the alleged offender directly through a face to face discussion, a personal phone conversation, email correspondence, or other written correspondence. In some cases, this approach may resolve the situation; in others, it may be ineffective or place the individual in an uncomfortable, insecure, or compromised position. Under no circumstances should an individual feel pressured to address the alleged offender directly or otherwise handle the matter alone, and a decision not to confront an individual she or he believes to be discriminatory or harassing will not be viewed negatively. An individual may always choose to report the situation and pursue other methods of resolution as described in these procedures.

**Complainant Request for Anonymity**
A Complainant may make a request for anonymity. This type of request means that the Complainant does not want his/her identity known to the respondent or witnesses, or that the Complainant wishes that the institution not pursue the investigation. In these situations, SAA will make all reasonable attempts to comply with this request; however, the college’s ability to investigate and respond may be limited.

In addition, Title IX requires SAA to weigh the Complainant’s request for anonymity with the college’s commitment to provide a reasonably safe and non-discriminatory environment. This means that the identities of a Complainant and an accused may be subject to disclosure during the investigation or resolution of a report. If SAA cannot maintain a Complainant’s request for anonymity she/he will be notified by the Title IX Coordinator (or designee). In situations where a member of the college community becomes aware of a pattern of behavior by a single Respondent, SAA will take appropriate action in an effort to protect the college community. There may be the rare circumstance where the institution is required to conduct an investigation.

**Retaliation**
Any attempt by a member of the School of Advertising Art community to penalize, intimidate, harass, or retaliate in any way against a person who makes a report of or who is otherwise involved in an investigation of discrimination or harassment is completely prohibited. Any person who believes that he or she has been the victim of retaliation for reporting discrimination or harassment or cooperating in an investigation should immediately contact the Title IX Coordinator (or designee). Any person who retaliates against a person in response to a report or cooperation in an investigation will be in violation of policy and will be subject to SAA’s discipline processes.
**Interim Measures**

During the investigation and until resolution of the matter, interim measures may be issued, including but not limited to: restrictions on contact between the Complainant and the Respondent, bans from areas of campus, and/or appropriate changes in academic course schedule. Failure to adhere to the parameters of any interim measures is a violation of policy and may lead to additional disciplinary action.

**Mediation**

Mediation is not an option for resolution in cases involving allegations of sexual assault. In cases involving other forms of alleged sex and gender-based misconduct, the Title IX Coordinator (or designee) will determine whether mediation is an appropriate mechanism for resolution based on information provided about the incident.

In cases where mediation is deemed to be an option, parties wishing to pursue this form of resolution will confirm such in writing addressed to the Title IX Coordinator (or designee). The parties should not contact each other to discuss mediation. Mediation will be pursued only with the consent of both parties. If the mediation results in a resolution, the formal disciplinary procedure will be concluded and the case will be closed. If the parties are unable to reach a resolution in a timely manner, or if either party requests to terminate mediation, the investigation and disciplinary process will proceed. It is anticipated that mediation efforts can be completed within thirty (30) calendar days, unless both parties agree to an extension of time and such extension is approved by the Title IX Coordinator (or designee).

**Informal Resolution**

In instances where it is deemed possible and safe, reports may be resolved through informal means. If it is determined that an informal resolution may be appropriate, the Title IX Coordinator (or designee) will speak with the Complainant about this option. If the Complainant agrees, the Title IX Coordinator (or designee) will speak with the Respondent. If a satisfactory resolution is reached through this informal conversation, the matter will be considered closed. If these efforts are unsuccessful, or if either party requests to terminate informal resolution or mediation, a formal investigation process may commence. It is anticipated that informal resolution efforts can be completed within sixty (60) calendar days.

**Investigation**

Following the receipt of a report, information will be reviewed by the Title IX Coordinator (or designee) to determine if there may be a reason to believe that a policy may have been violated, or if further information is necessary to determine if a formal investigation must commence. If investigation is to commence, the Respondent will be notified that a report has been filed and he/she will have the opportunity to submit a written response statement within five (5) business days, whenever possible. The Respondent and Complainant will be given the opportunity to meet separately with the Title IX Coordinator (or designee) to review the Policy and procedure.

The Title IX Coordinator (or designee) will interview the Complainant, Respondent, and, as applicable, any witnesses.

The Complainant and Respondent may each have a “support person” present at all interviews in which they participate. The support person may be a licensed attorney, but the support person is only permitted to sit and observe, and not speak. The Investigator will also gather any pertinent evidentiary materials (this may include, but is not limited to, emails, written documents, or photographs). During the investigation process, both the Complainant and the Respondent will have the opportunity to provide the investigator with evidence and/or specify witness information. The Investigator will then prepare a report detailing the relevant content of the interviews and the documentation materials gathered. It is anticipated that the investigation can be completed within thirty (30) calendar days. Complex investigations may require a longer investigatory period, but any extension will be reasonable and in accordance with the circumstances presented.

Directly following the conclusion of the investigation, a determination of whether to proceed to the next step will be made by the Title IX Coordinator (or designee). This determination will be based on whether reasonable cause exists to believe that a policy violation may have occurred. The next step, the Adjudication process, is described below. If reasonable cause to proceed does not exist, the report will not be forwarded to the Adjudicator (as defined below). Such outcome will be communicated in writing to the Complainant and Respondent. However, the college will implement educational initiatives and/or trainings, as appropriate under the circumstances.
Administrative Resolution
If sufficient information exists to proceed to the next step, the Respondent and Complainant will each individually have the opportunity to review the investigative report in the presence of the Title IX Coordinator (or designee). All names and identifying information not bearing directly on the validity of the grievance will be removed from the records viewed by the parties. Federal and state law may also prevent the Respondent and Complainant from reviewing all of the information.

Following this review, the Respondent will be given the opportunity to respond to the alleged violation of policy in the following ways: 1) No response; 2) Not Responsible; or 3) Responsible.

If the Respondent accepts responsibility, SAA’s Vice President of Education will be notified. The Vice President of Education will determine the appropriate sanctions and corrective action. The Complainant and Respondent will be made aware of the decision within five (5) business days, whenever possible. The reason for any delay will be communicated to both parties. The Respondent and Complainant will then have the opportunity to appeal the Vice President of Education’s sanctioning decision. The acceptance of responsibility, however, is not appealable (see Appeals Process). If the Respondent declines responsibility, or chooses not to respond, the case will be reviewed by the Title IX Coordinator (or designee) to determine the next steps.

Adjudication Process
Upon a review of the investigative materials, the Vice President of Education will determine, based on a preponderance of the evidence, whether it is more likely than not that an SAA policy has been violated. If a violation is found, the Vice President of Education will then determine the appropriate sanction to be imposed.

Review of Investigative Materials
SAA’s Vice President will review the materials within five (5) business days of receiving the investigative file. If the Vice President of Education requires clarification on any of the materials, the Title IX Coordinator (or designee) will assist the President in obtaining such clarification. Though it is typically not necessary, the Vice President of Education may consult with the Title IX Coordinator (or designee) to request to meet with the Respondent, Complainant, and/or any of the witnesses (separately) in order to clarify information in the investigative materials. However, if the Vice President of Education requests to meet with either the Complainant or the Respondent, the other party will also be given an opportunity to meet with the Vice President of Education.

Final Findings
The Vice President of Education will decide, based on a preponderance of the evidence, whether there has been a violation of any sex and gender-based misconduct policies upon a complete review of the investigative report and materials. Preponderance of evidence means that the adjudicator is convinced based on the information provided that a violation of policy was more likely to have occurred than not have occurred. The Vice President of Education will render a decision within fifteen (15) business days following the delivery of the investigative materials.

If the Vice President of Education determines that a violation has occurred, the Vice President of Education will then determine the appropriate sanctions and corrective action. Consideration may be given to the nature of and the circumstances surrounding the violation, prior disciplinary violations, precedent cases, SAA safety concerns, and any other information deemed relevant by the Vice President of Education. The Vice President of Education will render a sanctioning decision within five (5) business days of the date the decision is rendered. Both Respondent and Complainant will be notified in writing of the outcome and sanctions (if applicable), and/or remedies.

Range of Sanctions
Faculty, staff, or administrators who are found in violation of any sexual or gender-based misconduct policy are subject to disciplinary action, up to and including termination. Students are subject to disciplinary action, up to and including expulsion. Sanctions may include reassignment of work duties; reassignment of class meetings; restrictions on contact with Complainant; access restrictions to SAA property and/or events, disciplinary probation, or expulsion. Guests and other persons who are alleged to have engaged in sex or gender-based misconduct are subject to corrective action, which may include removal from campus, ban from campus, and/or termination of contractual arrangements. Vendors or other agencies in contract with SAA will be promptly notified if any of their employees are alleged to have violated policy, and such employees may be banned from any or all SAA properties and may also be subject to action deemed appropriate by their respective employer. Restrictions regarding access to SAA property or events may also be imposed.

Regardless of how a matter proceeds in this process, remedies may be made by SAA as appropriate to its commitment to provide a learning environment free from discrimination and harassment, such as reviewing protocol, providing or enhancing training to staff and/or students, issuing no-contact
directives or access restrictions, or considering request for accommodations. Accommodation requests are reviewed on a case-by-case basis.

The Appeals Process
The Respondent or Complainant may request an appeal of the decision and sanctions rendered by the Vice President of Education. The three grounds upon which an appeal of the decision or sanctions may be made are:

1. The party believes a procedural error occurred, which the party feels may change or affect the outcome of the decision;
2. The party has substantive new evidence that was not available to the investigator at the time of the hearing and that may change the outcome of the decision;
3. The party feels that the severity of the sanction is inappropriate given the details of the case.

Disagreement with the finding or sanctions is not, by itself, grounds for appeals. The request for an appeal, including the grounds upon which the request is based, should be submitted in writing to the Title IX Coordinator (or designee) within five (5) business days following the date listed on the outcome letter. Each party will be notified if an appeal request will be considered and be provided the opportunity to respond.

Any appeals process will be conducted in an impartial manner by SAA’s President. The President will review the information relating to the report and investigation and make a final decision. This appeals decision is final. Appeals decisions will be rendered within ten (10) business days after the receipt of the formal appeal request. Both parties will be notified in writing of the appeal’s outcome.

Outcome Notification
Every effort will be made to ensure that both the Complainant and Respondent are updated at several points during the investigation and process. Both the Complainant and Respondent will be simultaneously notified, in writing, of the following events:

- Upon approval of request for mediation and upon resolution (or termination) of such mediation;
- Upon completion or termination of an Informal Resolution process;
- After the conclusion of the investigation; if the Respondent accepts responsibility for being “in violation”;
- The sanctions and corrective action determined by the Vice President of Education after the Respondent accepts responsibility;
- The Vice President of Education’s finding of “in violation” or “not in violation” of SAA policy;
- If the finding is “in violation,” the sanctions and corrective action determined by the Vice President of Education;
- If an appeal has been filed by either party at any point in the outcome phase; and
- The final resolution of the appeals process, if applicable.

Time Frames
If the time frames provided in this procedure cannot be met, the Title IX Coordinator (or designee) will notify the Complainant and Respondent in writing of the delay and will provide a date by which the appropriate undertaking will be completed.

Resources for Anyone Who Experiences Gender-Based Misconduct
SAA’s primary concern is the health, safety, and well-being of the members of our community. If you or someone you know may have experienced any form of gender-based misconduct, we urge you to seek immediate assistance. Student assistance can be obtained from:

- SAA’s Title IX Coordinator
- SAA’s College Counselor
- Kettering Police Department
- Dialing 911 for emergencies
- Dialing 937-296-2555 for non-emergencies
- Kettering Medical Center 3535 Southern Blvd. Kettering, OH 45429; 937-298-4331 For Emergencies, dial 911

Relevant Government Resources
Inquiries concerning the application of Title IX and its implementing regulations may be referred to the Title IX Coordinator (or designee). The government agencies below may provide additional resources for anyone wishing to file a complaint of gender-based misconduct:
U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800-421-3481
FAX: 202-453-6012; TDD: 800-877-8339
Email: OCR@ed.gov

U.S. Department of Justice, Office on Violence Against Women
http://www.ovw.usdoj.gov/

Montgomery County Prosecutor’s Office - Victim/Witness Division
8:30AM – 4:30PM M-F
P.O. Box 972
Dayton, OH 45422
24 Hotline: (937) 225-5623
Phone: (937) 225-5623
http://www.mcohio.org/Prosecutor/Divisions/Victim_Witness

Complainant and Respondent Rights
The following rights are available to both parties in this process:
• To be treated with respect, dignity, and sensitivity throughout the process.
• To seek support services from the College or referrals for support services off campus.
• To privacy and protection under the Family Education Rights and Privacy Act (FERPA), as applicable. SAA will make all reasonable efforts to ensure preservation of privacy, restricting information to those with a legitimate need to know.
• To be informed of SAA’s Policies and Procedures related to Gender-Based Misconduct.
• To a prompt and thorough investigation of the allegations.
• To have a support person in the Title IX processes, including an attorney (this support person can only listen and observe, not speak).
• To present witnesses and evidence in any investigation.
• To review all applicable documents and information, consistent with federal and state law.
• To challenge the Vice President of Education and/or President if a conflict of interest is present.
• To participate or decline to participate in these Title IX processes. However, the Vice President of Education and/or President will determine their outcomes with the information available to them.
• To discuss alternatives to procedures, where alternatives may be reasonable and acceptable to involved parties.
• To refrain from making self-incriminating statements. However, the Vice President of Education and President will make determinations based upon the information available to him/her.
• To appeal the decision made and the sanctions and action determined by the Vice President of Education.
• To be notified, in writing, of the case resolution — including the outcome of any appeal.
• To report the incident to law enforcement if she/he wishes to do so.
• To understand that information collected in this process may be subpoenaed in criminal or civil proceedings.

Independent Investigation
The School of Advertising Art, at its discretion, may conduct an investigation independent of, or in addition to, the procedures provided herein at any time. The investigation may involve complaints or allegations concerning gender-based misconduct against SAA or any of its employees or students.

Sex Offender Registration
The federal Campus sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where laws enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

In the State of Ohio, convicted sex offenders must register with the law enforcement agency having jurisdiction in those areas where the offender is domiciled, resides, works or attends school. You can access the State of Ohio website at http://www.drc.ohio.gov/offendersearch/search.aspx
Risk Reduction, Warning Signs of Abusive Behavior and Future Attacks

No victim is ever to blame for being assaulted or abused. Unfortunately, a person who is the victim of sexual or dating violence is more likely to be re-victimized. Below are some tips to help reduce your risk, to recognize warning signs of abusive behavior and how to avoid potential attacks.

Warning Signs of Abusive Behavior

Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe. Warning signs of dating and domestic violence include:
1. Being afraid of your partner.
2. Constantly watching what you say to avoid a “blow up.”
3. Feelings of low self-worth and helplessness about your relationship.
4. Feeling isolated from family or friends because of your relationship.
5. Hiding bruises or other injuries from family or friends.
6. Being prevented from working, studying, going home, and/or using technology (including your cell phone).
7. Being monitored by your partner at home, work or school.
8. Being forced to do things you don’t want to do.

Help Reduce Your Risk and Avoid Potential Attacks

If you are being abused or suspect that someone you know is being abused, speak up or intervene.
1. Get help by contacting the Title IX Coordinator.
2. Learn how to look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners.
3. Consider making a report with The Title IX Coordinator and ask for a “no contact” directive from the College to minimize future contact.
4. Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported.
5. Trust your instincts if something doesn’t feel right in a relationship, speak up or end it.

Sexual Assault Prevention (From RAINN) In a Social Situation

While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted in social situations.
1. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
2. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
3. Don’t leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you’ve left your drink alone, just get a new one.
4. Don’t accept drinks from people you don’t know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don’t drink from the punch bowls or other large, common open containers.
5. Watch out for your friends, and vice versa. If a friend seems out of it, is too intoxicated for the amount of alcohol they’ve had, or is acting out of character, get him or her to a safe place immediately.
6. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

If Someone is Pressuring You

If you need to get out of an uncomfortable or scary situation here are some things that you can try:
1. Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
2. Be true to yourself. Don’t feel obligated to do anything you don’t want to do. “I don’t want to” is always a good enough reason. Do what feels right to you and what you are comfortable with.
3. Have a code word with your friends or family so that if you don’t feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
4. Lie. If you don’t want to hurt the person’s feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
5. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone
nearby?
6. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

**Warnings and Notifications of Threats on Campus**
The School of Advertising Art takes the safety of its students and employees seriously and seeks to provide a secure campus environment. It will issue a notification upon the confirmation of an emergency or dangerous situation occurring on campus that involves an immediate threat to the health or safety of those on campus. SAA will also issue a warning for any crime that represents an ongoing threat to the safety of students or employees.

**Emergency Notifications**
In the event of an actual emergency, the campus community will be notified by group text message and school email. Students should take responsibility for regularly checking their school email and texts. In order to receive these emergency notifications, students and employees must have an active SAA email account and have provided SAA a current cellular phone number capable of receiving text messages.

**Timely Warnings**
In the event that a situation arises on or off campus that SAA’s administration considers to be an ongoing or continuing threat to the safety of the campus community, a campus-wide warning will be issued to students and employees through the school email system and via a posting at the building’s front entrance, both of which should be checked on a regular basis.

Students encountering difficulties accessing their school-sponsored email accounts should notify Nathan Summers, Vice President of Student Affairs, so those concerns can be addressed.

Anyone with information they believe warrants an emergency notification or a timely warning should immediately report those circumstances to SAA’s Vice President of Student Affairs or its President, Jessica Barry.

**Weather Emergencies**
At the announcement of a weather emergency, the President will determine whether or not SAA will be open or closed. The announcement will be made on the college’s web page. If SAA is closed, faculty, staff and students will not report to the campus that day. Any special events or programs will be canceled if the college closes its services. While an effort to provide appropriate notice will be made canceling a specific event, the assumption shall be that if SAA is closed, then the special event will be canceled.

**Evacuation Procedures**
In an event that it becomes necessary to evacuate specific buildings to alleviate a life-threatening emergency, the campus security officers will coordinate the efforts with emergency responder as follows.

**Shelter in Place Procedures**
If an incident occurs and the buildings or areas around where you are located become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances in the air, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter in place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

**Basic “Shelter in Place” Guidance**
If an incident occurs and the building is “not” damaged, stay inside seeking an interior room until you are told it is safe to come out. If the building is damaged, take your personal belongings and follow the evacuation procedures for your room or area (close your door, proceed to the nearest exit). Once you have evacuated, seek shelter at the nearest building quickly. If college personnel or the police or fire department personnel are on the scene, follow their directions.

**How You Will Know to “Shelter in Place”**
A shelter in place notification can come from several sources, including from SAA faculty or staff and the Kettering Fire and Police Department. Notification of a need to shelter in place also may come over the radio and television. In addition, the College can announce the need to shelter in place on campus through any of the communications methods already mentioned.
How to “Shelter in Place”
No matter where you are, the basic steps to shelter in place will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel.
• If you are inside, stay where you are. Collect any emergency shelter in place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel are on the scene.
• Locate a room to shelter inside. It should be;
  o An interior room;
  o Above ground level; and
  o Without windows or with the least number of windows.
• Shut and lock all windows (tightly seal) and close exterior doors.
• Turn off air conditioners, heaters, and fans.
• Close vents to ventilation systems as you are able.
• Turn on a radio or TV and listen for further instructions.

Drug Free School & Workplace Policy
The unlawful possession, use, or distribution of alcohol or illicit drugs in the building, on school property including the parking lot, or in connection with any college activity is strictly prohibited. This prohibition applies to all SAA students, their guests, and all employees.

Legal Sanctions
Persons suspected of violating laws dealing with alcohol or illicit drugs can be charged under local, state, or federal laws. In Kettering, Ohio, charges are usually brought under the laws of the State of Ohio if you are arrested by the Kettering Police Department.
Examples of State of Ohio Drug and Alcohol Penalties
1. Trafficking of drugs—Mandatory minimum fine of up to $20,000; 6 months to ten years imprisonment. If the offense is on the grounds of a school, penalties are more severe.
2. Possession of cocaine—6 months to 10 years imprisonment and a maximum fine of $20,000 for first-time offenders.
3. Operating a vehicle while intoxicated—3 days mandatory imprisonment to a maximum of 6 months; license suspension, up to $1,000 fine, 6 points on driver’s license, and high-risk insurance [average yearly cost of $1,500–$2,000].

Examples of Health Risks
There are various risks associated with the use of illicit drugs and the abuse of alcohol. Some of the more common problems are listed here:
1. Marijuana: Use can lead to an increase in heart rate up to 50%, acute anxiety, and tremendous mood swings. There is a potential for long-term physical and psychological damage.
2. Cocaine: Use can affect the brain in seconds and can result in heart or respiratory failure.
3. Crack: Use can lead to deep depression and intense dependency in a short period of time.
4. Amphetamines: Use increases heart and breathing rates, raises blood pressure while causing blurred vision, dizziness, lack of sleep, and anxiety. Body chemistry is upset, which can lead to long-term physical problems.
5. Alcohol: Use can lead to a false and misleading feeling of confidence and control. Liver, brain, heart and stomach destruction goes on even without apparent symptoms. Use for a period of time often causes dependency and may be fatal. Symptoms of intoxication include dizziness, blurred vision, staggering, delayed reflexes, and bad judgment due to the feeling of confidence.
6. Heroin: Effects can include liver disease, kidney disease, pulmonary complications, skin abscesses, respiratory failure, and accidental overdose.

Referral Assistance Policy
Help is available to employees and students struggling with substance abuse. SAA offers a completely confidential employee and student referral program. Contact Nathan Summers, SAA Vice President, for further information on organizations providing counseling and/or treatment. Any student who is a drug or alcohol offender may have disciplinary action imposed by the college. These sanctions may include: mandatory counseling, mandatory attendance at a local treatment center, mandatory completion of a drug rehabilitation program, mandatory probationary period not to exceed one month, discharge from employment, or expulsion from college. Students should be aware that illegal drug trafficking and/or possession may seriously affect their qualification for educational financial aid.

Fire Protection Equipment/Systems
SAA is equipped with automatic fire detection and alarm systems, which are constantly monitored.
Fire Evacuation Plan
• All faculty, staff, and students are required to evacuate the building when the alarm has sounded, and proceed slowly to the nearest exit and go directly to the prearranged evacuation site
• The last individual exiting a room should close the door and proceed to the closest exit. If smoke hampers your means of egress, find an alternative route.
• Do not reenter the building until the fire alarm has been silenced and the Kettering Fire Department has indicated that it is safe to reoccupy.
• Inform a campus security officer or other staff member if anyone has been injured or cannot account for their presence.

The following procedures should be followed if you discover a FIRE:
• Call 911.
• Give the dispatch officer your name, the fire location, and if there are any injuries.
• If the fire is small use a fire extinguisher, but only if you have been properly trained.

Smoking
Smoking or the burning of any type of pipe, cigar, and cigarette or similar product is prohibited in SAA’s building.

Fire Safety Tips

Fire Drills/Evacuation
• Never assume it’s a false alarm
• Know the safest and quickest route out of the building
• Always move as quickly and safely as you can
• Know where to gather to get a head count

Fire Safety Equipment
• Never hang items or cover sprinkler piping or heads
• Know locations of the nearest alarm pull station

Prevention
• Always plug personal items into power strips
• Always keep hallways free of personal items and trash