



Campus Security Policy

Policies, reporting and distributing campus crime statistics
Revised 9/29/2017

Preparing the Annual Security Report

The U.S. Department of Education requires post secondary schools to acquire and distribute crime statistics and create policies in compliance with the *Clery Act*. The following policies are designed to meet those requirements. A copy of this document is available to each student and staff member annually on or before Oct 1 via website or hard copy.

Academy Di Capelli defines the campus as the leased space that the school occupies. The common parking areas immediately in front of, and to the sides of the Academy are shared by many other tenants and their clientele and are not under the control of the Academy and therefore, considered public area. In addition, the access way to the rear of all three buildings in the plaza is considered public property.

Reporting Policy

Since the Academy has no Security Force we do not keep a daily log.

The individual who is responsible for collecting crime data and implementing the distribution of the data is The Campus Security Survey Administrator (CSSA).

The Director of Academic Affairs and the CSSA are responsible for issuing Timely Warnings. Such warnings are relayed to students and staff at the weekly Saturday meeting when appropriate. The decision to issue a more urgent warning is at the discretion of, and the responsibility of, the Director of Academic Affairs.

Staff members who obtain evidence of a crime are required to notify Administration. Any staff member will assist a student in contacting the police to report a crime if asked by the student.

The United States Department of Justice maintains a national database of registered sex offenders, which allows the public to search for information regarding registered sex offenders within a state. This database can be accessed online by visiting <http://www.nsopw.gov>. An officer from the Wallingford Police Dept. is invited each year and discusses sexual related crimes as a part of our *Crime Awareness Program*.

The Academy will make any reasonable accommodation to a student who is the victim of sexual misconduct. In the case of alleged sexual misconduct both the accuser and accused will have the right to have others present during a fact-finding meeting by the Academy (see VAWA policy). The purpose of these meetings will be to determine if school policy for student or staff conduct has been violated and is not a legal proceeding to determine guilt or innocents. No student will be asked to sign statement of non-disclosure. Both parties will be informed of the Academy's decision. In cases involving sexual misconduct where the Academy determines its code of conduct has been violated the offending student or staff member will be terminated.

The Academy's owners and any person they shall authorize will have the right to request, of any visitor, I.D. and the reason for their attendance on campus.