

Modern Technology School

Annual Security Report 2019 (calendar years 2016, 2017 & 2018)

A paper copy of this document can be requested by emailing mtsadmissions@mtschool.edu

Introduction to the Report

Crime occurs in every community, unfortunately, the campus community is not immune. To a significant degree, campuses mirror the dynamics of the larger surrounding area. That does not mean, however, that they experience crime to the same degree. Typically, campuses have fewer crimes than the locales in which they are situated and Modern Technology School is no exception. It is unfair and unwise to make assumptions about the level of campus crime based on the campus' location, and it is equally unfair and unwise to make simple comparisons of crime statistics between or among educational institutes.

Preparation of Annual Security Report

The preparation of the School's annual security report is a continual process. In preparation of the annual crimes statistic disclosures, the School accesses the Fountain Valley Police Department crime statistics on their web-site & receives weekly crime reports for the address area of the School. The School makes every effort to ensure that the report is complete and accurate. Any on-campus criminal activity is recorded and by the Campus Safety Officers to the Campus Director for posting notification. Upon completion of the annual security report, the crime statistics are submitted to the U.S. Department of Education.

In addition to the primary prevention and awareness programs provided to incoming students and new employees, the School provides ongoing prevention & awareness campaigns programming, with initiatives and strategies that are **sustained over time** for all current students and employees.

The strategies focus on increasing the understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault and stalking. The School promote awareness of the services and programming from the Career Services Department, such as social media posts, email blasts, notices on bulletin boards, posters.

Clery Act Geography Definitions

The Modern Technology School Campus is the building & property located at 16560 Harbor Blvd. Suites K-Q, Fountain Valley, CA 92708. The School controls only the suites K through Q in the 16560 building. The public property adjacent and accessible from the 16560 building at this address includes the parking area, sidewalks, and thoroughfares immediately adjacent & accessible from the campus building. There are no non-campus buildings or other properties that are reasonably contiguous or are directly supported by the School. The School does not have housing.

The School is open each business day Monday through Friday, excluding any day when the campus is closed. The School is a private business and uses the Fountain Valley Police department for any difficulties that arise on campus.

Crime Reporting

Gathering crime statistics is a continual process. The School makes every effort to ensure that any report is complete and accurate. The process includes the gathering of crime statistics from individuals identified as MTS Campus Safety Officers and law enforcement agencies reporting where appropriate. Upon completion of the annual security report, the crime statistics are submitted to the U.S. Department of Education. Included are crimes reported three calendar prior to the reporting date. All new students & new employees are notified of policies during the school orientation.

The School will disclose statistics, policies & programs related to and aids in the prevention of similar crimes, & report to the campus community on crimes that are—

- *Criminal Offences*; such as Murder, Non-negligent Manslaughter, Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Weapons Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations, and Liquor Law Violations, Fondling, Incest and Statutory Rape, Burglary.
- *Hate crimes* and other crimes determined to be hate crimes that include the above mentioned offenses; Larceny, Theft, Simple Assault, Intimidation, Destruction/Damage/Vandalism of property motivated by bias. A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.
- *VAWA offences* that include Domestic or Dating violence & Stalking.
- *Arrests & referrals for disciplinary actions* to include Arrests for Weapons, Carrying, Possessing, etc. Law violations for Drug Abuse and Drug/Liquor Law Violations.

Collecting Statistics

Although every institution wants its campus community to report criminal incidents to law enforcement this doesn't always happen. For this reason the *Cleary Act* requires all institutions collect crime reports from a variety of individuals considered to be campus security authorities. Modern Technology School Campus Safety Officers are individuals, who by virtue of their responsibility and under the *Clery Act* are designated to receive reports of criminal incidents that occur on on-campus or on public property surrounding the campus. The annual safety & harassment training is provided for all persons who participates in investigations and/or proceedings. The School does not have a campus police or campus security department.

The Campus Safety Officers for Modern Technology School are:

- ✓ Evening Students: Yvonne Parker, Medical Assisting Program Director
 - Email: yparker@mtschoool.edu – Tel: 714-418-9100, Fax: 714-418-9109
- ✓ Day Students: Adam Cooper, Radiation Safety Officer
 - Email: acooper@mtschoool.edu – Tel: 714-418-9100, Fax: 714-418-9109

Susan Shannon, Campus Director coordinates & oversees the campus security authorities. The Campus Director will arrange a committee to investigate & follow up on crimes reported.

Victim or witness reporting: victims of crimes or witnesses of crimes on campus can voluntarily and confidentially report crimes to the Campus Safety Officers for inclusion into the annual disclosure. The School encourages accurate and prompt reporting of all crimes to the Campus Safety Officers &/or appropriate police agencies, if the victim of a crime elects to; or is

unable to make such a report. A crime is considered “reported” when it is brought to the attention of a campus safety officer. See crime log report form on page 27 of this document.

Crime & Emergency Notification & Timely Warnings

Modern Technology School will give timely warnings, emergency notification & on-campus alerts upon confirmation of an emergency or dangerous situation. This means designated institution official(s) have verified an immediate, legitimate emergency or dangerous situation exists.

Timely warnings will be decided on a case-by-case basis in light of the facts surrounding a crime/emergency. These will include considering the nature of the incident, continuing danger to the campus community or risk compromising law enforcement efforts. Timely warnings will be posted and notifications will be emailed to current students & staff. Notification to law enforcement will be on a case-by-case basis in accordance with *Clery Act* crimes.

Emergency Notification Alerts will be verbal or sent via email, text or posted on the School’s social accounts. Alerts will be information bulletins to increase situational awareness of crimes or that pose a threat to current students/employees; and that have occurred on campus or in the proximity of the School. Notifications will go out as soon as practicable by the campus safety officers & program directors. If there is an immediate threat to the health or safety of students or employees occurring on campus the emergency notification procedure will be enacted. Notifications use the format, who, what, where, & when. For notifications to the larger community, the Campus Director (&/or designate) will disseminate the notification.

Specific protocols and procedures for Campus Emergency Procedures can be found on page 12 of this document. The Campus Emergency Procedures are also posted (publicized) in the classrooms & admin areas. They are tested and evaluated annually.

Policy Statements for Reporting Crime or Other Emergencies

Security & Access to Campus Facilities Policy

Modern Technology School is a private vocational school. The school is located in a commercial building complex at 16560 Harbor Blvd Ste. K & has seven connected suites in the 16560 building. The administrative side of the campus is open from 7:30 AM to 5:00 PM Monday-Thursday and 7:30 AM to 4:00 PM on Friday. The classroom side of the campus is open from 7:30 AM to 10:00 PM Monday-Thursday and 7:30 AM to 4:00 PM on Friday. The School does not have any non-campus housing facilities, nor does it have any non-campus locations or student organizations that may meet off campus.

On campus there are designated personnel that have entry code and key access. Specific personnel are assigned to secure and lock the building at closing. The classroom side of the campus is closed to the general public and entrance may be denied and the trespass laws invoked for persons found in or around our buildings without legitimate reasons.

Visitor Protocol: all visitors to the campus must sign-in at the reception desk and presents an ID if visiting with a student. Other potential students must also check in at the reception desk before entering the campus administrative area. Unauthorized persons are not allowed on campus and will be asked to leave; administration is to be notified of these persons.

Security Maintenance: the school’s safety officers regularly checks to make sure pathways are well lit and egress lighting is working in hallways and stairwells. This is performed on a weekly walkthrough.

Reporting Complaints

Any person who believes that they have been subjected to harassment, discrimination, retaliation or sexual harassment, including sexual assault, sexual violence or other misconduct prohibited under the School’s policies or who feels they are aware of prohibited harassment or discrimination directed toward others should immediately report the circumstances. Victims may choose to notify law enforcement authorities themselves, be assisted by campus authorities help them notify law enforcement, or decline to notify such authorities.

The School requests that complaints be made in writing to assure the accuracy of the charge, however, verbal complaints will also be accepted. Reporting can be informal or formal and there is no time limit for reporting. The School will adhere to the following procedures for institutional disciplinary action.

Who to report to:

	Email Address	Tele:	Fax:
Lani Coates (US Program Director)	lcoates@mtschoool.edu	714-418-9100	714-418-9109
Yvonne Parker (MA Program Director) (Evn Safety Officer)	yparker@mtschoool.edu	714-418-9100	714-418-9109
Susan Shannon (X-ray Program Director)	sshannon@mtschoool.edu	714-418-9100	714-418-9109
Adam Cooper (Day Safety Officer)	acooper@mtschoool.edu	714-418-9100	714-418-9109

Informal Reporting:

The informal process is intended to resolve concerns at the earliest stage possible. Employees are encouraged to resolve their complaints directly with the alleged offender/respondent and/or with the alleged offender’s Program Director.

An individual who does not wish to file a formal complaint may make an informal complaint. The Program Director’s will provide assistance strategies for the individual to effectively inform the offending party that his or her behavior is unwelcome and should be immediately ceased.

Formal Reporting:

Modern Technology School encourages any person who believes that he or she has been subjected to harassment, sexual misconduct/harassment to immediately report the incident to the Program Director of their prospective program. The School requests that complaints be made in writing to assure the accuracy of the charge.

Complaints of harassment or discrimination against students shall be reviewed and resolved in accordance with the disciplinary procedure for student conduct violations. Complaints against faculty generally will be reviewed and resolved under the disciplinary procedure in the Faculty Handbook.

Investigation Proceedings:

All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim. The standard of evidence used for the School is “beyond a reasonable doubt”.

The investigation will be a prompt, fair, and impartial process from the initial investigation to the final result. Investigation of the written incident will begin ten (10) days after receipt of the complaint. It will be conducted by the Program Directors who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking. The investigation and the hearing process will be conducted as to protect the safety of the victim and promote accountability. Both parties involved will be notified in writing of any formal complaint/allegations, and the investigator will request a meeting with the accused to provide the accused an opportunity to respond to the allegations. The accused and assessor will be notified simultaneously in writing of the result of the proceeding.

Any person that has information relevant to the complaint shall be interviewed and appropriately documented. The accuser and the accused will have the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the Director or adviser of their choice. The School will not limit the choice of Director or presence for either the accuser or the accused in any meeting or disciplinary proceeding; however, the School may establish restrictions regarding the extent to which the Director may participate in the proceedings, as long as the restrictions apply equally to both parties and there is no conflict of interest or bias for or against the accuser or accused.

Any offensive material involved will be reviewed as necessary. The report is to include a recommendation of whether a violation of the policy occurred and recommended disciplinary action if a violation of the policy occurred. Documentation of the names of complainant and respondent, documentation used in the investigation, investigation report, findings letters and interim measures provided to the parties. All parties will be notified of any meetings scheduled. Completion of the process will be within 30 days with 14 day extensions as needed for a good cause. There will be a written notice of the delay to accuser and accused and the reason for the delay.

Upon completion of the investigation a written report will be issued. This will be disseminated to the appropriate persons involved as outlined below under notification.

Notification of Results:

Both parties will also be simultaneously be notified of the result of any School disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking; the School's procedures for the accused & the victim to appeal the result of the disciplinary proceeding as outlined in the School catalog, any change to the result; & when such results become final.

Both or either parties may appeal the result of the School's disciplinary proceeding within 30 days of the final result.

The School will, upon written request, disclose to alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

False Complaints:

Any persons who knowingly and intentionally files a false complaint under this policy or any person who knowingly and intentionally makes false statements within the course of the investigation is subject to disciplinary action up to and including dismissal from the school.

Disciplinary Actions/Protective Measures

All students or staff involved will have due process. All information gathered will be considered and decided upon, on an individual basis. Depending on the circumstances and severity of the action students can be placed on probation or dropped from the school. Students can have modification to their class schedules and academic requirements. All probations are 30 days. Drops can be appealed within 30 days. The School will assist and comply with orders of protection, including no-contact orders, restraining orders, or similar lawful orders issued.

Possible Sanctions:

Intimate Partner Violence	A student found in violation of dating or domestic violence policies would likely be expelled. However, incidents involving verbal abuse only or other less severe incidents may result in probation only.
Sexual Assault/ Sexual Battery	A student found in violation of the sexual assault or battery policy will typically be expelled from the School.
Stalking	A student found in violation of the stalking policy would likely be expelled from the School. However, less severe violations of this policy may result in probation only.

Megan's Law and Sex Offender Registrant Information

The Federal Campus Sex Crimes Prevention Act (CSCPA), requires institutions of higher education to provide the campus community with information on where they may obtain information on registered sex offenders in the state of California. In the state of California, convicted sex offenders must also register with their local law enforcement agencies. Megan's Law allows the public to access the registry. It also authorizes local law enforcement to notify the public about high-risk and serious sex offenders who reside in, are employed in, or frequent the community. Public information regarding sex offenders in California may be obtained by viewing the Megan's Law website at www.meganslaw.ca.gov.

Educational Prevention and Awareness Campaigns

The School makes every effort to ensure that students, employees and new employees are aware of its programs and policies regarding crime awareness. The security report & crime statistics are submitted to the U.S. Department of Education annually. Included are crimes reported three calendar years prior to the reporting date.

All incoming new students & new employees are notified of policies during each class start during the school orientation and annually via email every fall. The staff also meets annually for a safety meeting addressing safety issues. The Career Services department also promotes prevention awareness programs with social media campaigns regarding primary prevention & awareness of dating/domestic violence & stalking plus bystander intervention and risk reduction.

Modern Technology School relies on the Fountain Valley Police Department for assistance in reporting possible criminal offenses. Local law enforcement will come to the campus when requested. The School does not have a written memorandum of understanding (MOU) or any other type of written agreement with any law enforcement agencies for the investigation of alleged criminal offenses. The school does not have security personnel that have the authority to make arrests. The Fountain Valley Police Department promotes awareness of sexual offense to both men and women. **The Fountain Valley Police Department Phone Number: 714-593-4485.**

Dating Violence, Domestic Violence, Sexual Assault & Stalking Policy

Modern Technology School *prohibits* crimes of dating violence, domestic violence, sexual assault and stalking as those terms defined in the *Clery Act*. This policy applies to all school administrators, faculty, all employees, didactic and clinical staff, students, visitors and applicants of Modern Technology School. This applies to any unwelcome conduct which violates state or federal laws regarding any dating violence, domestic violence, sexual assault and stalking.

Modern Technology School is committed to providing an environment which is free of dating violence, domestic violence, sexual assault and stalking, in any form. The policy applies regardless of the gender of the alleged victim or of the alleged offending party and would include within its scope, directed to members of the same sex as well as members of the opposite sex. Dating violence, domestic violence, sexual assault and stalking is strictly prohibited. The following are definitions to help you understand each type of violence:

CA PEN § 240 Domestic Violence. An assault is an unlawful attempt, coupled with a present ability, to commit a violent injury on the person of another. Also covered under this law is dating violence.

Domestic Violence is defined as domestic violence is a misdemeanor crime or felony crime of violence committed against a person by a person who is their spouse or former spouse, cohabitant or former cohabitant, a person with whom they have a child, or a person with whom they have a previous or current dating, romantic, intimate or sexual relationship.

Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, type of relationship and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

CA PEN Code § 243.4 Sexual Assault (sexual battery) law. Alternatively referred to as California's sexual assault law -- prohibits touching the intimate part or another person for purposes of sexual gratification, arousal, or abuse.

Sexual assault/battery:

Sexual assault – Any non-consensual act of penetration, however slight, of person's vaginal or anal openings with any body part or object (including a finger) or non-consensual oral-genital penetration.

Sexual battery – Any intentional sexual contact, however slight, with any object, without consent. Sexual contact includes contact above or beneath clothing with the breasts, buttocks, genitals, or areas directly adjacent to genitals (the inner thigh); touching another with any of these body parts; making another touch someone or themselves with or on any of these body parts; or any other bodily contact in a sexual manner.

CA PEN Code § 646.9 Stalking. Any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her

immediate family is guilty of the crime of stalking, punishable by imprisonment in a county jail for not more than one year, or by a fine of not more than one thousand dollars (\$1,000), or by both that fine and imprisonment, or by imprisonment in the state prison.

Stalking: Repetitive and menacing behavior towards another, or pursuit, tracking, surveilling, or harassing another in such a way that would cause a reasonable person, under similar circumstances and with similar identities, to fear for their safety or the safety of others, the safety of their property, or to otherwise suffer substantial emotional distress.

Consent

CA SB-967 put into law under Ed. Code 67386 (a) (1) defines **consent** as: “An affirmative consent standard in the determination of whether consent was given by both parties to sexual activity. “Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

Consent is an affirmative, conscious, voluntary agreement by all participants to engage in sexual activity, communicated through mutually understandable words and/or actions. Affirmative consent must be continuously present throughout an interaction, for all sexual activities, and may be modified, withdrawn or revoked at any time. It is the responsibility of each person involved in the activity to ensure that affirmative consent has been obtained from the other or others before engaging in any sexual activity. Existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, can never by itself be assumed to be an indicator of consent.

Bystander Intervention

Bystander intervention is defined as safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystanders recognize the situation or conditions that perpetuate violence and take action to intervene.

Tips: Be aware of who you are with, how they are acting, and what is happening in your surroundings. Once you notice a possible violent situation, it is crucial to see it as an issue and understand why or how it could perpetuate violence. Feel responsible to act and understand that your actions and words can make a significant difference in someone else’s life or in a situation you witness. You have the power and the incredible potential to influence a situation for the better. Understand what to do next. Active bystanders understand actions they can take to safely and positively intervene in a potentially harmful situation to prevent harm or further harm. Try to intervene safely; not only do active bystanders see a situation and know what to do, but they actually take action to end a situation or prevent the occurrence of violence.

Information on Risk Reduction

Risk reduction is defined as options designed to decrease perpetration and bystander inaction; increase empowerment for victims in order to promote safety and help individuals and communities address condition that facilitate violence.

Tips: Try to avoid isolated areas or situations. If someone asks you to come with them or meet them in a secluded area, consider staying in a public place instead if you do not feel comfortable. Walk with purpose and scan your surroundings as you walk. Even if you do not have a specific destination or are not sure about where you are going, act like you do and take each step with conviction. As you walk, look around at who and what is around you. If you are travelling on a sidewalk in public, try to choose the route that is best lit. If you do not have appropriate lighting, use a flashlight or a flashlight app on a smartphone to ensure that you can accurately scan your surroundings. Always lock your vehicle when you leave and immediately once you get inside the car. For example, if you get into a car but plan to do something such as organize your items or send a text before you drive away, lock the doors of the car so you are in a secure environment in the meantime. Avoid any sort of travelling with two headphones so that you can hear anything out of the ordinary or someone approaching you. If you have food or a drink, like water or a soda never leave it unattended while talking, using the restroom, or making a phone call. If you accidentally lose sight of your drink for even a moment, dump it out and get a new one. Also watch your purse or backpack at all times; never leave personal articles unattended.

Procedure Victims Should Follow in the Case of Alleged Dating/Domestic Violence or Stalking

It is often difficult to know what action will work the best on an aggressor; scream, kick, bite and try to get away. Pepper spray would be worth trying if you have it, especially if you are in an area where there are other people near you. When you go to get into your car, check first to see if there are any signs of illegal entry before you enter your car. Visually check the back seat area prior to entering. If you are in a remote area or your life is in danger, cooperate with your attacker. Survival is your goal.

Victims should follow this procedure in case of a crime of dating violence, domestic violence, sexual assault or stalking has occurred.

- ✓ Reach out for support. Immediately tell someone that you were attacked. If the attack is on school property and/or another student was the attacker, report it immediately to your Instructor, Program Director or Campus Director. If this occurs away from school, access the nearest phone and call 911.
- ✓ If you are sexually assaulted, do not shower or change clothes, it is important to preserve any evidence that may assist in proving that the alleged criminal offence occurred or may be helpful in obtaining a protection order. Do not disturb any of the area of the attack.
- ✓ You may also choose to go to the hospital or medical rape center after the assault. They can provide you with a rape kit. Our local center is Waymakers Sexual Assault Victims Services Orange County; 949-752-1971.
- ✓ You have the option to notify law enforcement. You may call the Fountain Valley Police Department (714-593-4485). The police will send out the appropriate officer who is specially trained to handle sexual crimes. If you are not ready to file a police report they can freeze the evidence and store for later access.
- ✓ You may decline notification to authorities. If you prefer to remain anonymous we encourage you to call the National Sexual Assault Hotline (800-656-4673).
- ✓ The School does not have pastoral or professional counselors, however if a student reports to a Safety Officer that they are a victim of a crime, they are encouraged to seek professional help. These are listed on the next page.

- ✓ Students of Private Postsecondary Schools in the County of Orange California have the right to obtain a no contact order (restraining order). Please look on the Superior Court of CA website for information on the steps to obtain this. the Link is: <https://www.occourts.org/self-help/restrainingorders/postsecondaryschoolviolence.html>
- ✓ If the victim obtains a no contact order from the court the School will honor that request and comply with the order. The victim will also be required to comply with the order as well.
- ✓ Modern Technology School will comply with a student's request for assistance in notifying authorities.
- ✓ The School will keep all information confidential in accordance with *FERPA and VAWA*.

List of services where victims can seek help:

Community Service Program Victim Assistant: C.S.P. Victim Assistance Programs provide comprehensive services for individuals who are victims of crime, with specialized services for those who are impacted by violent crime. The primary goals of the program are to advocate for victims' rights, provide emergency assistance in the immediate aftermath of crime, provide ongoing support to alleviate the trauma associated with crime, and ease the process of participation in the criminal justice system. They will provide assistance on counseling, health, mental health, legal assistance, & other services. Link: <https://www.espinc.org/Victim%20Services>

Victim Advocates: are available at each Orange County Justice Center to provide crisis intervention services, emergency financial and resource assistance, support counseling, referral to and help in accessing community resources, support during criminal justice proceedings, assistance with Victim of Crime Compensation Claims processing, and other services as required by individual circumstances. Bi-lingual/bi-cultural advocates are available to work with Spanish and Vietnamese speaking clients and translation services are available for those individuals who speak other languages

Other resources: available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<https://www.occourts.org/self-help/restrainingorders/> - securing an order of protection.

<https://www.rainn.org> – Rape, Abuse and Incest National Network

<https://www.ovw.usdoj.gov/sexassault.htm> -Department of Justice

<https://www2.ed.gov/about/offices/list/ocr/index.html> Dept of Ed., Office of Civil Rights

Confidentiality

To the extent possible, the School will make a reasonable effort to conduct all proceedings related to allegations of crime in a manner which will protect the confidentiality and privacy interests of all parties. Protected information would include first/last name, address, email, phone, fax, social security number, driver's license number, passport, student ID, DOB, or any personally identifying information.

In situations where confidentiality cannot be maintained, or circumstances when the School is required by law to disclose information; also when disclosure is warranted by the School in order to protect the rights of others, or disclosure is necessary to facilitate legitimate School processes such as investigation and resolution of harassment and discrimination allegations—it will do so. The School will treat the matter under investigation with discretion and respect for the reputation of all parties involved all parties to the alleged complaint. Also the School will maintain as confidential any accommodation or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the School to provide the accommodation or protective measures.

Victims Assistance Services

Modern Technology School will provide written notification upon request to students & employees about where to obtain existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance. Student financial aid, and other student services are available, both within the School and in the community.

The School will also provide written notification to victims about options for, available assistance in, and how to request changes to academic schedules or advice for protective measures.

The School will make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus safety officers or local law enforcement.

When a student or employee reports to the School that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the School will provide the student or employee a written explanation of the student's or employee's rights and options.

Conduct Offensive to a Reasonable Person

The conduct would be offensive to a reasonable person under the circumstances in question and, if not corrected could interfere with an individual's academic or work environment or create or substantially contribute to an intimidating or hostile work, academic, or student living environment. In determining whether the alleged conduct constitutes discrimination or harassment under this policy, consideration of the incident will assess whether the alleged conduct is severe and/or pervasive based upon but not limited to the totality of the circumstances. Considering the constellation of the surrounding circumstances and expectations, including but not limited to the nature and context of the conduct, the type, frequency, and duration of the conduct, the identity of and relationship between the parties, the number of individuals involved, the degree to which the conduct affected the complainant or other students, staff and/or faculty and the principles of academic freedom.

Protection Against Retaliation & Protective Measures

Retaliation against an individual is an adverse action or treatment taken against anyone for reporting, supporting, or assisting in the reporting and/or adjudication of any of the behaviors prohibited. This includes intimidation, harassment, efforts to impede an investigation, or filing a false or bad faith cross-complaint. Retaliation is prohibited by the School and federal law. Retaliation is a serious violation, which can subject the offender to drop from the School.

Protective measures the School offers to victims following an allegation of dating violence, domestic violence, sexual assault or stalking include choices of limiting contact between parties, a change of class schedule, or an approved leave of absence.

Consensual Relationships

It is the policy of Modern Technology School to strongly discourage romantic or sexual relationships between the following:

- a faculty member & a student who is enrolled in School;
- a supervisor/administrator & a student who is enrolled in School;
- a student & any affiliated clinical staff employee;
- any two students who are enrolled at the School.

Romantic or sexual relationships often create situations that lead to sexual harassment, conflicts of interest, favoritism and low morale. Even consenting romantic and sexual relationships may evolve into sexual harassment case with serious implications, either from a subsequent change of attitude by the parties involved or from a contemporary complaint from a disadvantaged third-party.

Drug and Alcohol Policy

In compliance with the Drug Free Schools and Communities Act (Public Law 101-26) Modern Technology School's policy prohibits the unlawful possession, use, and/or distribution of illegal drugs, alcohol and marijuana by students. The School enforces Federal & State of California underage drinking & drug laws. Any student who violates the school policy may be subject to disciplinary action, up to and including permanent expulsion.

The School's policy states, no student shall use, sell or be under the influence of drugs, to include prescription drugs, alcohol or marijuana while on campus, in classrooms, labs, in the parking lot, at break or during clinical training hours.

Anyone found or suspected of using, selling, or arriving under the influence will be subject to a random drug test at their expense. If a student tests positive for illegal drugs, alcohol or marijuana, it is grounds for immediate dismissal from the program, without chance of reinstatement.

The school recommends a drug and alcohol abuse prevention program to students and employees. The drug-free schools and communities act of 1989 section 120(a)-(d) states schools must have prevention program information. Modern Technology School recommends student or employees seek help from The Hoag Hospital Addiction Treatment center located in Orange County. For confidential assessments call 877-353-2834.

Health & Safety Policy

It is the policy of MTS to have its facility in compliance with the requirements of the state and local building codes, the Board of Health and Fire Department regulations. In case of a medical emergency during school hours, MTS will take action to obtain local medical services as needed. The School is OSHA compliant & CDPH-RHB compliant.

Emergency Procedures

Emergency response: First—in an emergency the campus safety officers will have confirmed that there is a significant emergency or dangerous situation; students on campus will receive a notification via email and content of the notification will include what the emergency is and whether or not to come to campus. The School will, without delay, take into account the safety of the community, determine the content of the notification & initiate the notification system.

The School will use professional judgements when issuing a notification so as not to compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The School will disseminate emergency information to the larger community by notifying local law enforcement and the property manager. The School will publicize its emergency response and evacuation procedures in conjunction with at least one test per calendar year. Documentation for each test, a description of the exercise, the date, time, and whether it was announced or unannounced will be available by request from the Campus Director.

Who to report to:

	Email Address	Tele:	Fax:
Lani Coates (US Program Director)	lcoates@mtschoool.edu	714-418-9100	714-418-9109
Yvonne Parker (MA Program Director) (Evn Safety Officer)	yparker@mtschoool.edu	714-418-9100	714-418-9109
Susan Shannon (X-ray Program Director)	sshannon@mtschoool.edu	714-418-9100	714-418-9109
Adam Cooper (Day Safety Officer)	acooper@mtschoool.edu	714-418-9100	714-418-9109

Emergency Evacuation Plan: Next—any member of the Safety Team can activate the paging system to alert the campus of an emergency evacuation situation. The paging system is located on most telephones in the administrative office. Team members will assist with their designated departments, employees and students to initiate the evacuation of the campus.

Note: Training & Orientation: Staff & faculty have periodic training meetings. Various people from the community meet to train on a variety of situations that may arise at the school. Students have an orientation on the first day of school on various safety protocols. Also, procedure for testing emergency response and evacuation are performed by J&S Security which monitors the School’s Fire and Safety system and tests the alarm system quarterly. Annually they perform a fire test which we used to make an announced fire drill. Each time this is performed we document the date and time it is performed.

Specific Emergency Situations & Procedures

Shelter in Place: Because sheltering in place may be the protective action recommendation for several specific emergencies with differing risks, and because sometimes the initial recommendation is to shelter in place followed by relocation, there is no single set of shelter in place procedures. Based on the type of emergency, such as Active Shooter, Tornado, Hostile Intruder, or Hazardous Material Release Outside, protocol could vary and emergencies change as they progress. The questions to ask yourself are: Am I safer inside or outside? Where am I safest inside? Where am I safest outside?

FIRE:

Fire Extinguishers: Campus maps have locations of fire extinguishers throughout the campus.

Emergency Exits: There are several marked emergency exits on campus. Exiting an emergency exit will sound an alarm that will summons the police.

PROCEDURES DURING FIRE EVACUATION

Generally, when a building fire alarm sounds, California law mandates that everyone must evacuate the building. If there is a fire in the building, the Campus’s Fire Security System will detect smoke, and an alarm will sound. This system also simultaneously alerts the fire department.

- Instructors & Students immediately evacuate the building using the emergency exits. Meet at the north end of the complex, towards the 7-11 store.

- Administrative Staff immediately evacuate the building using the emergency exits. Meet at the north end of the complex, towards the 7-11 store.
- Close your doors as you leave.
 - If smoke or flame is detected, and no alarm is sounding, alert others as you exit.

AFTER EVACUATION

- Instructors bring your roll sheet to account for all students-report to Program Director.
- Program Directors will account for all instructors and report to Campus Director.
- Campus Director or designate to account for Administrative Employees.

ACTIVE SHOOTER:

Information on this procedure was taken from *HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY*, U.S. Department of Homeland Security, Washington, DC 20528. cfsteam@hq.dhs.gov, www.dhs.gov.

Campus Intrusion: Good practices for coping with an active shooter situation includes the following:

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down.

Intrusion Protocol: Evacuate! If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe.

Hide out: If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)

- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

Take action: As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned.

Do not leave until law enforcement authorities have instructed you to do so.

ACCIDENT/INJURY PROCEDURE:

- If an injury or accident occurs to a STUDENT use the following procedure:
- The current class Instructor will attend to the injured student.
- One class-member should retrieve any available Administrator to the classroom where the injured student is.
- The class should be placed on a break by the instructor until crisis is over.
- Class may be dismissed if the injury is serious. (*Program Director will evaluate situation*).
- After the EMS has been called, the Program Director (*or designate*) will call the student’s emergency contact number. This number is located in the Registrar’s office in the class-book on the attendance card.
- Program Director to fill out an incident report form for student file.
- There will be no designated person to accompany the adult student to the hospital; assistance would be on a voluntary basis only.
- Follow-up phone calls to the student will be made by the Program Director (*or designate*) within 12-24 hours of accident.
- Program Director to initiate a leave of absence for the student if necessary.

MEDICAL EMERGENCIES:

EMERGENCY MEDICAL PROTOCOL

Dial 911 & remain calm.

Identify who is calling:

This is () at Modern Technology School.

I am calling from: 714-418-9100

I need a paramedic sent to:

16560 Harbor Blvd. Suite K, Fountain Valley, Ca. 92705.

The nearest cross-street is Heil & Harbor Blvd.

We are located in northeast part of complex behind the Veterinarian’s office.

Name of victim: _____

Is CPR being performed now? Yes No

Check type of emergency/accident:

fall

illness

loss of consciousness

fracture

head/neck injury

cardiac arrest

possible drug interaction

Victim is located in building:

student entrance/classroom

administrative area

parking lot

LET OPERATOR HANG UP FIRST

GO MEET THE EMS UNIT

EARTHQUAKE EMERGENCY:

DURING EARTHQUAKE:

- Instructors & Students: If earthquake is severe have students duck under tables in classroom for protection or get them outside the building if possible.
- Administration: Duck and cover under desks or exit building.

AFTER EARTHQUAKE:

- Instructors & Students: Immediately evacuate the building using the emergency exits. Meet at the north end of the complex, towards the 7-11 store. Instructors bring your roll sheet, you will account for students and report to Program Director.
- Program Director will account for all instructors and report to Campus Director.
- Administrative Staff: Immediately evacuate the building using the emergency exits. Meet at the north end of the complex, towards the 7-11 store. Campus Director or designate to account for Administrative Employees.

Safety/Incident/Accident Report

Person taking the report:			
Name of student:			
Time/Date:			
Location:			
Nature of the incident/accident:			
Details:			

Crime Statistics for 2016-2018

Total Number of Crimes Committed *On Campus* – Modern Technology School

Type of Crime	2016	2017	2018
Criminal Homicide—Murder	0	0	0
Criminal Homicide—Non-negligent Manslaughter	0	0	0
Criminal Homicide—Negligent Manslaughter	0	0	0
Sex Offences	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Arrests for liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapon possession	0	0	0
Dating violence on campus	0	0	0
Dating violence adjacent or public properties	0	0	0
Domestic violence on campus	0	0	0
Domestic violence adjacent or public properties	0	0	0
Stalking on campus	0	0	0
Stalking adjacent or public properties	0	0	0
Hate crimes to include:	0	0	0
✓ Larceny-theft	0	0	0
✓ Simple assault	0	0	0
✓ Intimidation	0	0	0
✓ Vandalism	0	0	0
✓ Destruction /damage of property	0	0	0
Unfounded crimes	0	0	0

Total Number of Crimes Committed *On Public Property* – Modern Technology School

Type of Crime	2016	2017	2018
Criminal Homicide—Murder	0	0	0
Criminal Homicide—Non-negligent Manslaughter	0	0	0
Criminal Homicide—Negligent Manslaughter	0	0	0
Sex Offences	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Arrests for liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapon possession	0	0	0
Dating violence on campus	0	0	0
Dating violence adjacent or public properties	0	0	0
Domestic violence on campus	0	0	0
Domestic violence adjacent or public properties	0	0	0
Stalking on campus	0	0	0
Stalking adjacent or public properties	0	0	0
Hate crimes to include:	0	0	0
✓ Larceny-theft	0	0	0
✓ Simple assault	0	0	0
✓ Intimidation	0	0	0
✓ Vandalism	0	0	0
✓ Destruction /damage of property	0	0	0
Unfounded crimes	0	0	0

Total Number of Hate Crimes Committed *on Campus 2018* – Modern Technology School

Type of Crime	National Origin	Ethnicity	Disability	Race	Religion	Sexual Orient.	Gender
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
Sex Offences	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Arrests for liquor law violations	0	0	0	0	0	0	0
Drug law violations	0	0	0	0	0	0	0
Illegal weapon possession	0	0	0	0	0	0	0
Dating violence on campus	0	0	0	0	0	0	0
Dating violence adjacent or public properties	0	0	0	0	0	0	0
Domestic violence on campus	0	0	0	0	0	0	0
Domestic violence adjacent or public properties	0	0	0	0	0	0	0
Stalking on campus	0	0	0	0	0	0	0
Stalking adjacent or public properties	0	0	0	0	0	0	0
Hate crimes to include:	0	0	0	0	0	0	0
✓ Larceny-theft	0	0	0	0	0	0	0
✓ Simple assault	0	0	0	0	0	0	0
✓ Intimidation	0	0	0	0	0	0	0
✓ Vandalism	0	0	0	0	0	0	0
✓ Destruction /damage of property	0	0	0	0	0	0	0

Total Number of Hate Crimes Committed *on Public Property 2018* – Modern Technology School

Type of Crime	National Origin	Ethnicity	Disability	Race	Religion	Sexual Orient.	Gender
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
Sex Offences	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
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Drug law violations	0	0	0	0	0	0	0
Illegal weapon possession	0	0	0	0	0	0	0
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Domestic violence on campus	0	0	0	0	0	0	0
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✓ Intimidation	0	0	0	0	0	0	0
✓ Vandalism	0	0	0	0	0	0	0
✓ Destruction /damage of property	0	0	0	0	0	0	0

Crime Log

Any crime reported to the Campus Safety officers must be logged and forwarded to the Campus Director to add to the tallying of the Crime Statistics. This form is to be used for this type of reporting.

Person taking complaint:			
Person making complaint: (confidential)			
Nature of complaint: (classification)			
Time/Date of occurrence: (mm/dd/yyyy)			
Time/Date reported: (mm/dd/yyyy)			
General location:			
Details:			

Modern Technology School Campus Map
16560 Harbor Blvd. Suite K-Q

