

# POLICY REGARDING PROCEDURES FOR STUDENTS AND OTHERS TO REPORT CRIMINAL ACTIONS OR OTHER EMERGENCIES OCCURING AT THE HUDSON CAMPUS

(Revised 09/2017)

1. Any suspicious behavior or criminal activity on the grounds or in the building belonging to Continental Academie should be reported verbally to an instructor immediately. The person making the report will also submit the details of the report in writing including appropriate names, vehicle license numbers, description of the person(s) and/or activity, the date and time that the incident occurred.
2. The instructor receiving the report will immediately inform the school manager and administration office of the details of the reported suspicious activity.
3. The school manager or administrator will immediately inform the Hudson Police Dept. of the suspected activity.
4. In case of an injury, the injury should be reported directly to the nearest instructor who will inform the school manager. The school manager will decide the appropriate first aid or the appropriate medical facility for referral. All witnesses to the injury will be requested to describe the circumstances in writing to the school manager or administration office.
5. Access to the grounds and the Academie's building is reserved for staff, students, clients, and authorized visitors only. Anyone other than the above who is discovered loitering on the premises is to be reported to the school manager who will take appropriate action.
6. To assist in the prevention of crime, all students are requested to lock their vehicles while they are parked on Continental Academie grounds.

**FOR INFORMATIONAL PURPOSES PURSUANT TO THE CAMPUS CRIME SECURITY AND THE VIOLENCE AGAINST WOMEN ACTS: During the period January 1, 2016 through December 31, 2016 none of the following offenses occurred on or around (within 100 ft. of) campus: murder/ non-negligent murder manslaughter, negligent manslaughter, forcible and non-forcible sex offenses, Incest, Statutory rape, dating violence, sexual assault, stalking, fondling, robbery, aggravated assault, burglary, hate crimes, arson or motor vehicle theft . Two motor vehicle accidents as well as a medically related call were noted, however did not take place on the property. No arrests were made for crimes occurring on campus which involved liquor law violations, drug abuse violations or weapons possessions.**

THE POSSESSION, USE OR SALE OF ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS IS PROHIBITED. Any student found to be in possession of, under the influence of, or participating in the sale of alcohol or illegal drugs while on the Academie's grounds will be immediately reported to the Police Department and dismissed from attendance at Continental Academie. Students found to have consumed alcohol while under the jurisdictions of the Academie will be immediately terminated. The school will periodically request the services of the local police department K9 drug sniffing dog to conduct a sweep of the Academie area.

Telephone numbers and addresses of alcohol drug abuse referral agencies are listed in the students Welcome Book.

I have read the above stated and understand that I will be receiving a copy of the policy regarding procedures for students to report criminal actions and other emergencies. Occurring on campus and the policy regarding the use of alcohol or illegal drugs.

Name \_\_\_\_\_ Date \_\_\_\_\_