SUGAR LAND

CRIME AND SAFETY REPORT
DRUG AND ALCOHOL POLICY
TITLE IX POLICY AND PROCEDURES



MYCOMPUTER CAREER

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Campus Safety and Security Report

The Campus Safety and Security Report consists of three reports – Crime and Safety, Drug and Alcohol, and Title IX – which provides information, policies, and procedures to MyComputerCareer students, faculty, and staff. This information is provided in accordance with the*Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* or *"the Clery Act "*. The history of campus crime statistics and security information reporting started with the*Crime Awareness and Campus Security Act of 1990* , which amended the *Higher Education Act of 1965* . The*Crime Awareness and Campus Security Act of 1990* was renamed *"the Clery Act "* by the 1998 amendment. The Violence Against Women Reauthorization Act of 2013 (VAWA) amended The Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, Sexual Assault and Stalking to this Annual Security Report. This report includes three-year statistics for VAWA and 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, procedures and program concerning campus security and safety.

Reporting Crimes

All criminal activity and/or emergencies, including sexual assault, should be reported to the Site Coordinator. All crimes reported to the Site Coordinator will be kept confidential to the extent of the law. The Site Coordinator will notify the proper authorities promptly, as necessary. Report all emergencies involving a crime in process, a medical emergency, and/or fire to 911 immediately. After calling 911, contact the Site Coordinator or other school official. Reporting crimes or other public safety incidents in a timely manner help protect others. The Site Coordinator or Public Safety Officer on campus is responsible for keeping a log of any criminal/emergency activity. The Asst Director of Compliance - Federal prepares the Campus Safety and Security Report annually. In the event an incident or emergency occurs on campus that may affect the safety and security of students, staff, and faculty, the institution will issue timely warnings. Timely warnings will be issued after review by the Site Coordinator and/or his/her designee. These timely warnings can be issued through various means such as e-mail, postings on Facebook, and/or flyers on campus and described in more detail below.

While MyComputerCareer does not have any direct counseling services (pastoral or professional) under the employment of MyComputerCareer, should you contact a counselor, if and when they deem it appropriate, they may contact MyComputerCareer regarding any crimes on a voluntary confidential basis which may be included in the annual disclosure of crime statistics. This information may be reported to the site coordinator or the crime and safety officer for inclusion.

On-Campus Security personnel

Though the institution does not maintain a campus police or security department, select staff members at each campus are designated to serve as Campus Security Authorities. These individuals are not police officers or security professionals. Campus Security Authorities do not possess the power to arrest. They do not attempt to apprehend perpetrators or to determine whether a crime took place. These tasks are the responsibility of law enforcement. Campus Security Authorities are individuals responsible for student and campus activities, who monitor the security of institutional facilities and equipment, and who are designated by the institution to receive reports of criminal offenses from students, employees, and members of the campus community. The Campus Security Authorities have the authority to ask persons for identification and to determine whether individuals have legitimate business on the campus. Campus Security Authorities also may direct individual to leave the premises. The Campus Security Personnel include the following senior staff members:

On campus contact numbers

- Site Coordinator – 786-393-1176

Off-campus contact numbers

- Emergency – 911
- Police Department (non-emergency) - (281) 275-2020
- Fire Department (non-emergency) - (281) 980-0852

Campus Access

All campus facilities are for the use of current students and employees only. The physical campus has operating hours that range from 9:00 a.m. to 11:00 p.m. Monday through Thursday, 9:00am to 5:00pm on

Fridays and 9:00am to 3:00pm on Saturdays. The parking areas are located in well-lit areas and the campus is secured nightly prior to closing. Instructional times for classes on campus and online can be found in the School Catalog. Work hours for employees may be confirmed through your immediate supervisor for remote operations.

Confidential and Anonymous Reporting of Crime

MyComputerCareer recognizes that under certain circumstances victims of, or witnesses to, a crime may wish to make an anonymous report of the crime. There are two avenues for anonymous reporting. First, victims or witnesses may report information to the Site Coordinator and request that their identity remain confidential. In this type of reporting the Site Coordinator may identify the reporting party only to school officials with a need to know, and who are also bound by the promise of confidentiality to the reporting party. It is important to know that since the identity of the reporting party is in fact known, and since no legal protection exists to shield the institution or those of its employees who know the reporting party's identity from being compelled to disclose that information by court order, the identity of the victim or witness may be disclosed if such disclosure is ordered by a court of competent jurisdiction. Further, in any situation where the institution concludes that disclosure of the reporting party's identity is necessary to prevent imminent harm to that party or any other individual, the institution may make such disclosure. Additionally, the institution has created a secondary and anonymous (optional) reporting form located on our website at the following link: http://info.mycomputercareer.edu/dear-tony/. This can be used if an individual doesn't feel comfortable reporting an incident to on-campus personnel. This link sends the message directly to the CEO of MyComputerCareer.

Victim Notification

MyComputerCareer will provide written notification to students and employees regarding existing counseling, health, mental health, victim advocacy, legal assistance, student financial aid, and other services available for victims, both within the institution and the community. While much of the services and documentation is available within this report. The identification of a victim of any of the crime and safety information as made aware here, will result in additional written notification regarding.

Crime Awareness, Prevention and Education

The institution offers training and awareness programs at a minimum bi-annually through the Crime and Safety Officer. These training and resources will be made available to students and staff. The biannual training plan will cover various topics as determined by the institution to provide awareness and knowledge to the school community in relation to crime and safety awareness and prevention tools/resources available.

MyComputerCareer strives to provide its students and employees a secure and safe environment in which to teach and learn, including through compliance with applicable federal, state, and local building codes, board of health and fire marshal regulations. This having been said, the institution recognizes, and encourages others to be aware, that no environment is entirely free of risk. Each person must assume responsibility for his or her own safety both on-campus and off. MyComputerCareer encourages all students, faculty, staff, and visitors to take an active role in their own safety and security while on campus by adhering to the following guidelines:

- Walk in well-lighted and well-traveled areas after dark. Walk with a friend.
- Immediately report all suspicious persons, vehicles, or activities to the Site Coordinator.
- Immediately report all crimes, security problems, or hazardous conditions to the Site Coordinator.
    - If you believe your vehicle has been burglarized, or the school has been burglarized (as an employee), please do not enter the premises but contact the Site Coordinator and/or the police immediately and go to a secured location.
- Never study alone in an isolated area outside of the campus suite.
- Lock your car and secure valuables when using campus parking facilities.
- Use bicycle racks located on campus and lock your bicycle.
- Become familiar with emergency exits and the locations of fire alarm pull stations and extinguishers in your building.
- Lock offices when you are not present.

During new student registration students are informed about campus security procedures and crime prevention practices and are encouraged to be responsible for their own security and the security of others. This Campus Crime and Safety Report is emailed out to all students and staff at least annually and referenced in the student catalog which is given to each student at the time of enrollment. Notifications of the report will

be provided quarterly to newly enrolled students regarding the location of the guide and access thereof, and during onboarding for new employee hires along with a quarterly reminder of the location of the guide.

Drug and Alcohol Policies

The Drug-Free Schools and Communities Act (DFSCA) of 1989 – also known as the Drug-Free Schools and Campuses Act – requires institutions of higher education to establish policies that address unlawful possession, use, or distribution of alcohol and illicit drugs for faculty, staff, and students.
The legal drinking age in the state of Texas is 21. All employees and students are forbidden to use, possess, transfer, or sell illegal drugs on company premises. All employees and students are forbidden to use, possess or be under the influence of alcohol on company premises. All employees and students are prohibited from being under the influence of any drug on company premises. All incidents are reviewed and processed as per the disciplinary action process below.

Disciplinary Action for Violations

If an employee is taking a prescription or non-prescription drug that may affect job performance and/or safety, the employee's supervisor may make transportation available for the employee to the employee's home or to the home of a relative of the employee. Students violating these laws and policies are subject to disciplinary action, including suspension or dismissal from the University, and may be referred for criminal prosecution or required to participate in appropriate treatment program in order to continue with their education. Employees violating these laws and policies may be subject to corrective action, up to and including dismissal, under applicable HR policies, and may be referred for criminal prosecution or required to participate in an Employee Assistance Program or appropriate treatment program.
Any off-duty employee or student who is arrested for possession, use, being under the influence of or selling illegal drugs will be suspended pending the outcome of the judicial proceedings. The employee or student will be discharged or dismissed if subsequently convicted of a drug-related crime. Illegal use, possession or distribution of drugs is subject to criminal legal sanctions under local, state, and federal law. Students or staff in possession of forbidden substances are subject immediate removal from the campus/site pending review of the circumstances and policy. Unless there is a medical amnesty, students/staff will face sanctions up to and including expulsion, termination of employment, and referral for prosecution.

Medical Amnesty Policy

Under this policy, when a student or employee experiences a physical and/or psychological crisis while under the influence of alcohol or other drugs and the student and/or one or more friends or bystanders proactively requests medical assistance, MyComputerCareer will mitigate the resulting disciplinary actions for the person in crisis and provide resources and support the person calling for help. The person in crisis will be referred to an educational, recovery, and/or developmental program so that they learn and grow from the situation; and, reduced or no Code of Student Conduct sanctions may be imposed. Students who do not complete the educational, recovery, and/or developmental program recommendations may be faced with disciplinary action. While MyComputerCareer reserves the right to refuse a grant of amnesty under certain extenuating circumstances, a person calling for assistance will generally be granted amnesty. Consistent with putting the person's health and safety first, MyComputerCareer will approach serious or repeated incidents with a higher degree of concern and a high level of intervention.
This policy is intended to promote the health and safety of the staff and employees in relation to alcohol and other drug concerns. As such, persons who are found in violation of other College policies may be subject to conduct action and action taken by law enforcement personnel. The Amnesty Policy does not grant amnesty to possession with intent to distribute drugs or other related crimes.

Legal Sanctions – Drug & Alcohol

The use of alcoholic beverages must be in compliance with all State Laws and is strictly limited to persons 21 years of age or older. The possession, transportation, and/or consumption of alcohol by individuals under 21 years of age is strictly prohibited. Federal Law and the State Law prohibit the solicitation, procurement, sale or manufacture of narcotics or controlled substances except as expressly permitted by law. Applicable legal sanctions under local, State and Federal law for the unlawful distribution of alcohol and illicit drugs range from probation, diversion, imprisonment in the county jail for less than one year, to imprisonment in State Prison. A police officer can take the license from any driver suspected of driving under the influence of alcohol and drugs who refuse to take a blood alcohol test. Students and/or employees violating these standards of

— conduct will face sanctions up to and including expulsion, termination of employment, and referral for prosecution.

TX State Laws regarding Alcohol and Drugs

The State of Texas prohibits the following acts and prescribes the corresponding penalties:

1. Being intoxicated in public such that one is a danger to oneself or others is punishable by a fine of up to $500. Texas Penal Code Sec. 49:02
2. It is illegal to possess or distribute alcoholic beverages in dry areas. Violation of this law is punishable by a fine of up to $2000 and/or imprisonment up to 180 days. Texas Alcoholic Beverage Code Sec. 1.05, 101.31
3. The purchase, possession, or consumption of alcoholic beverages by a person less than twenty-one years of age subjects that person to a fine of up to $500 for the first offense and at least $250 up to $2,000 for the second offense and/or 180 days confinement. Repeat offenders face increased penalties. Texas Alcoholic Beverage Code Sec. 106.02, 106.04-106.05, 106.071
4. Furnishing alcoholic beverages to a minor is punishable by a fine of up to $4,000 and/or imprisonment up to one year. Texas Alcoholic Beverage Code Sec. 106.06
5. Driving a vehicle while having an open container of alcohol in the passenger compartment is punishable by a fine of up to $500 and jail time of minimum jail time of six (6) days. Texas Penal Code Sec. 49.04
6. The possession of an intoxicating beverage on the grounds of any public school carries a penalty of a fine up to $500. Code Sec. 37.122
7. Driving under the influence of alcohol is punishable by a fine of up to $2,000 and/or imprisonment up to 180 days with a minimum term of confinement of 72 hours. Repeat offenders face increased penalties. If a person driving under the influence of alcohol has an open container of alcohol in his/her immediate possession, such offense is punishable by a fine of up to $2,000 and/or imprisonment up to 180 days with a minimum term of confinement of 6 days. If a person's blood, breath, or urine showed an alcohol concentration level of 0.15 or more at the time the analysis was performed, such offense is punishable by a fine up to $4,000 and/or imprisonment up to one year. Texas Penal Code Sec. 49.04
8. A person under age twenty-one who misrepresents his/her age for the purpose of purchasing alcoholic beverages may be punished by a fine of up to $500.Repeat offenders face increased penalties Texas Alcoholic Beverage Code Sec. 106.07
9. The illegal distribution, possession with intent to deliver, or manufacture of illicit drugs may be punished by imprisonment of 10 years to life and up to a $250,000 fine. Depending on aggregate weight, an offense may be punished by imprisonment for a term not more than 99 by years or less than 15 years and a fine not to exceed $250,000. Repeat offenders may face increased penalties. Texas Health and Safety Code Sec. 481.112-120
10. The manufacture, delivery, or possession with intent to deliver an illicit drug is punishable by imprisonment for 180 days to 2 years and a fine up to $250,000. Depending on nature of offense offenders may face increased penalties. Texas Health and Safety Code Sec. 481.102-106, 481.115-118
11. The possession of marijuana may be punished by imprisonment for 180 days to twenty years in prison and/or up to a $10,000 fine depending on the amount of marijuana involved. Depending on nature of offense offenders may face increased penalties. Texas Health and Safety Code Sec. 481.121
12. The distribution of marijuana to a minor is punishable by 2 to 20 years in prison and/or up to a $10,000 fine. Texas Health and Safety Code Sec. 481.122

Signs and Symptoms that could be an alert to Drug or Alcohol Abuse

While not a comprehensive list or always the indicator, here are some signs and symptoms which may be indicative of drug or alcohol abuse:

- Decreased interest in classes or outside activities
- Decreased academic performance
- Sleep issues
- Changes in weight
- Spending more time with others who have a reputation for drug and alcohol abuse
- Withdrawing
- Changes in behavior or personality
- Mood swings

Health Risks Associated with Use of Illicit Drugs and Alcohol

Health Risks Associated with Use of Illicit Drugs and Alcohol The use of illicit drugs and the abuse of alcohol carry significant social, physical, and emotional health risks. Users may suffer damage to key body organs such as the heart, liver, kidneys, and central nervous system. Drugs can kill the user, and the use of drugs and alcohol during pregnancy may cause birth defects or death of unborn babies. Drug users may experience difficulties with concentration and memory that impair learning. They can exhibit mood swings, impaired judgment, isolation, and depression, all of which can contribute to impaired driving, injuries, accidents, domestic or random violence, and sexual assault. Drugs can be instrumental in the deterioration of family units and the breakdown of friendships and other support systems.

Academic Effects of Drugs and Alcohol abuse

In addition to the Health risks, there are affects to academic performance based on drug and alcohol abuse, to include: attendance issues (absences), failing to complete assignments and meet academic deadlines, failing tests or homework assignments due the impact of intoxication, and impairment to think abstractly or conceptually for up to 30 days, which limits the ability to relate in class materials and training information to application and certification exams or application of materials.

Information on Preventing Drug and Alcohol Abuse

While it is difficult to prevent anyone and everyone from using alcohol and drugs, here are five ways to help prevent alcohol and drug abuse:

#1: Effectively deal with peer pressure

The most common reason an individual starts using alcohol and drugs is because their friends utilize peer pressure. No one likes to be left out, and people find themselves doing things they normally wouldn't do, just to fit in. In these cases, you need to either find a better group of friends that won't pressure you into doing harmful things, or you need to find a good way to say no. Prepare a good excuse or plan ahead of time to keep from giving into tempting situations.

#2: Deal with life pressure

A person who is overworked or overwhelmed often feels like a good break or a reward is deserved. But in the end, alcohol and drugs only make life more stressful and many individuals often fail to recognize this in the moment. To prevent using alcohol and drugs as a reward, find other ways to handle stress and unwind. Take up exercising, read a good book, volunteer with the needy, or create something. Anything positive and relaxing helps take the mind off using alcohol and drugs to relieve stress.

#3: Seek help for mental illness

Mental illness and substance abuse often go hand-in-hand. Those with a mental illness may turn to alcohol and drugs as a way to ease the pain. Those suffering from some form of mental illness, such as anxiety, depression or post-traumatic stress disorder should seek the help of a trained professional for treatment before it leads to substance abuse.

#4: Analyze the risk factors

If you are aware of the biological, environmental, and physical risk factors you possess, you are more likely to overcome them. A history of substance abuse in the family, living in a social setting that centralizes alcohol and drug abuse and/or family life that models alcohol and drug abuse can be risk factors.

#5: Keep a well-balanced life

Some people take up alcohol and drugs when something in their life is not working, or when they're unhappy about their lives or where their lives are going. Look at life's big picture and have priorities in order.

Resources for Drug and Alcohol Abuse Treatment

As community and governmental concern has increased, resources for and knowledge about treatment of drug abuse have become widely available. Many communities now have resources for drug treatment that were not in existence several years ago. Large cities are likely to have a large number or resources available. Generally, those resources for treatment and aid that are part of the patient’s home community are most useful. This is due to ease of access and the likelihood of continuing with the aftercare that is so important in drug abuse treatment. Various types of resources are available:

1. **Hospital Emergency Room:** These are the preferred facilities of choice when an overdose of a mind-altering drug is suspected. Since the results of overdose of many of these drugs can be life threatening, it is best to treat potential overdose situations conservatively and to obtain emergency treatment with all due speed.
2. **Police, Fire, and Paramedic Services:** If a drug-abuse situation appears especially dangerous based on the

symptoms of the patient, it is wise to use these services to provide the quickest access to treatment. If the

behavior of a suspected drug user is so disturbed or inappropriate that you fear it is out of control, use of police and paramedic services is also appropriate.

3. **Emergency Outpatient Treatment Facilities:** These facilities-sometimes known as "urgent care, readicare, surgicare, or emergicare"—differ from fully equipped hospital emergency rooms in their ability to provide a wide range of treatment options. They also cannot provide inpatient care. In serious abuse situations, use of a hospital emergency room is to be preferred.
4. **Drug Treatment Centers:** Many types of drug treatment centers exist. Some work on an inpatient basis and some on an outpatient basis depending on the type of drug abuse involved and their philosophy of treatment. It is wise to survey your community as to the types of drug treatment centers available, the kind of patients they treat, and the economics of treatment. This information is available to faculty and administrators to be used when counseling students with regard to drug issues.
5. **Alcoholics Anonymous and Similar Organizations:** Alcoholics Anonymous is a very important resource for those dealing with alcohol abuse problems. As mentioned above, similar organizations exist to aid cocaine abusers, Cocaine Anonymous, and other drug users, Narcotics Anonymous. Contact numbers for these organizations are in your local phone book. They are non-profit, no cost groups run by their membership. Many of the most successful drug treatment programs are based on AA methods. Many communities have multiple chapters of all these organizations with multiple meetings and contact opportunities. **THEIR IMPORTANCE AS A PRIMARY RESOURCE IN DRUG ABUSE TREATMENT CANNOT BE OVER EMPHASIZED.**
6. **Community Agencies and Social Services Groups:** Many communities provide social service based facilities and groups for drug treatment. Various types of treatment methods are used, depending on the community, the range of services available and the type and severity of abuse involved. Information about such treatment resources can be obtained from your community department of social services or medical services. This information will be available to students and employees.
7. **Church Groups**: Many churches and religious organizations have programs to aid drug users and abusers. These groups are generally without fee. Information about them can be obtained from the churches directly or often through your communities' social services agency.

Drug and Alcohol Phone and Internet Resources

- **National Alcohol Hotline** 1-800-ALCOHOL
- **Cocaine Anonymous** 1- 800-662-HELP
- **Alcohol and Drug Helpline** 1-800-821-4357
- **National Council on Alcoholism and Drug Dependence Hope Line** 1-800-622-2255
- **National Helpline for Substance Abuse** 1-800-262-2463
- **Drug Abuse Information & Referral Line** 1-800-662-HELP (662-4356)
- **Alcohol & Drug Rehabilitation/Treatment Center Listings in Sugar Land**
  - Taylor Recovery
    https://www.taylorrecovery.com
    713-557-8573
    11352 Sugar Park, Sugar Land, TX 77478

Veterans Resources

- **VA Substance Use Disorder (SUD) Program Locator:** https://www.va.gov/directory/guide/SUD.asp
  Michael E DeBakey VA Medical Center
  2002 Holcombe Blvd. Houston, TX 77030-4298
  713-791-1414 or for SUD Treatment Program: 713-794-7058
- **Veteran Crisis Line:** https://www.veteranscrisisline.net/
  Phone: 988 then select 1
  Text: 838255
  Start a confidential chat online: https://www.veteranscrisisline.net/get-help-now/chat/
  TTY: 800-799-4889
- **Texana Crisis Center** https://texanacenter.com
  Crisis Hotline: 1-800-633-5686
  Behavioral Heathcare Clinic at Sugar Land
  2535 Cordes Dr. Sugar Land, TX 77479

- **Endeavors:** https://endeavors.org/contact-us/
  Provides services to Veterans and Family Members across the country
  Houston, TX
- **Vets National Veterans Advocates:**
  http://www.vetsnational.com/local/texas/arlington-veteran-advocate-help.html
- **VA Homeless Programs:**
  https://www.va.gov/HOMELESS/NationalCallCenter.asp

National Call Center for Homeless Veterans 877-424-3838 va.gov/homeless

Sexual Assault Prevention Policy

The boundaries of personal freedom are limited by applicable state and federal laws and institutional rules and regulations governing interpersonal behavior. In creating a community free from violence, sexual assault and non-consensual sexual contact, respect for the individual and human dignity are of paramount importance.

Unacceptable Conduct and Acts

Acts of sexual assault and non-consensual sexual contact are not acceptable. For purposes of this policy, "sexual contact" means any intentional touching by the victim or aggressor, either directly or through clothing, of the victim's or aggressor's intimate parts for the purpose of degrading or humiliating the victim or sexually arousing or sexually gratifying the aggressor. Sexual contact of the aggressor with himself/herself must be in view of the victim whom the aggressor knows to be present. "Sexual assault" means any act of sexual penetration with another person under any one of the following circumstances:

- Force or coercion is used to accomplish the sexual contact without the person's consent.
- The victim is mentally incapacitated by being rendered temporarily incapable of appraising or controlling his/her conduct due to the influence of alcohol, drugs, and/or other substances ingested by or administered to that person with or without his/her consent.
- The victim is physically helpless by unconsciousness, sleep, or for any other reason the victim is physically unable to communicate his/her willingness to participate in the act.
- The aggressor knew or should have known that the victim was mentally incapacitated or physically helpless.

Procedures Regarding Sexual Assault

MyComputerCareer has a responsibility to respond promptly and effectively to reports of sexual assault, domestic violence, dating violence, and stalking all of which are strictly prohibited. When a student or employee reports to the institution 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 institution will provide the student or employee a written explanation of the student's or employee's rights and options.

Victims of Rape, Fondling, Incest, Sexual Assault, Domestic/Dating Violence, or Stalking If you are raped or sexually assaulted, you should take the following steps:

1. Get medical attention immediately.
2. Save your clothing.
3. Report the incident to the police even if you decide not to prosecute.
4. Take advantage of available support systems.
5. Try to preserve all physical evidence. Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag.

If you are the victim of a domestic/dating violence:

1. Assess your immediate safety needs.
2. Call police or 911.
3. Take photographs of abuse and/or property damage.
4. Obtain a copy of your medical reports.
5. Obtain a copy of the police report.

If you are being stalked:

1. Documentation is needed – write down the details.
2. Keep e-mail messages or social media posts, voicemails, texts, etc.
3. Report to the police.
4. Obtain restraining orders through the courts.
5. Monitor your behavior – don't act out against the stalker by committing an illegal act.

MyComputerCareer will assist any victim who requests assistance in notifying law enforcement to take criminal action against the accused. Additionally, the institution will conduct a prompt, impartial, and thorough investigation and will take all reasonable actions to maintain the confidentiality of all parties during the investigation. However, if a victim insists their name not be disclosed to the accused, the institution's ability to respond may be limited. A victim will be presented academic options, such as a change in class schedule, to alleviate the concern at hand. Both the accuser and the accused are entitled to the same opportunity to have others, such as a support person or witnesses, present during a disciplinary proceeding. Investigations, hearings, and disciplinary decisions will be conducted by applying a preponderance of the evidence standard. This means that the institution will use their best judgment to determine whether, more likely than not a crime has been committed. Both parties will receive written outcomes of all discipline proceedings at the same time.

Educational and Prevention Campaign Program

MyComputerCareer's Crime Safety Officer will provide educational programs in conjunction with the overall program that promotes prevention and awareness of rape, acquaintance rape, domestic violence, sexual assault, and stalking. This will be presented to the community of MyComputerCareer through bi-annual training programs presented to the community at large, with shared resources and materials. This training also includes mental health and wellness as it is often overlapping with drug and alcohol prevention. Training will include programs to promote mental health, awareness of rape, acquaintance rape, domestic violence, sexual assault, and stalking.

Criminal Sanctions/Disciplinary Action

MyComputerCareer employees and students are expected to abide by all local, state, and federal criminal laws. In addition to criminal sanctions and possible liability under such laws, acts of sexual assault and nonconsensual sexual contact will subject a student to institutional disciplinary action. Sanctions could include dismissal, suspension, conduct probation, or any other form of disciplinary sanction. Employees will be subjected to warning, suspension, demotion, or termination from employment. The disciplinary proceeding will meet the following requirements, per the Violence Against Women Reauthorization Act:

- Include a prompt, fair, and impartial process from the initial investigation to the final result (within 60 days)
- Conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability
- Provide the accuser and the accused with 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 advisor of their choice
- Will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding; however, the institution may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties
- Require simultaneous notification, in writing, to both the accuser and the accused, of:
    - The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking
    - The institution's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available
    - Any change to the result when such results become final

Prohibition on Retaliation

Non-Retaliation Policy

Both Title IX and the Clery Act provide protections for whistleblowers who bring allegations of non-compliance with the Clery Act and/or Title IX to the attention of appropriate campus administrators. MyComputerCareer does not retaliate against those who raise concerns of noncompliance. Any concerns should be brought to the immediate attention of the Site Coordinator, Assistant Site Coordinator, Executive Director of Compliance, Director of Human Resources and/or through the Dear Tony Letter. Being a part of the MyComputerCareer community requires everyone to provide both support and accountability to each other. Initiating accountability is often uncomfortable and risks interpersonal conflict between the respective parties. The school will not tolerate retaliation against parties who exercise their obligation to see that accountability is brought to bear when warranted. Retaliation may be exerted in many ways, including but not limited to: physical assault, verbal abuse, social ostracizing and other forms of offense and humiliation

Sexual Assault Bill of Rights

The institution understands the trauma connected with being a victim of sexual violence and promises complete confidentiality of any information you provide to a school administrator. We also promise that we will assist you in notifying any outside individuals or agencies if you so choose.

1. You have the right to notify the following individuals or agencies if you are a victim of sexual violence:
    a. Site Coordinator – (786) 393-1176
    b. Asst Director of Compliance – Federal Programs/Crime Safety Officer – (919) 229-8851
    c. Local Law Enforcement Agencies
i. Sugar Land Police Department - (281) 275-2020
    In all emergency situations, please dial 911.
2. You have the right to request assistance from the school to make these notifications.
3. You have the right to obtain an order of protection, no contact order, restraining order, or similar lawful orders issued by a criminal or civil court, or enforce an order already in existence.
4. You have the right to request that prompt disciplinary proceeding be initiated against the accused.
5. You have the right to be notified of any disciplinary actions against the accused.
6. You have the right to be notified of any options in changing your academic or campus living situation.
7. You have the right to have others present during disciplinary proceedings or other related meetings.

Students may find information regarding registered sex offenders at https://www.nsopw.gov/. Students may also contact the local police department or the regional state police barracks for information regarding sexual predators.

Violence Against Woman Reauthorization Act (VAWA) Related Educational/Support Programs

- **Sugar Land Police Department: Victim Assistance Program**
  https://sugarlandtx.gov/525/Victim-Assistance
  281-275-2539 (select 5 when prompted)
- **Aid to Victims of Domestic Abuse, Inc.**
  https://www.avdaonline.org/
  1-800-355-8547
- **National Domestic Violence Hotline**
  https://www.thehotline.org/
  1-800-799-7233
- **Rape, Abuse and Incest National Network**
  https://www.rainn.org
  1-(800) 656-HOPE
- **Houston Area Women's Center**
  https://hawc.org
  Domestic Violence Hotline: 713-528-2121; Sexual Assault Hotline: 713-528-7273
- **Family Time Crisis and Counseling Center**
  https://familytimeccc.org
  Crisis Hotline: 281-446-2615
- **Bay Area Turning Point**
  24 Hour Hotline: 281-286-2525
  BATP Crisis Intervention Center
  210 South Walnut St, Webster TX 77598
- **New Hope Battering Intervention and Prevention Programs (BIPP)**
  Group for Family Violence Offenders
  713-981-0922 or 713-569-1570
  newhopecare@aol.com

VAWA Definitions

VAWA

The Violence Against Women's Reauthorization Act (VAWA), signed into law March 7, 2013, requires institutions to report beyond the crime categories mandated by the Clery Act, incidents involving domestic violence, dating violence, and stalking.

Domestic violence:

includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by 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—
(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
  (i) The length of the relationship.
  (ii) The type of relationship.
  (iii) The frequency of interaction between the persons involved in the relationship.

Sexual Assault:
any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent

Stalking:
engaging in a course of conduct directed at a specific person that would cause a reasonable person to —
(A) fear for his or her safety or the safety of others; or
(B) suffer substantial emotional distress.

Consent:
In terms of sexual misconduct, means clear, voluntary, and positive verbal or non-verbal communication that all participants have agreed to the sexual activity. Consent must occur prior to or at the same times as the sexual activity. Consent must remain clear, voluntary, and positive throughout the sexual activity. The existence of a prior relationship or prior sexual activity does not automatically ensure consent for current or future sexual contact. There must be consent for each specific type of sexual contact throughout the sexual activity. Consent must be given by each participant involved. A person must be 17 years of age or older to be able to consent to sexual activity if the other participant(s) involved are more than three years of age older than that person. A person who is clearly visibly incapacitated is not able to give consent to sexual activity. An individual who is mentally incapacitated, unconscious, or unaware that the sexual abuse is occurring is considered unable to give consent. The type of force employed may involve physical force, coercion, intentional impairment of an individual's ability to appraise the situation through the administering of any substance, or threat of harm to the victim. Consent is defined in the Texas Penal Code, Section 1.07(11) as assent in fact, whether express or apparent. Without consent is also defined in the Texas Penal Code, Section 22.011(b) within the definition of sexual assault, that a person must be 17 years of age or older to be able to consent to sexual activity in the state of Texas.

Bystander intervention:
means safe and positive options that may be carried out by faculty, staff, or students to prevent harm or intervene when there is a risk of sexual harassment, sexual assault, dating violence, domestic violence, or stalking.
Bystander intervention includes:
- Recognizing situations of potential harm
- Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene.
- *Risk reduction:* options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Title IX Policy and Procedure *(Effective 8/14/2020)*
In Response to the updated Federal Title IX regulations, a policy has been written to address Title IX regulations. This policy does not negate the Clery Act policies school regulations regarding Title VII. This policy is an addendum and enforced in tandem specifically to Title IX regulations regarding the prohibition of discrimination based on sex in educational programs and activities in federally funded schools. Where there is

an overlap, both policies are to be followed. The resolution may be resolved under either policy as long as they are compliant with both regulatory policies where applicable.

Roles and Responsibilities

Title IX Coordinator

Forrest Ambrose serves as the Title IX Coordinator for MyComputerCareer. The Title IX Coordinator oversees MyComputerCareer' s process in regard to review, investigation, and resolution of title IX reports. You can contact the Title IX Coordinator at: TitleIX@mycomputercareer.edu and at 919- 229-8851. The Title IX Coordinator's office is located in the Compliance Department at MyComputerCareer Headquarters' office.

The Title IX Coordinator is:

- responsible for oversight of the investigation and resolution of all reports of sexual misconduct under Title IX.
- knowledgeable and training in relevant state and federal laws and MyComputerCareer policy and procedure.
- available to advise any individual, including a complainant, respondent, or third party, about the courses of action available at the university, both formally and informally.
- available to provide assistance to any MyComputerCareer community member regarding how to respond appropriately to reports of sexual misconduct.
- responsible for education and prevention efforts for Title IX training, and skill-specific training for investigators and hearing decision-makers.
- available for review of appropriate school policy to ensure compliance
- responsible for monitoring full compliance with all requirements as outlined by state, federal, and agency law.

Title IX Investigators

Title IX Investigators investigate complaints files by students involving title ix, Clery Act, and VAWA claims. Investigators complete in-depth and ongoing training and assist MyComputerCareer in ensuring a timely response and resolution of complaints. (Depending on the case, please note the Title IX Coordinator may serve as an investigator or may refer to another investigator).

Title IX Definitions

Sexual Harassment:

conduct on the basis of sex that satisfies one or more of the following:

- unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity;
- an employee of the school conditioning the provision of aid, benefit, or service of the school on an individual's participation in unwelcome sexual conduct; or
- sexual assault, as defined in the Clery Act, or dating violence, domestic violence, or stalking as defined in VAWA

Complainant

an individual who is alleged to be the victim of conduct that would constitute sexual harassment

Respondent

an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Actual Knowledge

notice of sexual harassment or allegations of sexual misconduct to a school's Title IX Coordinator or any official of the school who has authority to institute corrective measures on behalf of the institution

Supportive Measures

non-disciplinary non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the school's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the school's educational environment, or deter sexual harassment.

Formal Complaint

a document filed by a complainant or signed by the Title IX coordinator alleging sexual harassment against a respondent and requesting that the school investigate the allegation of sexual harassment.

Reporting Policy

Any member of MyComputerCareer may file a complaint against another member alleging Sexual Harassment. An incident report is completed by a mandated reporter and directed to the Title IX Coordinator or may be submitted to the Title IX Coordinator Directly. If not submitted by the complainant, the complaint should be submitted as soon as possible after the incident occurred; however, the timeliness of the complaint shall be determined by the Title IX Coordinator based on the facts and information presented.
The Title IX Coordinator will speak directly to the complainant, take any statements wishing to be made and will provide access to supportive measures. Al choices regarding rights and reporting options will be reviewed and provided. Should the complainant wish to move forward with a formal complaint, the Title IX coordinator will review the next steps in the process.

Supportive Measures/Accommodations/Remedies

MyComputerCareer reserves the right to take necessary measures deemed necessary in response to an allocation of sexual misconduct in order to protect the rights and personal safety of the complainant. The Title IX Coordinator will present options and communicate with appropriate authorities to incorporate these measures and provide accommodations, whether or not a reporting party wishes to move forward with a formal reporting and resolution process.
MyComputerCareer is committed to supporting victims of violence by providing the necessary supportive and safety services. Students, faculty, and staff victims of sexual misconduct are entitled to reasonable and appropriate measures to protect the person's access to MyComputerCareer education opportunities and business activities, which may include protective measures before the final outcome of an investigation. Such protective measures and accommodations, which may be temporary or permanent, may include:

- no-contact order
- change in academic schedule
- work modification
- imposition of an interim suspension on the respondent
- provision of resources for medical and/or psychological support.

If safety is an immediate concern, students are encouraged to contact local law enforcement for assistance as well.

Meeting of Rights

The Title IX Coordinator will meet with all parties involved and determine whether to move forward with a formal investigation. Parties will be provided an opportunity to review all rights afforded to them. The complainant and respondent are entitled to the same opportunities to present relevant statements and witnesses during all procedures and may have an advisor of their choice present for any proceeding.

Investigations

Trained investigators will provide an investigation that is committed to be prompt, thorough, reliable, equitable, fair, and impartial. Investigators will interview the reporting and responding parties, necessary witnesses, and any individuals identified as necessary through the investigation process. Investigators will provide the Title IX Coordinator with complete report of findings. The evidence will be evaluated objectively and without bias, including exculpatory and inculpatory evidence. Based upon the findings a formal hearing may be called, or the documentation may be reviewed for informal processing

Informal Process Review

In the event a formal complaint is not requested or warranted as per the Title IX Coordinator, an informal process review will be completed by the designated authorities and resulted findings will be provided to the complainant and respondent with explanation. All evidence will be reviewed as per the investigations, and the credibility determination may not be based on a person's status as a complainant, respondent, or witness. The standard of evidence adapted by MyComputerCareer when completing a review will be preponderance of the evidence standard.

Formal Complaint

If a formal complaint is filed by a complainant or the Title IX Coordinator, a formal hearing will be scheduled, and procedures will follow in a timely fashion. The hearing will be conducted by predetermined parties with all parties given adequate notice. Should an Advisor not be designated by both parties, one will be provided by

MyComputerCareer at no cost to either party. The rules for the hearing will be provided by the Title IX coordinator to all parties involved including expectations and responsibilities for Advisors on both sides. The standard of evidence to be used is the same standard as the informal process review.

Appeal Process

Once a determination has been made through the hearing documentation will be filed with the Title IX coordinator for a minimum of 7 years. The decision is declared final with a notice to appeal. Should the appeal be requested, the appeal process shall be provided to the Title IX Coordinator, who will forward to a designated party in writing. Once an appeal is initiated, the appeal process will be followed, and further guidance will be provided based upon the specific reason for the appeal.
There are three bases for an appeal to be granted:

1. a procedural irregularity that affected the outcome.
2. new evidence that was not reasonably available at the time the determination or dismissal was made and could affect the outcome; and
3. the Title IX Coordinator, investigator, or adjudicator had a conflict of interest or bias that affected the outcome of the matter.

If the appeal does not fit one of these criteria the appeal will be reviewed but will not meet the requirement for a Title IX appeal.

Reporting and Confidentiality

MyComputerCareer encourages all members of the organization to report any incidents of sexual misconduct as promptly as possible so that the school may respond expeditiously and effectively. MyComputerCareer recognizes that not every person will choose to make a formal report to the school or with local law enforcement. When consulting campus resources, community members should be aware of confidentiality. On campus, some resources may offer confidentiality, sharing opinions and advice without any obligation to tell anyone unless the complainant wants them to do so. Other resources are expressly required to report incidents of sexual misconduct to the Title IX Coordinator.

Reporting to Responsible Employees

MyComputerCareer defines a responsible employee to include supervisors, officials, and employees with significant responsibility for student and school activities including, but not limited to: academics, operations, compliance, and human resource. When a complainant tells a responsible employee about an incident of sexual violence, the complainant has the right to expect MyComputerCareer to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.
A responsible employee must report to the Title IX Coordinator all relevant details about the alleged sexual violence shared by the complainant. To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the University's response to the report.

Your Rights

Understanding Your Rights - Resolution Processes

MyComputerCareer works to provide members of the school with fair and equitable resolution processes. You will be treated with care and support and will be encouraged to utilize supportive measures to help navigate to the process. MyComputerCareer has a list of available support services and resources that will be provided to the reporting party/victim in writing.
MyComputerCareer will do everything it can to provide transparency to you through the process and will consult with you before moving on to a formal investigation. The school will do it's best to support your decision if you choose to request to report anonymously. MyComputerCareer must evaluate requests for confidentiality with our obligation to provide a safe environment for all community members, including yourself.
MyComputerCareer is committed to remedy any situation brought to its attention, end discriminatory behaviors, and limit impact to our campus community. Note Remedies provided to a complainant are designed to restore or preserve equal access to MyComputerCareer' s education program or activity. Such remedies may include the same individualized services defined as a supportive measure; however, remedies may be disciplinary or punitive and may burden the respondent.

Understanding Your Rights if you are Accused

MyComputerCareer strives to be fair in the handling of allegations of sexual misconduct. You have the right to due process, meaning you have the right to be notified of the allegations and the opportunity to respond to

 them.
You also have the right to understand the university's investigation and adjudication process. Questions concerning these procedures can be addressed to the Title IX coordinator. A respondent is presumed to not be responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
Note: Remedies provided to a complainant are designed to restore or preserve equal access to MyComputerCareer' s education program or activity. Such remedies may include the same individualized services defined as a supportive measure; however, remedies may be disciplinary or punitive and may burden the respondent.

Understanding Your Rights – Investigation and Adjudication

A respondent has the right to the following:

- reasonably specific advanced written notice of charges, and advanced written notice of the date, time, place of meetings and hearing, unless such right is waived in writing
- an investigation conducted to ensure all parties have a fair and reasonable opportunity to answer, explain, and discuss alleged violations
- opportunity for submittal of written physical and testimonial evidence and for reasonable questioning of witnesses
- reasonably sufficient interval between the date of charges and the date of hearing to allow for preparation of a response
- an impartial hearing body
- a final decision based on evidentiary standards, with a written decision with a detailed explanation/rationale
- an advisor to be present at all hearings and investigational interviews. MyComputerCareer may limit the participation of the advisor
- the opportunity to appeal a decision, under reasonable circumstances.

Time Frame for Investigation and Adjudication

A reasonable timeframe will be maintained for the conclusion for the grievance process, allowing for consideration of the claim, and providing time for a temporary delay or limited extension with written notice for a good cause. A good cause may include considerations such as the absence of either party, a party's advisor, a witness, concurrent law enforcement activity, or the need for additional assistance or accommodation of disabilities.
A Typical timeframe shall be determined based on the type of claim and process. Upon notification the timeframe of the process will be provided to all parties involved.

Designated Roles, Training, and Requirements

In compliance with 34 CFR 106.45(b)(1)(iii), the Title IX Coordinator, Investigator, Decision-makers, or any person designated to facilitate the informal process will be free of bias and conflict of interest and trained on the following:

- **Title IX Coordinators, Investigators, Adjudicators, and any persons who facilitate informal resolutions**: *The definition of sexual harassment and scope of the school's education program or activity; conducting an investigation and grievance process including hearings, appeals, and informal resolutions; and serving impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.*
- **Adjudicators**:
  Using technology at live hearings; relevance of questions and evidence, including when questions and evidence about complainant's sexual history are not relevant.
- **Investigators**:
  Issues of relevance to create an investigative report that fairly summarizes the relevant evidence.

Training Materials

Per federal regulations below are the training materials[1] regarding Title IX training provided to all required staff:

- Module 1 – Fundamentals of the Law
  http://content.thompsoncoburn.com/video/Module-1-Fundamentals-of-the-Law.mp4
- Module 2 – Formal Complaints
  http://content.thompsoncoburn.com/video/Module-2-FormalComplaints.mp4
- Module 3 – Investigations & Informal Resolutions
  http://content.thompsoncoburn.com/video/Module-3-Investigations-and-InformalResolutions.mp4

- Module 4 – Hearings
  http://content.thompsoncoburn.com/video/Module-4-Hearings.mp4
- Module 5 – Determinations
  http://content.thompsoncoburn.com/video/Module-5-Determinations.mp4
- Module 6 – Appeals
  http://content.thompsoncoburn.com/video/Module-6-Appeals.mp4

[1]Source: Title IX Training Series from the Thompson Coburn LLP

Investigator Work Form

- Investigator Form (See Attachments)

Additional Training and Resources

The Title IX Coordinator serves as the Crime and Safety Coordinator. All Community Training is supplemented based on his continuous training in Crime and Safety Prevention which is provided to the community at large. This training is provided at least Bi-Annually with emphasis on nationally recognized period regarding crime and safety, including red ribbon week, domestic violence awareness month, etc. Prior training will be made available to the entire MyComputerCareer employee and staff, with initial notification per the school catalog.

Emergency and Evacuation Procedures

Timely Warnings

Should crimes or incidents occur, either on or immediately adjacent to the campus, which, in the judgment of the Site Coordinator, do not pose an immediate threat but constitute an ongoing or continuing threat, a campus-wide “timely warning” will be issued to the campus community in a manner that will aid in the prevention of similar occurrences. This timely warning will be issued through our database e-mail system to students, faculty, and staff. Related information also will be posted in classrooms, in the break area and in common areas, as appropriate. This timely warning will withhold the names and other identifying information of victims to ensure confidentiality.

Upon confirmation of an emergency or dangerous situation the Site Coordinator is authorized to use emergency communication methods to notify the campus community of an emergency situation that would jeopardize their health and safety. Due to the small size of our campus the first alerts will be an announcement on-campus in each classroom and in the common areas. Either simultaneously or immediately following the campus alerts, an e-mail will be sent out to all active students alerting them of the emergency.

The email notifications mentioned above are only used upon the confirmation of an emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring at the campus. “Immediate” threat as used here encompasses an imminent or impending threat. “Confirmation” means that the Site Coordinator has verified that a legitimate emergency or dangerous situation exists.

Some examples of significant emergencies or dangerous situations are:

- Extreme weather (e.g. tornado, flood)
- Earthquake
- Bomb Threat
- Terrorist incident
- Armed Person
- Explosion

Examples of situations that would not necessitate an emergency response or alert include:

- Power outage
- Snow closure
- String of larcenies
- Minor Altercation

As time permits, the Site Coordinator will determine whether, in his or her judgment, the information suggesting that an emergency has occurred is credible through consultation with other Campus Management and personal investigation of the reported emergency event. As noted above, the Site Coordinator also will consider whether issuing a notification or making an announcement would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Given the size and nature of all MyComputerCareer campuses, any emergency notification will be distributed to all members of the campus community (i.e., the Site Coordinator will not limit the notification to select segments of the campus population). In the event of an emergency, the Site Coordinator will craft a brief notification containing

pertinent information about the nature of the emergency (e.g., approaching tornado, gas leak) and include direction regarding the appropriate response (e.g., take cover, evacuate).
In the event of an emergency on campus where evacuation of the facilities is required, the following procedures are recommended:

- Identify the location of the emergency. It is essential that students and staff avoid evacuating into the area involved in the emergency.
- Identify the type of emergency, if possible, which will determine the evacuation process and the order of evacuation.
- Identify students and staff that may need assistance in evacuating the premises.
- Students and staff should proceed to designated meeting areas. Instructors should immediately take attendance to ensure everyone assigned to his/her class have evacuated the building and is accounted for.
- Instructors should immediately report any absence(s) of students not at the meeting point, as identified by the local emergency response team, to emergency personnel at the scene or to the Site Coordinator.
- Re-entry of the facility is not permitted unless approved by the Site Coordinator or the Director of Education after consultation with emergency personnel at the scene

General Evacuation Procedures (Fire, Gas Leak, examples)
Should an emergency notification be made directing a general evacuation, all persons on campus should exit the building immediately by way of the nearest stairwell, marked with a lighted red exit sign, and follow the signs, exiting to the outside and quickly proceeding to the parking lot in front of the building. If the nearest stairwell is blocked, individuals should use another stairwell. Posted evacuation routes for each space are located throughout the building, typically near the door. Persons should not use any elevator while evacuating. It is the responsibility of all able staff to assist any persons with disabilities in descending the stairwell quickly and safely. Individuals who exit the building first must position themselves far enough away from the street to enable everyone to stand clear of emergency vehicles. The street must be kept clear at all times, so as not to hamper the movement of emergency vehicles into the area. Once outside the building, the Campus Security Authorities will confirm that appropriate emergency personnel have been contacted, congregate all employees in the parking lot in front of the building, confirm that all employees and visitors are out of the building, and meet with emergency personnel at the front entrance to provide additional information. Staff members trained in CPR and rescue breathing should survey the individuals outside to determine if anyone is in need of first aid and provide such aid as required. Individuals should not reenter the campus building for any reason until it is declared safe by the appropriate emergency personnel and the Site Coordinator has agreed to permit persons to re-enter.

Post-Emergency Measures
As soon as possible, following the occurrence of an emergency, the Site Coordinator will alert the President or the Vice President of Operations to facilitate further response, support, and coordination efforts with and among external emergency response entities and the larger community (e.g., local law enforcement authorities, fire department, emergency medical services, disaster relief organizations). The Site Coordinator also will coordinate with the Leadership Team to assess the aftermath of the emergency event. The goal of this assessment is to identify and avoid any remaining danger or risk to the safety or well-being of students, staff, and visitors to the MyComputerCareer campus. Should the Site Coordinator determine that an ongoing or continuing threat to the campus community exists, a campus-wide “timely warning” will be issued in a manner consistent with the policies discussed above. The Site Coordinator will work to maintain order and take necessary steps towards restoring general campus operations. Subsequent informational notifications will be communicated to students and staff via email, online notifications, and campus postings
MyComputerCareer will conduct annual tests of the notification system to ensure preparedness in the event of an actual emergency. Such tests may be announced or unannounced, and may include email or text message test alerts, scheduled drills or exercises, and appropriate follow-through activities designed for assessment and evaluation of emergency plans and capabilities. Documentation of any such test is maintained on Campus and includes a description of the exercise, the date and time at which it occurred, and whether it was announced or unannounced.
Through fire and evacuation drills, the posting of this Report on the website, including a link to the report in the student catalog for students and employees, and direct emails of the report to students, the institution publicizes emergency response and evacuation procedures to students and staff on an at least annually.

Preparation of the Annual Disclosure of Crime Statistics

A key feature of this document is the disclosure of statistics regarding certain types of crimes reported to the institution or local law enforcement. Each year the institution prepares these statistics with the assistance of local law enforcement agencies. When compiling and preparing the statistics disclosed in this report, the institution solicits, collects, and examines (1) crime data received from local law enforcement, (2) incident reports filed by any member of the institution or the Site Coordinator. The institution collects and examines data for crimes and incidents reported during the prior calendar year.

Clery Geography and Crime Location

Consistent with federal regulations, the institution examines, collects, and reports statistics for crimes that are reported to local police agencies or to a Campus Security Authority during the prior calendar year, and that occurred on or within its "Clery geography." The law defines an institution's Clery geography to include:

- Buildings and property that are part of the campus.
- Public property within or immediately adjacent to and accessible from the campus.
- The institution's non-campus buildings and property. (Not Applicable at MyCC)

When reporting crime statistics, the law requires an institution to specify in which of these three locations the reported crime occurred. In addition, institutions must identify, of the crimes that occurred on campus or on public property immediate adjacent to the campus. The institution collects and reports crimes consistent with these requirements. However, because the institution does not own or operate any noncampus buildings or property or dormitories or other residential facilities for students, statistics are not reported for these categories of location.

Consistent with federal law, the institution compiles and classifies crime information in accordance with the following guidelines:

- Statistics for murder and non-negligent manslaughter, manslaughter by negligence, rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug law violations, and illegal weapons possession are compiled using the definitions of those crimes from the Summary Reporting System (SRS) User Manual from the FBI's UCR Program.
- Statistics for fondling, incest, and statutory rape are compiled using the definitions of those crimes from the National Incident-Based Reporting System (NIBRS) User Manual from the FBI's UCR Program.
- Statistics for the hate crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property are compiled using the definitions provided in the Hate Crime Data Collection Guidelines and Training Manual from the FBI's UCR Program.
- Statistics for dating violence, domestic violence, and stalking are compiled using the definitions set out earlier in this Report, which are taken from the federal regulations implementing the Clery Act.

Finally, though each year the institution is only compiling crime statistics for crimes reported during the prior calendar year, the report always includes the data for the three previous calendar years, where applicable.

2026 Campus and Vicinity Crime Report

The following lists all the Clery Act and VAWA crimes that were reported to the local police during the 2023, 2024 and 2025 calendar year. These crimes occurred in or immediately adjacent to 14141 Southwest Freeway, Suite 140, Sugar Land, TX 77478. When applicable, hate crimes will be reported, by category of prejudice, that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability. You may request the full crime statistics report for a specific year from the Site Coordinator.

Crime	Year	On Campus	Public Property
Murder and Non-negligent manslaughter			
	2023	0	0
	2024	0	0
	2025	0	0
Manslaughter by Negligence			
	2023	0	0
	2024	0	0
	2025	0	0
Rape			
	2023	0	0
	2024	0	0
	2025	0	0
Fondling			
	2023	0	0
	2024	0	0
	2025	0	0
Incest			
	2023	0	0
	2024	0	0
	2025	0	0
Statutory Rape			
	2023	0	0
	2024	0	0
	2025	0	0
Robbery			
	2023	0	0
	2024	0	0
	2025	0	0
Aggravated assault			
	2023	0	0
	2024	0	0
	2025	0	0
Burglary			
	2023	0	0
	2024	0	0
	2025	0	0
Hazing			
	2023	0	0
	2024	0	0
	2025	0	0

Crime	Year	On Campus	Public Property
Motor vehicle theft			
	2023	0	0
	2024	0	0
	2025	0	0
Arson			
	2023	0	0
	2024	0	0
	2025	0	0
Hate Crimes			
	2023	0	0
	2024	0	0
	2025	0	0
Liquor law violations			
	2023	0	0
	2024	0	0
	2025	0	0
Drug law violations			
	2023	0	0
	2024	0	0
	2025	0	0
Weapons Law Violations			
	2023	0	0
	2024	0	0
	2025	0	0
Violence Against Women Act (VAWA)			
Domestic Violence			
	2023	0	0
	2024	0	0
	2025	0	0
Dating Violence			
	2023	0	0
	2024	0	0
	2025	0	0
Stalking			
	2023	0	0
	2024	0	0
	2025	0	0

Hazing Policy

MyComputerCareer strictly prohibits hazing in any form by any individual or student organization, regardless of consent. Hazing is defined as any intentional, knowing, or reckless act committed against a person—in connection with initiation, affiliation, or membership in a group—that creates a risk of physical or psychological harm. Incidents of hazing must be reported immediately to the Site Coordinator via email, in person, or email the Compliance Department at clery@mycomputercareer.edu, and all reports are investigated thoroughly through MyComputerCareer's administrative and disciplinary procedures, which may result in suspension, expulsion, or organizational revocation.

Hazing activities also violate (Texas Education Code Chapter 37, Subchapter F, Sections 37.151 - 37.158 and 51.936(1)), which carries criminal penalties.

Access to research-informed awareness and education programs is provided to students, faculty, and staff by MyComputerCareer. These online programs cover institutional standards, bystander intervention strategies, ethical leadership, and team-building alternatives. In compliance with the Stop Campus Hazing Act amendments to the Clery Act,

MyComputerCareer collects statistics on all reported hazing incidents for inclusion in this Annual Security Report and maintains a publicly accessible Campus Hazing Transparency Report detailing findings of violations by students and student organizations on our website.

Confidential Reporting Options

Individuals who wish to report hazing confidentially or anonymously may submit a report through MyComputerCareer's confidential online reporting portal or hotline. While anonymous reporting is fully supported, providing details helps facilitate a thorough investigation.

Investigation Timelines

Upon receipt of a hazing report, the Site Coordinator and Compliance Department will initiate an initial review within two (2) business days. Formal investigations will generally conclude within thirty (30) calendar days, subject to adjustments based on complexity or institutional schedule breaks. All involved parties will be notified of key updates throughout the process.

Attachments

Title IX Investigator Report Sample

The Sample report is an active template. The attachment to follow reflects the actual report use but does not reflect what the form will look like once completed. Trained staff use this report and guide to complete an investigation for Title IX complaints.

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Title IX Investigation Report

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Case Information

Instructions

If the referral is known to the institution, fill in the source's information using the text fields and drop-down lists. You may need to contact the Title IX Administrator to get this information.

Investigator:

Case Number:

Date Case Recorded: (M/D/YYYY)

Date Case Assigned: (M/D/YYYY)

REFERRAL SOURCE

Reported By:

Email:

Phone:

Status:

Location:

Student ID (if applicable)

Employee ID (if applicable)

Report Date: (M/D/YYYY)

Incident Date: (M/D/YYYY)

ALLEGATION DETAILS

Case Type: If other, specify:

Alleged Complainant:

Allegation Details

SUBJECT OF ALLEGATION/RESPONDANT

Name:

Email:

Phone:

Status:

Location:

Relationship with the Reporting Party:

Student ID (if applicable) :

Employee ID (if applicable) :

Investigation Plan

Instructions

Keep the scope of the Title IX investigation focused narrowly on the allegation presented.

For example: *The investigation will focus on the tip received through the anonymous hotline provided by the school. The objective of the investigation is to determine whether the reported incident happened*.

Investigation Scope: Click or tap here to enter text.

Case Notes

Instructions

Record a brief description of each action taken during the investigation. This section is like an investigator's diary, demonstrating every action taken during the investigation, who did it and when it was done.

Action:

Action Type: Click or tap here to enter text.

Responsible: Click or tap here to enter text.

Date Completed: (M/D/YYYY) Click or tap to enter a date.

Description: Click or tap here to enter text.

Information Interview Summaries

Instructions

Information interview summaries are designed to stand alone as a record of who was interviewed, by whom, where, and when. These pages can be produced as a simple record of interviews conducted, as opposed to the longer version that follows in the next section.

You will want to use this information in this section as the basis and order of the subsequent section.

INTERVIEW #1

Conducted By: Click or tap here to enter text.

Interview Subject: Click or tap here to enter text.

Interview Location: Click or tap here to enter text.

Interview Date (M/D/YYYY): Click or tap to enter a date.

INTERVIEW #2

Conducted By: Click or tap here to enter text.

Interview Subject: Click or tap here to enter text.

Interview Location: Click or tap here to enter text.

Interview Date (M/D/YYYY): Click or tap to enter a date.

INTERVIEW #3

Conducted By: Click or tap here to enter text.

Interview Subject: Click or tap here to enter text.

Interview Location: Click or tap here to enter text.

Interview Date (M/D/YYYY): Click or tap to enter a date.

INTERVIEW #4

Conducted By: Click or tap here to enter text.

Interview Subject: Click or tap here to enter text.

Interview Location: Click or tap here to enter text.

Interview Date (M/D/YYYY): Click or tap to enter a date.

Interview Reports

Instructions

When assessing credibility, avoid making assumptions about the subject's behavior as an indicator of truthfulness. For example, while avoiding eye contact might be interpreted as a sign of deception for one person it may be a cultural norm for another.

In the interview notes fields, provide a skeleton of what you said during the introduction, incident overview, and interview conclusion fields. For example:

Introduction:

- *Explained the purpose of the interview*
- *Explained my role as lead investigator*
- *Reviewed confidentiality concepts*
- *Gave overview of protection against retaliation*
- *Explained interview ground rules.*

Interview Conclusion:

- *Thanked witnesses for honesty and time*
- *Reviewed confidentiality concepts*
- *Obtained signature on witness interview report*

INTERVIEW 1

Conducted By: Click or tap here to enter text.

Interview Subject: Click or tap here to enter text.

Interview Location: Click or tap here to enter text.

Interview Date: (M/D/YYYY) Click or tap to enter a date.

Credibility Assessment: Click or tap here to enter text.

Introduction: Click or tap here to enter text.

Incident Overview: Click or tap here to enter text.

Interview Conclusion: Click or tap here to enter text.

INTERVIEW 2

Conducted By: Click or tap here to enter text.

Interview Subject: Click or tap here to enter text.

Interview Location: Click or tap here to enter text.

Interview Date: (M/D/YYYY) Click or tap to enter a date.

Credibility Assessment: Click or tap here to enter text.

Introduction: Click or tap here to enter text.

Incident Overview: Click or tap here to enter text.

Interview Conclusion: Click or tap here to enter text.

INTERVIEW 3

Conducted By: Click or tap here to enter text.

Interview Subject: Click or tap here to enter text.

Interview Location: Click or tap here to enter text.

Interview Date: (M/D/YYYY) Click or tap to enter a date.

Credibility Assessment: Click or tap here to enter text.

Introduction: Click or tap here to enter text.

Incident Overview: Click or tap here to enter text.

Interview Conclusion: Click or tap here to enter text.

INTERVIEW 4

Conducted By: Click or tap here to enter text.

Interview Subject: Click or tap here to enter text.

Interview Location: Click or tap here to enter text.

Interview Date: (M/D/YYYY) Click or tap to enter a date.

Credibility Assessment: Click or tap here to enter text.

Introduction: Click or tap here to enter text.

Incident Overview: Click or tap here to enter text.

Interview Conclusion: Click or tap here to enter text.

Exhibit List

Instructions

List all attachments and evidence that are related to the case. Examples are investigation interview reports, course schedules, physical evidence, copies of text messages or phone bills, social media postings, performance reviews or academic history, medical records, police records, diary entries, receipts, emails, video files, etc.

#1: Click or tap here to enter text.

#2: Click or tap here to enter text.

#3: Click or tap here to enter text.

#4: Click or tap here to enter text.

#5: Click or tap here to enter text.

#6: Click or tap here to enter text.

#7: Click or tap here to enter text.

#8: Click or tap here to enter text.

#9: Click or tap here to enter text.

#10: Click or tap here to enter text.

Recommendations

Instructions

Draw a conclusion. For example: *After reviewing the documentary evidence combined with the interviews, it appears that the allegation is credible*.

Make recommendations. For Example:

- *We recommend this complaint be forwarded to the Board as a Formal Complaint for Review.*
- *We recommend this complaint be processed under the informal Complaint Process for Review.*
- *We recommend this complaint be terminated under Title IX and be processed under (Title VII/Clery Act) for further review.*
- *We recommend no further action be taken based on the information gathered*

Provide an action plan. For Example: *All parties should be contacted in six months for follow-up.*

Final Investigative Findings: Click or tap here to enter text.

Final Recommendations: Click or tap here to enter text.

Institutional Action Plan: Click or tap here to enter text.

Appendix A

Instructions

In Appendix A, provide any definitions, laws, and school policies that are relevant to understanding the allegations and outcome of the investigation.

For example: provide a definition of the term “sexual misconduct”. Include the instiution’s Title IX policy prohibiting misconduct between colleagues, also provide links to or snippets from federal and state laws prohibiting sexual misconduct.

Definition of “Click or tap here to enter text.”:

Click or tap here to enter text.

Related Institutional Policy:

Click or tap here to enter text.

Related Federal Law(s):

Click or tap here to enter text.

LOCATIONS:

Raleigh, NC
Charlotte, NC
Indianapolis, IN
Sugar Land, TX
Houston, TX
Dallas, TX
Arlington, TX
Westerville, OH
Live Online

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