



Campus Security Policy

Revision Date: September, 2019

Security Policies & Clery Campus Crime Statistics Act

ASIS Massage Education prepares these reports to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in Cooperation with the local law enforcement agencies surrounding our campuses, along with links to the local police department crime statistics. At ASIS Massage we are committed to provide updated information to comply with the Act.

ASIS Massage is committed to student safety, including guarding students', possessions and as well as their personal well being. Our locations have afforded us the luxury of very low crime rates. Our campuses vary from destination locations to commuter campuses. However, none of our locations have on-campus housing. Questions or concerns regarding campus security or crime reporting should be addressed to the Campus Director or the Admissions Staff.

ASIS will publish and make available upon request its annual security report for the previous calendar year, January –December, by October 1st. The Campus Security polices is published with the report. Copies of the crime report will be available in the main office of each campus and students will be alerted at Orientation, about its location. At the time of the October 1st posting, students will be notified electronically through our student learning portal. Our electronic and/or other notification mediums will be tested at a minimum of once annually, to ensure efficacy.

Access to Campus Facilities

The school office is open to students and the public Monday – Friday from 8:30 AM to 5:00 PM and on designated Saturdays (at select campuses.) The Campus offices will be locked at 5:00 PM each evening and unlocked at 8:30 AM each morning during the week. However, during evening courses and during Student Clinic, only the utilized rooms will remain unlocked. ASIS provides access to the building for students, employees, and visitors during its scheduled hours of operation. Only staff who have been issued keys are authorized to enter the building outside of normal hours of operation. Administrative staff closely monitors key distribution.



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Security Considerations

ASIS provides designated parking areas and walkways for students and employees. Adequate lighting and sufficient locks on doors are considered. Prompt response is given to any potential safety or security hazard. Locks on doors are evaluated twice daily, at opening and closing.

Reporting of Crimes

ASIS Massage Education encourages the accurate and prompt reporting of all crimes, incidents and accidents to Administrative staff or directly to the local police department through 911 calls. If someone is a victim of a crime or incident at the school, an incident report will be filled out for the school's records. This information will be used to keep accurate reports of the number of incidences at the campus, and will be counted in the Annual Crime Statistics for the campus. Students may report incidents on a confidential basis if requested. A student may fill out an incident report with any member of ASIS staff. All incident reports are submitted to the Campus Director. Incident reports are maintained by administration and serve as the institutional log.

Crime Report

In compliance with the requirements of Clery Act, crime statistics provided from institutional reports and local crime agencies are compiled. These reports are published and made available to students and employees by October 1st. ASIS collects information as it relates to the campus, public property or non campus areas regarding the following offenses at our locations: Sex Offenses, both forcible or non forcible, Robbery, Aggravated Assault, Burglary, Motor Vehicle theft or vandalism, Manslaughter, both negligent or non-negligent, Arson, and Alcohol, Drug or Firearms Violations.

Campus Security and Crime Prevention Programs

ASIS provides an overview of security procedures and practices during the first week of school, as part of its general orientation sessions for students. Additional information is available by request from administration. Students at ASIS are expected to comply with the standards set forth in the code of conduct and conditions for dismissal, as found in the Student Handbook, while at the school or a school sponsored event. Disciplinary actions, including but not limited to dismissal, will be taken towards students in violation of the Code of Conduct and/or the standards defined in the Conditions for Dismissal. This Policy is part of the school's Student Handbook.



Emergency Response & Evacuation Procedures

The Emergency Response & Evacuation Procedures are reviewed in the Orientation activities that occur in the first week. Fire drills are held periodically as part of our emergency response procedures. The Campus Director is responsible for determining whether there is a significant emergency or dangerous situation. In the event of an emergency situation, staff and students are immediately notified in person of the threat, in the event that they are on the premises. If they are not on the premises, students would be contacted electronically via email, and via telephone. The school may also inform the local police department and/or local media agencies of the threat. For days of inclement weather, students are directed to listen to the local radio for the closure and late starts at the local community college. ASIS follows their lead.

Timely Warnings

The Campus Director is responsible for delivering all timely warnings to students and employees regarding potential threats. The Campus Director may choose to deliver the warning using any or all of the methods referenced in the Emergency Response & Evacuation Procedures section.

Drug & Alcohol Policy

This policy applies to all staff, faculty, students and visitors at ASIS and is a separate policy in the Staff and Student Handbooks.

The following agencies provide information on substance abuse:

- Alcoholics Anonymous: 1-800-371-1475 (24-hour answering service)
- Center for Substance Abuse Treatment and Refer Hotline: 1-800-662-HELP
- Focus on Recovery for Alcohol & Substance Abuse, 24-hour action help line: 1-800-888-9383

Those who voluntarily request assistance in dealing with such issues will be treated with respect and, to the highest extent possible, such information will be treated in confidence. It is the responsibility of all staff and faculty to identify a situation in which they have concerns about an individual abusing drugs or alcohol. When necessary, a student or an employee of ASIS will be removed from their position or program of study if it is found through an investigation that they have violated the provisions of this policy.



Anti-Harassment Policy and Complaint Procedure

ASIS is committed to maintaining a healthy safe and supportive environment where students treat each other with dignity and respect. Harassment based on a person's gender, race, ethnicity, religion, age, sexual orientation, disability, veteran status, or other form will not be tolerated. Further, any retaliation against an employee or student who has complained about harassment or retaliation against an individual for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. We take allegations of harassment seriously and will respond promptly to complaints of harassment. Where it is demonstrated to our satisfaction that such harassment has occurred, we will act promptly to eliminate the harassment and impose such corrective action as is necessary, including disciplinary action and dismissal where appropriate.

Definition of Sexual Harassment

"Sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of employment or a basis for decisions; or,
- Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, humiliating, or sexually offensive work environment.

Complaints of Harassment If any student believes that they have been subjected to harassment, they are encouraged to promptly file a complaint with the Campus Director. This may be done in writing or verbally.

Sexual Offenses Policies & Procedures

A sex offense is defined by the FBI Uniform Crime Reporting System as either:

- **Forcible Sex Offenses:** Any sexual act directed against another person, forcibly and/ or against that person's will, or not forcibly or against that person's will where the victim is incapable of giving consent. Includes forcible rape, forcible sodomy, sexual assault with an object, forcible fondling.
- **Non-forcible Sex Offenses:** Unlawful, non-forcible sexual intercourse. Include incest and statutory rape.
- **Sexual assault** is any unwanted physical contact of sexual nature, whether by an acquaintance or by a stranger, that occur without indication of consent of both individuals, or that occurs under threat or coercion. Sexual assault can occur either forcibly and/or against a person's will, or when a person is incapable of giving consent if under 18 years of age; if intoxicated by drugs and/or alcohol; if developmentally disabled; or if temporarily



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or permanently mentally or physically unable to do so. Sexual assault includes, but is not limited to, rape, forcible sodomy, forcible oral copulation, sexual assault with an object, sexual battery, forcible fondling (e.g., unwanted touching or kissing for purposes of sexual gratification), or threat of sexual assault.

ASIS Massage is committed to offering a supportive environment to victims of sexual offenses who are considering options of medical attention and evaluation, support and counseling, and/or reporting. Some services are required by law to report the sexual offense.

Procedures to Follow if Sexual Assault Occurs:

- Get to safety and call local Police Department.
- Refrain from taking a shower, washing hands, or changing clothing to preserve evidence. The location where the assault occurred should not be disturbed.
- Get immediate medical assistance.
- Seek support, information, and counseling. Procedures to Follow to Help Prevent Sexual Assault • Never walk alone and be aware of your surroundings. Stay alert and show confidence.
- Avoid poorly lit doorways or alleys.
- Keep all doors locked.
- Know your date--do not go out with strangers.
- Know in advance where you are going.
- Make your feelings known. • Trust your feelings.
- Be especially aware when intoxicated

Violence Against Women Act

At ASIS it is forbidden for our staff to hold dual relationships with students; staff are warned that the school takes harassment complaints seriously in the Staff Handbook. All staff members sign contracts acknowledging the schools policies. Pertaining to students, we mention the difficulties of dual relationships at school and in the profession during orientation, and the school's policies are both addressed and posted in the student learning system. In addition, the school's curriculum offers several classes in boundaries and professionalism to support safe contact.

Sexual Violence is defined in several categories:

Dating Violence – includes, but is not limited to sexual or physical abuse or the threat of such abuse.

Domestic Violence – is defined as a felony or misdemeanor crime of violence committed by a current or former partner, a person who the victim shares a child with, a person who either currently or previously cohabitated with the victim, or a person “similarly situated”



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as a partner to the victim.

Stalking – is defined as engaging in a course of conduct directed at a specific person who either fears for their safety, the safety of others, or who suffers substantial emotional distress.

Sexual Assault - is defined as an offense that meets the definition of rape, fondling, incest, or statutory rape by the FBI. ASIS prohibits and does not tolerate the above mentioned Violence, stalking and assault as they are defined for the purpose of the Clery Act, and all perpetrators will be prosecuted at the full extent of the law. Sanctions/Disciplinary Procedures If any student believes that they have been subjected to assault, they are encouraged to promptly file a complaint with the Campus Director. This may be done in writing or verbally. ASIS Massage will investigate all allegations in a fair and expeditious manner. The investigation may include a private interview with the person filing the complaint, any witness(es), and the person alleged to have committed the offense. If our investigation or legal proceedings reveal that assault did occur, we will act promptly to impose disciplinary action that could include termination from employment or dismissal. When we have completed our investigation, we will inform both parties of the results of the investigation. Retaliation taken against any employee or student who makes a complaint or participates in a complaint of a sexual offense is unlawful and will not be tolerated. Any staff member, or student who is found to have committed a sexual offense is subject to immediate termination or dismissal.

Information on Registered Sex Offenders

As per the requirements of the Clery act, information regarding registered sex offenders in the State of Arizona can be found on the following website:

http://www.azdps.gov/Services/Sex_Offender/

National Sexual Violence Resource Center

123 North Enola Drive Enola, Pennsylvania 17025

877-739-3895 (toll free) 717-909-0710 (phone) 717-909-0714 (fax) 717-909-0715 (TTY)

www.nsvrc.org

National Alliance to End Sexual Violence

(202) 289-3903

<http://endsexualviolence.org/>

National Center for Victims of Crime

2000 M Street NW, Suite 480 Washington, DC 20036

Phone: (202) 467-8700



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Our helpline is staffed Monday through Friday 8:30am to 8:30pm ET: Toll-free:
1-800-FYI-CALL (1-800-394-2255) Fax: (202) 467-8701 TTY/TDD: 1-800-211-7996
Email: gethelp@ncvc.org www.ncvc.org

Rape, Abuse, and Incest National Network (RAINN)
National Sexual Assault Hotline 2000 L Street, NW, Suite 406 Washington, DC 20036 (202)
544-1034 (800) 656-HOPE (4613) Email: info@rainn.org www.rainn.org

Disclosure of Crime Statistics Revision Date: September, 2019

ASIS Massage Education prepares these reports to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on the school's website, <http://www.asismassage.com/admissions/student-consumer-information.php>. This report is prepared in cooperation with the local law enforcement agencies surrounding our campuses, along with links to the local police department crime statistics. At ASIS Massage we are committed to provide updated information to comply with the Act. Campus crime, arrest and referral statistics include those reported to the designated campus officials, and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law. Local law and our massage code of ethics encourages prompt and sometimes mandatory reporting to the local law enforcement agency by health care when they provide medical services to a person they know or reasonably suspects is suffering from wounds inflicted by a firearm or is a result of assaulting or abusive conduct and acts of domestic violence. A procedure is in place to capture crime statistics annually for the ASIS Campuses. A permanent location is designated in the student services folder of Moodle, which allows for all enrolled students to access this report. Faculty and staff also have access to the student support system. Copies of the report may also be obtained the administrative office at each ASIS campus.

Emergency Response & Evacuation Procedure Revision Date: September, 2019

ASIS Emergency response & Evacuation Procedure is designed to keep the physical safety of our staff and students. During business hours, ASIS will be open to students, parents, employees, contractors, guests, and clinic participants. During non-business hours access to all ASIS campuses is by key, if issued. In the event of an actual emergency the campus community will be notified through e-mail and the ASIS facebook page. Students should take responsibility for regularly checking their e-mail. In order to receive campus-wide e-mail announcements, and to manage the school's student support system, students are expected to have an email account. In some instances, the school may even send a text message. The Campus Administration will enact the above-mentioned procedures the



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institution will use to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. Any and all perceived threats to the safety and property of students and staff at ASIS should be made directly to the campus administration as soon as possible. If the campus administrator and /or the campus director deems the situation an emergency, students and employees in the building will be directed to a safe location, either inside the building or off to the side. ASIS recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and rules and expectations by officials of the school. All persons on the campus are subject to these laws and rules at all times. While ASIS Massage Education is private property, and Constitutional protections apply, law enforcement officers may enter the campus to conduct business as needed. As noted, local law enforcement is notified of all serious crime on campus, and is immediately notified of major crimes via 911. Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the local law enforcement in a timely manner. If you are the victim of a crime and do not want to pursue action within the school's system or the school system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the School's Director can file a report on the details of the incident without revealing your identity.

ASIS takes all emergencies serious, however some emergencies may be considered an immediate threat which encompasses an imminent or impending threat, such as an approaching forest fire or other extreme weather and geological conditions, bomb threat, an armed intruder, as well as a fire currently raging in one of your buildings. Some other examples of significant emergencies or dangerous situations are: Outbreak of meningitis, norovirus or other serious illness. For all weather warnings, ASIS will follow the lead of the local community colleges for closure and delayed starts.

Our commitment to safety, health and calm will navigate, without delay, the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. There are no trained emergency personnel on staff, so a call from the school's administrative staff to 911 will be placed. All ASIS Massage Education campuses have been designated "Drug free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Violation of this policy may constitute the calling of local law enforcement.

General information about the emergency response and evacuation procedures for ASIS are published each year as part of the institution's Clery Act compliance efforts and that information is available through the student and staff handbooks. All staff trainings include



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the importance to notify the Campus Director and the local Police of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. ASIS will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), 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.



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ALL CAMPUS CRIME STATISTICS:

TUCSON, Main Campus

Offense	On Campus			Residential Facilities			Non Campus			Public Property			Totals		
	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018
Murder/Non-Negligent Manslaughter	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Sex Offenses, Non-Forcible	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Arson	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrest	0	0	0	0	0	0	0	0	0	0	2	0	0	2	0
Drug Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded Crimes	There were no unfounded crimes reported for 2016-2018														
Hate Crimes	There were no hate crimes reported for 2016-2018														



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FLAGSTAFF															
Offense	On Campus			Residential Facilities			Non Campus			Public Property			Totals		
	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year
	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018
Murder/Non-Negligent Manslaughter	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Sex Offenses, Non-Forcible	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	N/A	N/A	N/A	0	1	0	0	0	0	0	1	0
Burglary	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Arson	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0
Drug Law Arrest	0	0	0	0	0	0	0	5	0	0	0	0	0	5	0
Drug Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded Crimes	There were no unfounded crimes reported for 2016-2018														
Hate Crimes	There were no hate crimes reported for 2016-2018														



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MESA															
Offense	On Campus			Residential Facilities			Non Campus			Public Property			Totals		
	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year
	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018
Murder/Non-Negligent Manslaughter															
Negligent Manslaughter	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Sex Offenses, Non-Forcible	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Burglary	0	1	0	N/A	N/A	N/A	0	0	0	0	0	0	0	1	0
Motor Vehicle Theft	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Arson	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0
Illegal Weapons Possession Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded Crimes	There were no unfounded crimes reported for 2016-2018														
Hate Crimes	There were no hate crimes reported for 2016-2018														



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PRESCOTT															
	On Campus			Residential Facilities			Non Campus			Public Property			Totals		
	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year
Offense	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018
Murder/Non-Negligent Manslaughter	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Sex Offenses, Non-Forcible	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Arson	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0
Illegal Weapons Possession Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded Crimes	There were no unfounded crimes reported for 2016-2018														
Hate Crimes	There were no hate crimes reported for 2016-2018														