



***SAFETY, SECURITY,
AND CRIME PREVENTION
GUIDE***

SCHOOL YEAR 2013-2014

I
ALCOHOL AND DRUG AWARENESS

Hickey College attempts to foster an academic environment that respects individual freedoms and promotes the health, safety, and welfare of its students, faculty, staff, and visitors. Students, faculty, staff, and visitors are expected to know and obey the applicable federal and state laws as well as all school policies, and to be responsible for their own behavior.

Hickey College complies with the Drug-Free School and Communities Act Amendments of 1989, Public Law 101-226, which requires that, as a condition to the receipt of federal funds, Hickey College must certify that it has adopted and implemented a program to prevent the unlawful possession, use and/or distribution of illegal drugs and alcohol by students, faculty, and staff.

In accordance with the mandate of federal law, the manufacture, distribution, possession, or use of illegal drugs, and unlawful possession, use, or distribution of alcohol on Hickey College property, in its residence facilities, or as part of any of its activities, is prohibited. Violators of the law and Hickey College's policies will be subject to discipline under the law and by the school.

For Hickey College's complete drug and alcohol policy, you may request a copy of the Hickey College Drug Prevention Manual or view it online at:
<http://hickeycollegelibrary.wordpress.com/student-information>

II **CAMPUS SECURITY**

Hickey College strives to provide a safe environment for our students' learning experience. We have located our facilities in typical business settings, and trespassing laws are enforced on our premises. If, however, a crime is committed on our premises, school personnel and building management are available to assist the students.

How to Report Criminal Actions or Other Emergencies

If a student or other campus member is the victim of a crime, believes s/he sees a crime being committed, or becomes aware of any other emergency, the individual should report it in a timely manner to any school official. School officials include management personnel, directors (including the resident directors), and security personnel. All incidents are then reported to the building management personnel and the local police. Students and employees are directed to call 911 to reach the city police or fire department should an emergency arise when a school official is not available. Hickey College has no official policy or procedures for confidentially reporting crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Campus Safety Procedures and Crime Prevention Programs

In an effort to achieve a safe campus environment, Hickey College has prepared a Crime Prevention Manual setting forth campus security policies and procedures, including sexual assault prevention programs and procedures to follow once an offense has occurred. This information is reviewed with students and employees the first week of classes for all new students and during new employee orientation. Orientation agendas include information in the areas of personal safety and theft protection. Mandatory orientation is also conducted for all students residing in college residence facilities. Additionally, during the course of their program, guests are invited to speak to students and employees on safety procedures, such as self-protection. Handouts provided by the guest speakers regarding personal safety and crime prevention are distributed to all students and staff.

Timely Warning Reports

The college administration will provide students, faculty, and staff with timely warnings of reported crimes and other events that are considered to be a serious or ongoing threat to the safety of students and employees. These warnings include a description of the crime and the time, date, and location of the occurrence. The warnings are posted on campus bulletin boards, residence hall bulletin boards, and other appropriate areas. If campus bulletin boards are not timely enough, the campus community will be notified by a more urgent means as deemed appropriate for the situation.

Security and Access to Campus Facilities

During business hours the administration and classroom buildings are open to students, parents, employees, applicants, and other individuals who have a legitimate purpose for being on campus. Security systems are utilized during hours in which the school is closed. The buildings are locked and access is by key, which have been assigned to designated personnel. Hickey College does not provide residential facilities for students on campus. The main campus is monitored 24

hours per day by West Port Security. The Vet Tech Institute at Hickey College and the Culinary Institute of St. Louis at Hickey College campuses have alarm systems that are monitored after hours by ABF Security.

Safety and security issues are considered and implemented in the maintenance of all campus lighting, shrubbery, and other areas that could affect the safety of individuals on campus. Safety and security maintenance requests receive priority treatment over nonsafety and nonemergency requests.

Authority of Campus Security Personnel

Hickey College does not have a campus police or security department. The College works with local law enforcement to provide a safe campus environment.

Crime Statistics

The following is a summary of the crimes that were committed and reported on our campuses, in or on noncampus buildings or property, and on public property within the campus or immediately adjacent to and accessible from the campus during the periods indicated.

West Port Plaza Drive Campus

<u>Category</u>	<u>Location</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Murder/Non-negligent Manslaughter	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Sex Offenses, Forcible	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Sex Offenses, Non-forcible	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0

Burglary	On Campus	0	0	0
	Noncampus	0	1	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Arson	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Liquor Law Arrests	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Liquor Law Violations Referred for Disciplinary Action	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Drug Law Arrests	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Drug Law Violations Referred for Disciplinary Action	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession Arrests	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0

Hate Crimes: Hate crimes are criminal offenses committed against a person or property that are motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their actual or perceived race, gender, religion, disability, sexual orientation, or ethnicity/national origin. Included in these statistics are hate crimes of murder and non-negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property. For the years 2010, 2011, and 2012 there were no reported hate crimes at any of the above-listed geographic locations.

North Lindbergh Boulevard Campus

<u>Category</u>	<u>Location</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Murder/Non-negligent Manslaughter	On Campus	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Public Property	0	0	0
Sex Offenses, Forcible	On Campus	0	0	0
	Public Property	0	0	0
Sex Offenses, Non-forcible	On Campus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus	0	0	0
	Public Property	0	0	0
Burglary	On Campus	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
	Public Property	0	0	0
Arson	On Campus	0	0	0
	Public Property	0	0	0
Liquor Law Arrests	On Campus	0	0	0
	Public Property	0	0	0
Liquor Law Violations Referred for Disciplinary Action	On Campus	0	0	0
	Public Property	0	0	0
Drug Law Arrests	On Campus	0	0	0
	Public Property	0	0	0
Drug Law Violations Referred for Disciplinary Action	On Campus	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession Arrests	On Campus	0	0	0
	Public Property	0	0	0

Illegal Weapons	On Campus	0	0	0
Possession Violations	Public Property	0	0	0
Referred for Disciplinary Action				

Hate Crimes: Hate crimes are criminal offenses committed against a person or property that are motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their actual or perceived race, gender, religion, disability, sexual orientation, or ethnicity/national origin. Included in these statistics are hate crimes of murder and non-negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property. For the years 2010, 2011, and 2012 there were no reported hate crimes at any of the above-listed geographic locations.

Caveat: Hickey College has no residential facilities for students on campus nor does it recognize any off-campus locations of student organizations. Crime statistics for off-campus student residential facilities are included in the West Port Plaza Drive Campus Noncampus statistics.

Policy for Preparing the Annual Disclosure of Crime Statistics

Campus crime, arrest, and referral statistics include those reported to campus officials and local law enforcement agencies. The report includes crimes that have occurred on campus, in noncampus residence facilities and property, and on public property within or adjacent to the campus. The President is responsible for collecting all crime reports and preparing the annual crime statistics disclosure to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

Policy on Alcoholic Beverages and Illegal Drugs

Expulsion, suspension, or some lesser sanction may be imposed for the use, possession, or furnishing of alcoholic beverages or illegal drugs while on campus or while involved in school-related activities. Please refer to the Hickey College Drug Prevention Manual for details. Hickey College campuses are designated as drug-free, and the consumption of alcohol is not permitted in any circumstances, even by students who are of legal age to purchase alcohol. The College will support local law enforcement agencies in the enforcement of underage drinking laws and federal and state drug laws.

Policy on Sexual Assault

Hickey College sponsors educational programs to promote the awareness of rape, acquaintance rape, and other forcible and nonforcible sex offenses. These programs are offered and conducted by local law enforcement. Additionally, Hickey College prepares and distributes educational materials to students to promote the awareness of rape, acquaintance rape, and other forcible and nonforcible sex offenses. This material is reviewed with students during the first term of their program. Information on registered sex offenders can be obtained from the St. Louis County Sex Offender Unit by calling (314) 615-3761 or at the web site address www.stlouisco.com.

Procedures for reporting sex offenses are the same as for any other crime. If a student is the victim of a sexual offense, the student should report the offense in a timely manner to any school official.

School officials include management personnel, directors (including resident directors), and security personnel. Any student who has a complaint of campus sexual assault against another student should notify the President in a timely manner. Reports of sexual offenses and sexual violence will be handled with discretion, dignity, and confidentiality. If the student wishes to notify the proper law enforcement authorities, school officials are available and willing to assist. It is important for the victim to preserve evidence for proof of a criminal offense and that the offense be reported immediately.

Students may receive a listing of off-campus counseling, mental health, or other services available to victims of sex offenses from the education support office. No professional on-campus services are available. If requested by the victim, school officials will change the victim's academic and living situations after an alleged sex offense. School officials will assist in notifying the victim of all reasonably available options available for these changes.

In a situation where disciplinary action is required, the accuser and the accused will be entitled to the same opportunities, which include having others present during school disciplinary proceedings. Both the accuser and the accused shall be informed in writing of the outcome following a final determination of the alleged offense as well as the appropriate sanctions that the school may impose. Appropriate sanctions may range from class suspension to dismissal from school.

Emergency Response and Evacuation Procedures

The college administration will immediately notify the school community in the event and confirmation of an emergency or dangerous situation involving an immediate threat to the health or safety of students or staff. The decision will be made on a case-by-case basis. In the event of an emergency, students should follow the guidance provided by the administration through classroom announcements and personal communications.

Fire alarms are located throughout the buildings. In the event that a building needs to be evacuated for any reason, a fire alarm will be activated. At the sounding of the alarm, all building occupants shall evacuate the building immediately. Classroom instructors are expected to interrupt class activity and instruct students to evacuate the building when the alarm sounds. Students are expected to follow directions as given to them by their instructor or other school officials. All exits are marked, and students are expected to leave the building in a prompt and orderly fashion using these exits. Instructors should close any windows, turn off room lights, take the sheet for taking attendance, make sure everyone has left the room, close the door of the room, lead students away from the building, take roll immediately, and stay with the students until instructed to return to the building. Periodically fire and other emergency drills will be conducted at the school in order to familiarize students with fire and emergency evacuation procedures.

Hickey College does not provide residential facilities for students on campus although it does maintain noncampus housing accommodations. The school conducts fire safety training for these resident students during the residence orientation. This training will include fire prevention policies and rules, fire safety precautions, protocol for reporting fires, procedures for evacuating the building, and use of fire extinguishers. The fire and smoke alarm systems alert residents of potential hazards. When an alarm sounds, each resident should follow the established procedures:

1. Awaken any sleeping roommate.
2. Feel the doorknob and the door. If they are hot, do not open the door. Use a towel or blanket to fill the cracks around the door. Call 911.
3. If the doorknob and door are cool, slowly open the door and exit the room.
4. Close the door tightly when evacuating.
5. Follow the predetermined exit route in a quick and orderly manner.
6. Leave the building using the nearest accessible stairway or exit.
7. When exiting in smoky conditions, keep your hand on the wall and crawl to the nearest exit.
8. Move safely away from the building and await instructions.

In the event of an incident which would require the larger community to be notified, the college administration will utilize the 911 emergency phone system to report the event.

III NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day Hickey College receives a request for access. Students should submit to the registrar, dean, or head of the academic department written requests that identify the record(s) they wish to inspect. The Hickey College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Hickey College official to whom the request was submitted, that official should advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask Hickey College to amend a record that they believe is inaccurate or misleading. They should write the Hickey College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Hickey College decides not to amend the record as requested by the student, Hickey College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by Hickey College in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom Hickey College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Directory information may be released without a student's prior consent; this information is limited to student name, date admitted, mailing address and telephone number, local address and telephone number, e-mail address, semesters of attendance, major, specialization, enrollment status, full- or part-time status, degree sought, honors and awards, and degrees and dates received.

Students have the right to withhold the release of information designated as "directory information" by submitting to Hickey College, not later than 14 days after the beginning of a term, a request written and signed that "directory information" not be released. This request is effective until revoked in writing by the eligible student to the same office.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hickey College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-5901

IV **CRIME PREVENTION**

Crime prevention and awareness involves anticipation and recognition of the risk of crime occurring as well as initiation of some type of action to remove or reduce that risk. The following recommendations are designed to help reduce your risk of being victimized.

PRECAUTIONS THAT MAY BE TAKEN TO HELP INSURE PERSONAL SAFETY:

At home, in school, or in the residence facilities:

1. Keep your door locked, whether or not you are in your residence facility.
2. Do not let strangers into your residence.
3. Do not leave notes on your door as to where you will be or when you will return.
4. Never dress in front of a window. Draw blinds or curtains after dark.
5. Do not hide keys outside of your residence. Do not put your name and/or address on your keys.

While walking or jogging:

1. Try to avoid walking or jogging alone, and never walk or jog after dark.
2. Be alert to your surroundings. If you suspect you are being followed, yell for help, run in a different direction, or head for a lighted area or a group of people.
3. Avoid dark or vacant areas.
4. Have your keys ready when returning to your residence or car.
5. Keep personal items and valuables concealed.

While driving:

1. Insure that your vehicle is locked with windows up.

2. Always carry your car keys in your hand so that you can enter your vehicle quickly.
3. Check underneath your car as you are approaching it, and check in the rear seat before entering.
4. Keep valuables out of sight within the vehicle.
5. Drive with your car doors locked and windows at least partially up, whenever possible.
6. When stopping your vehicle in traffic, allow sufficient room between you and the car in front of you to enable you to drive away should someone attempt to enter your stopped vehicle.
7. If your vehicle breaks down, raise the hood, place a sign in the window requesting help, and remain in your locked car until help arrives.
8. Be aware that, on occasion, accidents may be staged in order to allow the other driver to commit a criminal act. Remain alert.
9. Never hitchhike or pick up hitchhikers.

PRECAUTIONS THAT MAY BE TAKEN TO PROTECT PROPERTY:

At home:

1. Lock your doors whenever you leave your residence.
2. Never leave handbags, billfolds, jewelry, or other valuables in plain view.
3. Do not loan your keys to anyone.
4. Do not hide keys outside of your residence. Do not put your name and/or address on your keys.
5. When in a public place, keep valuables and personal items with you and out of sight.

Your vehicle and items in your vehicle:

1. Insure that your vehicle is locked with windows up.
2. Do not loan your vehicle keys to anyone.
3. Vehicle storage compartments should be locked.
4. Keep valuables out of sight within the vehicle.
5. Valuable interior items such as stereos, speakers, and telephones should be secured in a manner which will make their accessibility and removal difficult.
6. Park in well-lit areas.

WHAT TO DO IF YOU SEE SUSPICIOUS PERSONS OR ACTIVITY:

If you see any suspicious persons or activity on or near the campus or residence facilities, call or report the incident to the Director of Student Services or other school official at (314) 434-2212, the Residence Manager at (314) 560-7014, or the municipal police immediately. Do not assume that someone else has or will report the incident, that you are overreacting, or that what you are seeing is some innocent activity.

Suspicious persons or activities may include:

1. Persons loitering at unusual hours and locations.
2. Persons sitting in parked vehicles for an extended period of time.
3. Persons exhibiting unusual mental or physical symptoms. Such persons could either be under the influence of drugs or alcohol or in need of medical assistance.
4. Open doors or broken windows.
5. Unusual noises, which might suggest danger or foul play.
6. Vehicles driving slowly and/or repeatedly past a particular location in a parking lot, garage, or on a residential street.

V

CRIME REPORTING

IF YOU WITNESS A CRIME OR IF YOU ARE THE VICTIM OF A CRIME, YOU SHOULD DO ONE OF THE FOLLOWING:

1. Call police immediately.

If Off Campus - Dial 911 for municipal police.

If On Campus or in the Residence Facilities -You may report the incident to the Director of Student Services. In the alternative, you may report the incident to any school official. School officials include management personnel and directors (including residence directors). All incidents will then be reported to building management personnel and appropriate local law enforcement authorities.

OR

You may report the incident to the appropriate municipal police department at 911. In the event that a student requests assistance in notifying the authorities, Hickey College personnel will do everything reasonably necessary to facilitate and assist the student in contacting such law enforcement authorities.

2. Obtain a Description.

Attempt to obtain a description of the assailant, including age, sex, race, hair color, eye color, height, clothing, and any other distinguishing features.

Attempt to obtain a description of any vehicle used by an assailant, including license plates, make, model, year, color, and the direction it was traveling when leaving the scene.

3. Preserve the Crime Scene.

Close off the area of the crime scene, do not let anybody into the area, and do not touch anything until police arrive.

4. Sex Offenses.

If you are the victim of a rape, sexual assault, or other sex offense, report it to the police immediately. Do not bathe, douche, use the toilet, or change clothing. If you have been raped, you should get medical attention as soon as possible to determine the presence of physical injury, sexually transmissible diseases, or pregnancy, whether or not you decide to report the matter to the police. (See SEXUAL ASSAULT, RAPE, AND OTHER SEX OFFENSES for further information.)

5. Telephone Harassment.

If a call is obscene or threatening, contact the police immediately. Other harassing calls should be reported if they persist. (See, TELEPHONE HARASSMENT, for further information.)

CRIMINAL OFFENSE DEFINITIONS

The following definitions are those used in the U.S. Department of Justice, Federal Bureau of Investigation's Uniform Crime reporting Program.

Murder:

The willful (nonnegligent) killing of one human by another.

Robbery:

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault:

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary:

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft:

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned--including joyriding.)

Weapon Law Violations:

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Drug Abuse Violations:

Violations of State and local law relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations:

The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. Drunkenness and driving under the influence are not included in this definition.

SEX OFFENSES DEFINITIONS

The following definitions are from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program.

Sex Offenses - Forcible:

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Forcible Rape:

The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible Sodomy:

Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly and/or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault with an Object:

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sexual Offenses - Nonforcible:

Unlawful, nonforcible sexual intercourse.

Incest:

Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape:

Nonforcible sexual intercourse with a person who is under the statutory age of consent.

VI

SEXUAL HARASSMENT

Hickey College is committed to providing students, faculty, and staff with an environment free from sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal or physical conduct of an ostensibly sexual nature, which creates an offensive, intimidating, or hostile environment.

Sexual harassment includes, but is not limited to:

- Use of jokes, stories, or images involving sexual innuendo.
- Sexually offensive remarks.
- Requests for sexual favors.
- Touching, rubbing, or brushing another's body, including hugs, patting, touching, or pinching.
- Physical assaults of a sexual nature.

STEPS TO TAKE IF YOU BELIEVE YOU ARE BEING OR HAVE BEEN SEXUALLY HARASSED:

1. Communicate either orally or in writing with the person who is committing the unwelcome behavior. Say "NO" clearly, and mean it.
2. Speak with the Director of Student Services, or other school official in an attempt to stop the unwanted behavior. This person will either address the matter with the person whose behavior was unwelcome, or with the appropriate campus authority, who will then address the matter.

Be sure to document:

- A. A description of the incidents, including dates, times, and locations, as well as the specific acts committed.
 - B. Any witnesses to such incidents.
 - C. A description of your feelings, and any consequences that occurred as a result of the incident(s) described.
3. If the above attempts are unsuccessful or if you wish to bypass these procedures, you may file a formal complaint regarding sexual harassment by faculty, staff, or student by contacting the President of Hickey College.

Hickey College will protect the right of all persons to a fair hearing.

VII

SEXUAL ASSAULT, RAPE AND OTHER SEX OFFENSES

Because sexual assault and rape are of concern to everyone, it is important for all Hickey College students, faculty, and staff to know what steps to take in the event that they or a friend are victimized. Whether the assailant is a stranger, acquaintance, friend, or date, the following information is designed to provide knowledge of available services for obtaining necessary treatment and counseling.

SEXUAL ASSAULT, RAPE AND EXPOSING ONE'S SELF

Exposing one's self is a crime in Missouri. If you observe someone doing this, contact either the Director of Student Services or any school official or the municipal police.

Under the laws of the State of Missouri, rape is any intentional act of sexual intercourse accomplished by force and without consent. Sexual assault is any intentional sexual contact committed against the will of the victim. Rape, sexual assault, and sexual abuse, whether committed by a stranger, acquaintance, friend, or date are criminal offenses, as well as violations of the policies of Hickey College.

Studies show that acquaintance/date rape occurs more frequently among college-age students than among any other age group, and is one of the most unrecognized and under-reported crimes. Students, faculty, and staff should recognize that this is a violent crime punishable by law.

STEPS TO TAKE TO AVOID SEXUAL ASSAULT, RAPE, ACQUAINTANCE RAPE, OR SEXUAL ABUSE:

1. See CRIME PREVENTION - Precautions that May be Taken to Help Insure Personal Safety.
2. Remain alert and use common sense to avoid potentially dangerous situations.
3. Recognize that you could be a victim. Consider what your alternatives might be if confronted by a rapist, and practice possible responses.

If you are being attacked:

1. Be aware of your capabilities and limitations. Evaluate the situation for possible avenues of escape.
2. Your first concern should be for your safety.
3. If you believe your life is being threatened, you must make a judgment as to what it is necessary to do in order to save your life. You may feel you should yell, fight back, do whatever it takes to attract attention, escape, or cause your assailant to leave, or you may feel that you should not offer physical resistance.
4. Remember, there is no "right" way to respond. You are the best judge of what will work for you. If you choose not to resist the attack physically, it just means that you did what YOU needed to do in order to survive.

STEPS TO TAKE IF YOU ARE THE VICTIM OF SEXUAL ASSAULT, RAPE, ACQUAINTANCE RAPE, OR SEXUAL ABUSE:

1. Get to a safe place as soon as possible.
2. Try to preserve all physical evidence. Do not bathe, douche, use the toilet, or change clothing.
3. Get medical attention as soon as possible to determine the presence of physical injury, sexually transmissible diseases, or pregnancy, as well as evidence to assist in criminal prosecution.
4. Choosing whether or not to report a rape/assault is up to you. Hickey College does, however, encourage accurate and prompt reporting of any and all crimes.
5. Should a student request assistance in notifying the authorities or obtaining medical attention, Hickey College personnel will do everything reasonably necessary to facilitate and assist the student.

Your options are:

1. If the incident occurred on campus or in the residence facilities, you may report the incident to the Director of Student Services or to any school official. All incidents will then be reported to building management personnel and appropriate local law enforcement authorities.
2. Sanctions that may be imposed range from written warnings and reprimands to suspension and permanent expulsion from Hickey College. Hickey College will protect the right of all persons to a fair hearing. Both accuser and accused are entitled to the same opportunities to have others present during any hearing or disciplinary proceeding, and both accuser and accused shall be informed of the outcome of any institutional hearing or disciplinary proceeding.
3. You may report the rape/assault to the appropriate municipal police department at 911. In the event that a student requests assistance in notifying the authorities, Hickey College personnel will do everything reasonably necessary to facilitate and assist the student in contacting such law enforcement authorities. Hickey College will provide assistance to the victim of a sexual offense by changing his or her academic or living situation, after the occurrence of a sexual offense, if requested by the victim and if reasonably available.

FOR ASSISTANCE AND COUNSELING:

Psychological aftereffects may occur as a result of rape, assault, or other sexual offense. Counseling is recommended in all instances. The following programs are some of those available for assistance and counseling:

- MO Victim Assistance Network (24 hr hotline) (314) 652-3623
- Life Crisis Services 24-Hour Hotline (314) 647-4357

VIII

TELEPHONE HARASSMENT

Telephone harassment is a nuisance and a crime. If you are the victim of this form of harassment, follow the steps set out below:

1. Hang up as soon as you realize the nature of the call.
2. Do not attempt to discover who the caller is or talk.
3. If the calling persists, keep a log of the times the calls were received, what was said, and a description of the voice. Contact either the Director of Student Services, other school official, the Residence Director, or appropriate municipal police.
4. If any call is obscene or threatening, contact either the Director of Student Services, other school official, the Residence Director, or appropriate municipal police.

IX
EMERGENCY NUMBERS,
SUPPORT SERVICE & RESOURCES

Hickey College
940 West Port Plaza
St. Louis, MO 63146
(314) 434-2212

EMERGENCY NUMBERS

On or off Campus
Ambulance - Fire - Police
911

POLICE DEPARTMENTS

St. Louis County Police
7900 Forsyth
Emergency 911
Non-Emergency
(314) 889-2341
www.co.st-louis.mo.us/police

Maryland Heights Police
11911 Dorsett Rd.
Emergency 911
Non-Emergency (314) 298-8700

www.marylandheights.com

FIRE DEPARTMENT

Maryland Heights
2600 Schuetz Road
Emergency 911
Non-Emergency (314) 298-4400
www.hdfire.org

HOSPITALS

Barnes-Jewish West County
12634 Olive Blvd.
Main Number
(314) 996-8000 -
www.barnesjewishwestcounty.org

De Paul Health Center
12303 De Paul Drive
Main Number
(314) 344-6000 - www.ssmdepaul.com

St. John's Mercy Medical Center
615 S. New Ballas
Emergency Department (314) 251-6090
Operator (314) 251-6000
www.stjohnsmercy.org

Missouri Baptist Medical Center
3015 N. Ballas Road
Emergency Department
(314) 996-5000 – www.missouribaptist.org

CRIME VICTIM ADVOCACY CENTER

The center has a 24 hour a day phone number
(314) 652-9771

CRISIS AND COUNSELING

24-Hour Hotline Crisis intervention: suicide,
depression, substance abuse, and sex offenses
(314) 647-HELP (647-4357)
<http://providentstl.org>

KUTO (Kids Under Twenty One)
Suicide Crisis Hotline
Everyday 2:00 p.m. – 12:00 midnight
Local (314) 963-7571
Toll Free 1-888-644-5886
Before/After hours:
Covenant House 1-800-999-9999
Hopeline Network 1-800-SUICIDE (784-2433)

Women's Support & Community Service
2165 Hampton Avenue
St. Louis, MO 63139
(314) 531-2003
www.womenssupport.org

The Crossroads Program (Drugs/Alcohol)
626 Cepi Drive
St. Louis, MO 63005
(636) 532-9991
www.thecrossroadsprogram.com

Behavioral Health Response, Inc.
bhrstl.org
Missouri Crisis Hotlines
Local **(314) 469-6644**
Toll Free **1-800-811-4760**