



# AIMM Campus Security

## Clery Act

[668.46; Handbook for Campus Crime Reporting](#)

Use the following checklists to determine if your school is meeting the various components of *Clery Act* compliance. These checklists only provide a brief description of the activities to be undertaken by the school. *If your school does not have a policy, procedure, practice, etc., for a category addressed in the regulations, you must say so.* For a more detailed explanation of each of the requirements, please refer to the [Handbook for Campus Crime Reporting](#)

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## Annual Security Report 668.46 (b)

Office Responsible:	Office of the Vice President
Area Information is located:	AIMM Main Campus, Room 302b
Date Document was last updated:	September 25, 2019
Date Policy and Procedure was last updated:	August 05, 2020

Your school prepares an annual security report that reflects its current policies that contains, at a minimum, the following information:

- The crime statistics required in [34 CFR 668.46\(c\)](#)
- A statement of policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus. This statement includes the school's policies concerning its response to these reports, including:

Atlanta Institute of Music and Media implements security mechanisms to promptly report any criminal actions or emergencies that occur on campus in a timely manner. Emergency announcements are facilitated via the Canvas Learning Management System and SONIS Student Information System. These platforms utilize email, sms text messaging, and social media platforms for global announcements to be swiftly disseminated to the AIMM's student body, faculty and staff. In addition, AIMM has an emergency intercom and alarm system for active shooter or criminal related activity, as well as fire, weather, or act of God related emergencies.

AIMM Catalog P.87 includes the following verbiage for students to report criminal actions or other emergencies:

Any security concerns or violations should be reported immediately to a member of the staff. The staff member(s), if appropriate, will immediately inform local law enforcement of said security violation. In the event of a sexual assault occurring at the

school facility within the student hours noted above, a staff member should be notified immediately (all personal information will remain confidential and any reporting is offered on a voluntary basis).

AIMM provides additional information on its website for reporting criminal actions. Students can go to [www.aimm.edu/](http://www.aimm.edu/) to report sexual harassment and crimes using the “Crime Statistics” and “Title IX” links under the “About” tab. See the links below:

- To Report A Crime: <https://www.aimm.edu/crime-statistics>
- To Report Sexual Harassment: <https://www.aimm.edu/title-ix>

ð Policies for making timely warning reports to members of the campus community, as required by [34 CFR 668.46\(e\)](#), regarding the occurrence of crimes described in [34 CFR 668.46\(c\)\(1\)](#)

Emergency announcements are facilitated via the Canvas Learning Management System and SONIS Student Information System. These platforms utilize email, sms text messaging, and social media platforms for global announcements to be swiftly disseminated to the AIMM’s student body, faculty and staff.

AIMM Catalog P.87 includes the following verbiage:

In accordance with the requirements of our various regulatory agencies, the Atlanta Institute of Music and Media is obligated to inform students and staff of any reported crimes or security concerns that represent an imminent or continued threat.

ð Policies for preparing the annual disclosure of crime statistics

AIMM makes its Annual Disclosure of Crime Statistics available on its website at <https://www.aimm.edu/crime-statistics>

ð A list of the titles of each person or organization to whom students and employees should report the criminal offenses described in [34 CFR 668.46\(c\)\(1\)](#) for the purposes of making timely warning reports and the annual statistical disclosure; and

Atlanta Institute of Music and Media maintains the following personnel within the organization to whom students and employees should report criminal offenses:

- President - Nite Driscoll
- Vice President - Dr. Joshua Grau
- Director of Technical Services - Ryan Williams

- Director of Education - Dr. David Mitchell

ø Policies or procedures for victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics

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Any security concerns or violations should be reported immediately to a member of the staff. The staff member(s), if appropriate, will immediately inform local law enforcement of said security violation. In the event of a sexual assault occurring at the school facility within the student hours noted above, a staff member should be notified immediately (all personal information will remain confidential and any reporting is offered on a voluntary basis).

AIMM provides additional information on its website for reporting criminal actions. Students can go to [www.aimm.edu/](http://www.aimm.edu/) to report sexual harassment and crimes using the “Crime Statistics” and “Title IX” links under the “About” tab. See the links below:

- To Report A Crime: <https://www.aimm.edu/crime-statistics>
- To Report Sexual Harassment: <https://www.aimm.edu/title-ix>

### **Sexual Misconduct Policy (AIMM Catalog P. 22)**

AIMM does not discriminate on the basis of sex and prohibits such discrimination by students, faculty and staff. We adhere to all regulations and rules as outlined in the Department of Education’s Title IX policies.

- AIMM prohibits sexual relationships between students and staff including faculty.
- Anyone who believes they are the victim of sexual misconduct including sexual harassment, non-consensual sexual contact, non-consensual sexual penetration, dating violence, domestic violence and stalking should report such conduct to AIMM’s Title IX Coordinator, Dr. Joshua Grau – [joshuagrau@aimm.edu](mailto:joshuagrau@aimm.edu)
- To confidentially report an incident, go to the Title IX link under the “About” tab at [www.aimm.edu](http://www.aimm.edu) or download a PDF from Canvas in the AIMM Student Course.
- All students are required to complete a Sexual Harassment Training module as part of their orientation process.

ø A statement of policies concerning security of and access to campus facilities, including campus residences and security considerations used in the maintenance of campus facilities

AIMM does not provide campus residences.

A statement of policies concerning security of and access to campus facilities can be found in AIMM's Student Orientation Course as such:

### **Campus Security**

AIMM is devoted to creating a safe and productive environment for all students. To promote safety and security throughout the school, students, faculty, staff, and visitors are required to follow all AIMM security protocols and regulations. As in any community, promoting safety and preventing security hazards is paramount. In this activity, you will be introduced to AIMM security precautions and procedures designed to promote a safe learning environment.

### **Student ID Badge and Lanyard**

On-Campus students will receive a Student ID Badge. While on campus, your ID badge and lanyard must be worn around your neck and remain visible at all times. Your ID badge is also a college student ID and can be used for student discounts at various locations. Your name, picture, and expiration date will appear on your student ID. While displaying your lanyard and ID badge helps to identify you as an AIMM student for security purposes, it may also serve to identify you as a person who is likely in possession of valuable technology equipment. When you are not on campus, make it a habit to remove your lanyard and ID badge and keep it in a safe place that is not in sight. Make sure to bring your student ID badge to campus every day. You will need your badge to enter campus.

ø A statement of policies concerning campus law enforcement that:

Due to the size of the smaller campus and limited student body, AIMM does not employ campus law enforcement.

ø Addresses the enforcement authority and jurisdiction of security personnel

N/A to AIMM

ø Addresses the working relationship of campus security personnel with State and local police agencies, including:

ø Whether those security personnel have the authority to make arrests; and

ø Any agreements, such as written memoranda of understanding between the school and such agencies, for the investigation of alleged criminal offenses

N/A to AIMM

ø Encourages accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies, when the victim of a crime elects to, or is unable to, make such a report; and

N/A to AIMM

ø Describes procedures, if any, that encourage pastoral counselors and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for including in the annual disclosure of crime statistics

N/A to AIMM

ø A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others

AIMM implements a quarterly Student Orientation Course that informs all incoming students about campus security procedures and practices. AIMM's Catalog P. 21 - 26 addresses all student conduct policies, and P. 89 addresses campus crime statistics and policies.

ø A description of programs designed to inform students and employees about the prevention of crimes

AIMM informs students and employees about the prevention of crimes and provides thorough documentation concerning health and safety procedures for the campus and its entire community via the Student, Faculty and Staff courses. All employees are required to sign-off on an agreement/statement of understanding regarding policies and procedures, and all students receive the AIMM Catalog, which serves as the institutional handbook of campus rules and regulations.

ø A statement of policy concerning the monitoring and recording through local police agencies of criminal activity by students at non campus locations of student organizations officially recognized by the school, including student organizations with non campus housing facilities

AIMM does not utilize non campus locations or student organizations with non campus housing facilities.

ø A statement of policy regarding the possession, use and sale of alcoholic beverages and enforcement of State underage drinking laws

AIMM's Student Orientation Course contains the following verbiage:

**Substance Abuse**

- AIMM prohibits the illicit or unauthorized manufacture, use, possession or distribution of alcohol or illegal drugs on Institute property or as part of any Institute activity
- No student shall be in possession of, under the influence of, or distributing any illegal drugs or alcohol

AIMM's Catalog P. 24 contains the following verbiage:

AIMM prohibits the consumption of alcohol and drugs on campus. The campus includes the surrounding areas of the building including the parking lots. It is the policy of the Atlanta Institute of Music and Media that any student found using or under the influence of illegal substances or alcohol while on campus will be expelled from the Institute

đ A statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws

AIMM's Student Orientation Course contains the verbiage:

**Substance Abuse**

- AIMM prohibits the illicit or unauthorized manufacture, use, possession or distribution of alcohol or illegal drugs on Institute property or as part of any Institute activity
- No student shall be in possession of, under the influence of, or distributing any illegal drugs or alcohol

đ A description of any drug or alcohol-abuse education programs, as required under Section 120(a) through (d) of the HEA, otherwise known as the Drug-Free Schools and Communities Act of 1989. For the purpose of meeting this requirement, the school may cross-reference the materials the school uses to comply with Section 120(a) through (d) of the HEA

AIMM currently does not implement drug or alcohol-abuse education programs.

Atlanta Institute of Music and Media provides a PDF, which contains contact information for various drug and alcohol treatment programs. See below:

Comprehensive information is available on different effects and dangers of drugs and alcohol at the National Institute of Drug Abuse:  
[www.nida.nih.gov](http://www.nida.nih.gov)



Additional Resources:

- Adult Children of Alcoholics PHONE: 562-595-7831 ONLINE: [www.adultchildren.org](http://www.adultchildren.org)
- Alanon/Alateen PHONE: (757) 563-1600 ONLINE: [www.al-anon.alateen.org](http://www.al-anon.alateen.org)
- Alcoholics Anonymous PHONE: (212) 870-3400 ONLINE: [www.aa.org](http://www.aa.org) Atlanta Crystal Meth Anonymous PHONE: 404-593-0241 ONLINE: [www.atlantacma.org](http://www.atlantacma.org)
- CDC National HIV/AIDS Hotline PHONE: 800-CDC-INFO ONLINE: [www.cdc.gov/hiv](http://www.cdc.gov/hiv)
- Cocaine Anonymous PHONE: 404.255.7787 ONLINE: [www.georgiaca.org](http://www.georgiaca.org)
- Marijuana Anonymous PHONE: 1-800-766-6779 [www.marijuana-anonymous.org](http://www.marijuana-anonymous.org)
- Narcotics Anonymous PHONE: 818-773-9999 ONLINE: [www.na.org](http://www.na.org) Nar-Anon PHONE: 800.477.6291 ONLINE: [www.nar-anon.org](http://www.nar-anon.org)
- National Clearinghouse for Alcohol and Drug Information PHONE: (800) 729-6686 ONLINE: [www.ncaad.org](http://www.ncaad.org)

ø A statement of policy regarding the school's programs to prevent dating violence, domestic violence, sexual assault, and stalking, as defined in [34 CFR 668.46\(a\)](#), and of procedures that the school will follow when one of these crimes is reported. The statement must include:

AIMM's Catalog P. 22 describes a strict student Code of Conduct policy which includes a disciplinary process for any student who violates the code of conduct. This includes:

- Disorderly conduct
- Harassment
- Verbal abuse
- Assault
- Interference with the educational opportunity of other students
- Attending class under the influence of alcohol or other drugs

**Sexual Misconduct Policy (AIMM Catalog P. 22)**

- AIMM does not discriminate on the basis of sex and prohibits such discrimination by students, faculty and staff. We adhere to all regulations and rules as outlined in the Department of Education's Title IX policies.
- AIMM prohibits sexual relationships between students and staff, including faculty.
- Anyone who believes they are the victim of sexual misconduct including sexual harassment, non-consensual sexual contact,

non-consensual sexual penetration, dating violence, domestic violence and stalking should report such conduct to AIMM's Title IX Coordinator, Dr. Joshua Grau – [joshuagrau@aimm.edu](mailto:joshuagrau@aimm.edu)

- To confidentially report an incident, go to the Title IX link under the “About” tab at [www.aimm.edu](http://www.aimm.edu) or download a PDF from Canvas in the AIMM Student Course.
- All students are required to complete Sexual Harassment Training as part of their orientation process.

ð A description of the school’s educational programs and campaigns to promote the awareness of dating violence, domestic violence, sexual assault, and stalking, as required by [34 CFR 668.46\(j\)](#)

AIMM implements Title IX training for all its students and staff. These training sessions can be found in both the Staff and Faculty courses, as well as the Student Orientation course. All participants are required to complete a signed statement of verification and acknowledgement upon completion of training.

ð Procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including written information about:

AIMM encourages any student or employee who believes they are the victim of sexual misconduct including sexual harassment, non-consensual sexual contact, non-consensual sexual penetration, dating violence, domestic violence and stalking should report such conduct to AIMM’s Title IX Coordinator, Dr. Joshua Grau – [joshuagrau@aimm.edu](mailto:joshuagrau@aimm.edu)

ð The importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order

ð How and to whom the alleged offense should be reported

AIMM’s Title IX Coordinator, Dr. Joshua Grau – [joshuagrau@aimm.edu](mailto:joshuagrau@aimm.edu)

ð Options about the involvement of law enforcement and campus authorities, including notification of the victim’s option to:

ð Notify proper law enforcement authorities, including on-campus and local police

AIMM does not have on-campus police. AIMM's Orientation training directs students to "...report an incident to local authorities including the Duluth police department non-emergency line at 770-476-4151."

ð Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses

AIMM's Title IX Coordinator will assist students in contacting authorities, if the student so chooses.

ð Decline to notify such authorities

NA to AIMM

ð Where applicable, the rights of victims and the school's responsibilities for orders of protection, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the school

AIMM covers accommodations in its orientation materials:

- Classroom adjustments or changes
- Academic support (tutoring, mentoring, flexible assignment due dates, allowing the student to make up coursework).
- Allowing the student to retake a course and/or withdraw without penalty.
- Referral to counseling services.
- Protective/no contact orders.

ð Information about how the school will protect the confidentiality of victims and other necessary parties, including how the school will:

ð Complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in Section 40002(a)(20) of the Violence Against Women Act of 1994 (*42 U.S.C. 13925(a)(20)*)

AIMM's reports it's crime statistics on it's website at <https://www.aimm.edu/crime-statistics>. No personal or identifying information is shared with the public.

ð Maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the school to provide the accommodations or protective measures

AIMM Catalog P. 87 includes verbiage as institutional policy to protect the confidentiality of victims. Personal information will remain confidential and any reporting is offered on a voluntary basis.

ð A statement that the school will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the school and in the community

Upon request, AIMM provides written notification to students and employees concerning additional services available for victims.

ð A statement that the school will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. The school must make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement

Upon request, AIMM provides written notification to students and employees concerning additional services available for victims.

ð An explanation of the procedures for school disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, as required by [34 CFR 668.46\(k\)](#)

AIMM's Catalog P. 22 describes a strict student Code of Conduct policy which includes a disciplinary process for any student who violates the code of conduct. This includes:

- Disorderly conduct
- Harassment
- Verbal abuse
- Assault
- Interference with the educational opportunity of other students
- Attending class under the influence of alcohol or other drugs

ð A statement that, when a student or employee reports to the school that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the school will provide the student or employee a written explanation of the student's or employee's rights and options as described in [34 CFR 668.46 \(b\)\(11\)\(ii\) through \(vi\)](#)

Upon request, AIMM provides written notification to students and employees concerning additional services available for victims.

ð A statement advising the campus community where law enforcement agency information provided by a State under section 121 of the Adam Walsh Child Protection and Safety Act of 2006 (*42 U.S.C. 16921*), concerning registered sex offenders may be obtained, such as the law enforcement office of the school, a local law enforcement agency with jurisdiction for the campus, or a computer network address

AIMM's Catalog P. 87 provide the following statement concerning:

**Adam Walsh Child Protection and Safety Act of 2006:**

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Atlanta Institute of Music and Media is providing a link to the Georgia Sex Offender Registry (<http://gbi.georgia.gov/georgia-sex-offender-registry>). This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by the State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

Atlanta Institute of Music and Media provides its campus community with information about registered sex offenders and local law enforcement agencies with jurisdiction to the campus within the AIMM Catalog and website.

The link below is under the "About AIMM" tab on the website. It links to the Georgia Bureau of Investigation's Sex Offender Registry website:

[http://state.sor.gbi.ga.gov/Sort\\_Public/ConditionsOfUse.aspx](http://state.sor.gbi.ga.gov/Sort_Public/ConditionsOfUse.aspx)

ð A statement of policy regarding emergency response and evacuation procedures, as required by [34 CFR 668.46\(g\)](#)

AIMM implements an emergency mass-notification system that communicates critical messages to students and staff via text messaging, email, and voicemail. Students and staff automatically receive emergency notifications to their email through the student and faculty information courses, but can also elect to receive text alerts.

Atlanta Institute of Music and Media provides its campus community with information about emergency response and evacuation procedures within the AIMM Catalog and website. AIMM has implemented Standard Response Protocols (SRP) as recommended by local law enforcement. SRP protocols are posted in all classrooms and offices across campus. They are also part of the Student Orientation Course in Canvas. See Learning Activity 13: Health and Safety below:

### **Standard Response Protocol**

In the event of an emergency that occurs while students are on campus, such as severe weather events, fires, accidents, intruders, hazardous material leaks, an active criminal in the area or other police activity, and other threats to student safety, students and teachers/administrators will follow the “SRP” procedures. SRP can be found posted on the back of each classroom door. In case of emergency, teachers will receive a text message and instruct students to follow certain directives. In general, in the event of an evacuation, students should go to the upper parking lot, closest to the main lobby of the building. In the event of need of shelter inside the building, all should gather in room 400, the performance hall, to await instruction.

ð A statement of policy regarding missing student notification procedures, as required by [34 CFR 668.46\(h\)](#)

### **Missing Student Reporting Policy (AIMM’s catalog P. 84)**

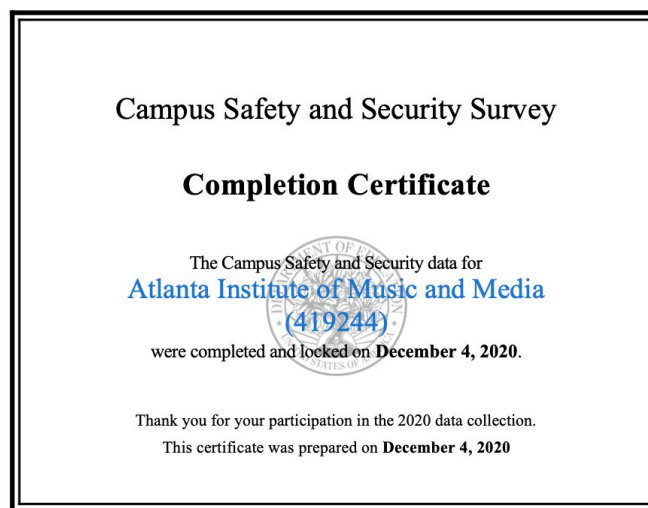
Anyone on campus who has information that a student has been missing for more than 24 hours, should contact the Director of Education, Vice President, or President of AIMM. The student’s emergency contact and local law enforcement will be notified immediately. Appropriate campus staff will also be notified to aid in the search for the missing student.

**Crime Statistics [668.46 \(c\)](#)**

**Crimes that must be reported and disclosed** - Your school must report to the Department and disclose in its annual security report statistics for the three most recent calendar years concerning the number of each of the following crimes that occurred on or within its Clery geography and that are reported to local police agencies or to a campus security authority:

AIMM provides annual crime statistics to the Department of Education and participates in the annual survey to receive the certificate of completion. The information is made available on AIMM's website under the "about" tab as such: <https://www.aimm.edu/crime-statistics>

The 2020 Certificate is provided as such:



Primary crimes including:

- ø Criminal homicide
  - ø Murder and nonnegligent manslaughter
  - ø Negligent Manslaughter

AIMM shares a link on its website to the City of Duluth Crime Statistics, which includes crime statistics for its local area: <https://crime-data-explorer.fr.cloud.gov/explorer/agency/GA0670500/crime>

- ø Sex Offenses
  - ø Rape
  - ø Fondling
  - ø Incest
  - ø Statutory rape

AIMM shares a link on its website to Georgia Sex Offender Registry.  
[http://state.sor.gbi.ga.gov/Sort\\_Public/ConditionsOfUse.aspx](http://state.sor.gbi.ga.gov/Sort_Public/ConditionsOfUse.aspx)

- ø Robbery
- ø Aggravated assault
- ø Burglary
- ø Motor vehicle theft
- ø Arson
- ø Arrests and referrals for disciplinary actions, including:
  - ø Arrests for liquor law violations, drug law violations, and illegal weapons possession
  - ø Persons not included in [34 CFR 668.46\(c\)\(1\)\(ii\)\(A\)](#) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession
- ø Hate crimes, including:
  - ø The number of each type of crime in [34 CFR 668.46\(c\)\(1\)\(j\)](#) that are determined to be hate crimes
  - ø The number of the following crimes that are determined to be hate crimes:
    - ø Larceny-theft
    - ø Simple assault
    - ø Intimidation
    - ø Destruction/damage/vandalism of property
  - ø Dating violence, domestic valance, and stalking as defined in [34 CFR 668.46\(a\)](#)

AIMM shares a link on its website to the City of Duluth Crime Statistics, which includes crime statistics for its local area:  
<https://crime-data-explorer.fr.cloud.gov/explorer/agency/GA0670500/crime>

### **Recording Crimes (All reported crimes must be recorded)**

- ø The school must include in its crime statistics all crimes listed in [34 CFR 668.46\(c\)\(1\)](#) occurring on or within its Clery geography that are reported to a campus security authority for the purposes of Clery Act reporting. Clery Act reporting does not require initiating an investigation or disclosing personally identifying information about the victim, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)(20))

AIMM doesn't have campus security authorities. Student's report crimes to the Title IX officer or the Director of Education.



ø The school may not withhold, or subsequently remove, a reported crime from its crime statistics based on a decision by a court, coroner, jury, prosecutor, or other similar non campus official.

**AIMM does not remove crimes from its statistics.**

ø A school may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime report

ø A school must report to the Department and disclose in its annual security report statistics the total number of crime reports listed in [34 CFR 668.46\(c\)\(1\)](#) that were “unfounded” and subsequently withheld from its crime statistics pursuant to [34 CFR 668.46\(c\)\(2\)\(iii\)](#) during each of the three most recent calendar years

**AIMM will disclose any unfounded crimes that were subsequently removed from its statistics.**

### **Crimes must be reported by calendar year**

ø A school must record a crime statistics for the calendar year in which the crime was reported to local police agencies or to a campus security authority

**AIMM’s Career Services Director reports all crimes on an annual basis for the calendar year.**

ø When recording crimes of stalking by calendar year, a school must follow the requirements in [34 CFR 668.46\(c\)\(6\)](#)

**AIMM’s Career Services Director reports all crimes on an annual basis for the calendar year.**

### **Hate crimes must be recorded by category of bias**

ø For each hate crimes recorded under [34 CFR 668.46\(c\)\(1\)\(iii\)](#), a school must identify the category of bias that motivated the crime. For the purposes of this, the categories of bias include the victim’s actual or perceived:

- ø Race
- ø Gender

- ð Gender identity
- ð Religion
- ð Sexual orientation
- ð Ethnicity
- ð National origin
- ð Disability

*AIMM reports hate crimes by category of bias on its Annual Campus Safety and Security Survey.*

### **Crimes must be recorded by location**

- ð The school must specify whether each of the crimes recorded under [34 CFR 668.46\(c\)\(1\)](#) occurred:
  - ð On campus
  - ð In or on a non campus building or property
  - ð On public property
- ð The school must identify, of the crimes that occurred on campus, the number that took place in dormitories or other residential facilities for students on campus
- ð When recording stalking by location, the school must follow the requirements in [34 CFR 668.46\(c\)\(6\)](#)

*AIMM reports whether these crimes occurred on campus, In or on a non campus building or property or on public property in its Annual Campus Safety and Security Survey.*

### **Recording reports of stalking**

- ð When recording reports of stalking that include activities in more than one calendar year, the school must record a crime statistic for each and every year in which the course of conduct is reported to a local police agency or to a campus security authority
- ð The school must record each report of stalking as occurring at only the first locations within the school's Clery geography in which:
  - ð A perpetrator engaged in the stalking course of conduct, or
  - ð A victim first became aware of the stalking

### **Identification of the victim or the accused**

- ð The statistics required under [34 CFR 668.46\(c\)](#) do not include the identification of the victim or the person accused of committing the crime

*AIMM Catalog P. 87 includes verbiage as an institutional policy to protect the confidentiality of victims. Personal information will remain confidential and any reporting is offered on a voluntary basis.*

## Pastoral and professional counselor

ø The school is not required to report statistics under [34 CFR 668.46\(c\)](#) for crimes reported to a pastoral or professional counselor

**AIMM does not participate in providing victims with pastoral or professional counseling.**

## Using the FBI's UCR program and the Hierarchy Rule

ø The school must compile the crime statistics for murder and nonnegligent manslaughter, negligent manslaughter, rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug law violations, and illegal weapons possession using the definitions of those crimes from the "Summary Reporting System (SRS) User Manual" from the FBI's UCR Program, as provided in [Appendix A of Subpart D](#)

ø The school must compile the crime statistics for fondling, incest, and statutory rape using the definitions of those crimes from the "National Incident-Based Reporting System (NIBRS) User Manual" from the FBI's UCR Program, as provided in [Appendix A of Subpart D](#)

ø The school must compile the crime statistics for the hate crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property using the definitions provided in the "Hate Crime Data Collection Guidelines and Training Manual" from the FBI's UCR Program, as provided in [Appendix A of Subpart D](#)

ø The school must compile the crime statistics for dating violence, domestic violence, and stalking using the definitions provided in [34 CFR 668.46\(a\)](#)

ø In counting crimes when more than one offense was committed during a single incident, the school must conform to the requirements of the Hierarchy Rule in the "Summary Reporting System (SRS) User Manual"

ø If arson is committed, the school must always record the arson in its statistics, regardless of whether or not it occurs in the same incident as another crime

ø If rape, fondling, incest, or statutory rape occurs in the same incident as a murder, the school must record both the sex offense and the murder in its statistics

**AIMM will use the definitions of crimes found on the FBI's Uniform Crime Reporting website when reporting the crimes listed above.**

## Use of a map

ø In complying with the crime statistical reporting requirements, the school may provide a map to current and prospective students and employees that depicts its campus, non-campus buildings or property, and public property areas if the map accurately depicts its campus, non-campus buildings or property, and public property areas

AIMM provides a map of its campus on the website under the “facilities” tab as such: <https://www.aimm.edu/facilities>

### Statistics from police agencies

Ø In complying with the crime statistical reporting requirements, the school must make a reasonable, good faith effort to obtain statistics for crimes that occurred on or within the school’s Clery geography and may rely on the information supplied by a local or State police agency

Ø If the school makes such a reasonable, good faith effort, it is not responsible for the failure of the local or State police agency to supply the required statistics.

AIMM provides local crime statistics for the City of Duluth, GA, on its website under the “crime statistics” tab as such: <https://www.aimm.edu/facilities>

### Separate campus [34 CFR 668.46\(d\)](#)

Ø Your school must comply with the requirements of this section for each separate campus.

AIMM does not utilize a separate campus.

Ø *Your school has developed, disclosed and implemented the required campus security information and report as outlined above.*

AIMM provides all required security information in the AIMM catalog as well as student orientation, staff, and faculty courses in Canvas LMS, and discloses its annual crime statistics reports on its website under the “crime statistics” tab as such: <https://www.aimm.edu/crime-statistics>

## Timely Warning and Emergency Notification [668.46\(e\)](#)

Office Responsible:	Office of the Vice President
Area Information is located:	AIMM Main Campus, Room 302b
Date Document was last updated:	September 25, 2019
Date Policy and Procedure was last updated:	August 05, 2020

Your school must, in a manner that is timely and that withholds as confidential the names and other identifying information of victims, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (*42 U.S.C. 13925(a)(20)*) and that will aid in the prevention of similar crimes, report to the campus community on the following crimes:

Atlanta Institute of Music and Media implements security mechanisms to promptly report any criminal actions or emergencies that occur on campus in a timely manner. Emergency announcements are facilitated via the Canvas Learning Management System and SONIS Student Information System. These platforms utilize email, sms text messaging, and social media platforms for global announcements to be swiftly disseminated to the AIMM's student body, faculty and staff. In addition, AIMM has an emergency intercom and alarm system for active shooter or criminal related activity, as well as fire, weather, or act of God related emergencies.

AIMM Catalog P.87 includes the following verbiage for students to report criminal actions or other emergencies:

Any security concerns or violations should be reported immediately to a member of the staff. The staff member(s), if appropriate, will immediately inform local law enforcement of said security violation. In the event of a sexual assault occurring at the school facility within the student hours noted above, a staff member should be notified immediately (all personal information will remain confidential and any reporting is offered on a voluntary basis).

AIMM Catalog P.87 includes the following verbiage:

In accordance with the requirements of our various regulatory agencies, the Atlanta Institute of Music and Media is obligated to inform students and staff of any reported crimes or security concerns that represent an imminent or continued threat.

A statement of policies concerning security of and access to campus facilities can be found in AIMM's Student Orientation Course as such:

### **Campus Security**

AIMM is devoted to creating a safe and productive environment for all students. To promote safety and security throughout the school, students, faculty, staff, and visitors are required to follow all AIMM security protocols and regulations. As in any community, promoting safety and preventing security hazards is paramount. In this activity, you will be introduced to AIMM security precautions and procedures designed to promote a safe learning environment.

AIMM implements an emergency mass-notification system that communicates critical messages to students and staff via text messaging, email, and voicemail. Students and staff automatically receive emergency notifications to their email through the student and faculty information courses, but can also elect to receive text alerts.

Atlanta Institute of Music and Media provides its campus community with information about emergency response and evacuation procedures within the AIMM Catalog and website. AIMM has implemented Standard Response Protocols (SRP) as recommended by local law enforcement. SRP protocols are posted in all classrooms and offices across campus. This is part of the Student Orientation Course in Canvas as such.

### **Standard Response Protocol**

In the event of an emergency that occurs while students are on campus, such as severe weather events, fires, accidents, intruders, hazardous material leaks, an active criminal in the area or other police activity, and other threats to student safety, students and teachers/administrators will follow the "SRP" procedures. SRP can be found posted on the back of each classroom door. In case of emergency, teachers will receive a text message and instruct students to follow certain directives. In general, in the event of an evacuation, students should go to the upper parking lot, closest to the main lobby of the building. In the event of need of shelter inside the building, all should gather in room 400, the performance hall, to await instruction.



ð *Your school has a process for timely warnings and emergency notifications as outlined above.*



## The Daily Crime Log [668.46\(f\)](#)

Office Responsible:	N/A to AIMM
Area Information is located:	
Date Document was last updated:	
Date Policy and Procedure was last updated:	

AIMM does not employ a campus police or security department, therefore does not maintain a Daily Crime Log.

ø If your school maintains a campus police or security department, it must maintain a written, easily understood daily crime log that records, by the date the crime was reported, any crime that occurred within its Clery geography, as described in paragraph (ii) of the definition of *Clery geography* in paragraph (a) of [34 CFR 668.46](#), and that is reported to the campus police or the campus security department. This log must include:

- ø The nature, date, time, and general location of each crime
- ø The disposition of the complaint, if known

ø The school must make an entry or an addition to an entry to the log within two business days, as defined in [34 CFR 668.46\(a\)](#), of the report of the information to the campus security department, unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim

ø The school may withhold information required under [34 CFR 668.46\(f\)\(1\) and \(2\)](#) if there is clear and convincing evidence that the release of the information would:

- ø Jeopardize an ongoing criminal investigation or the safety of an individual
- ø Cause a suspect to flee or evade detection
- ø Result in the destruction of evidence

ø The school must disclose any information withheld under [34 CFR 668.46\(f\)\(3\)](#) once the adverse effect described in that paragraph is no longer likely to occur

ø The school may withhold under [34 CFR 668.46\(f\)\(2\) and \(3\)](#) only that information that would cause the adverse effects described in that section

đ The school must make the crime log for the most recent 60-day period open to public inspection during normal business hours. The school must make any portion of the log older than 60 days available within two business days of a request for public inspection

đ *Your school maintains a Daily Crime Log as outlined above.*

## Emergency Response/Evacuation [668.46\(g\)](#)

Office Responsible:	Office of the Vice President
Area Information is located:	AIMM Main Campus, Room 302b
Date Document was last updated:	September 25, 2019
Date Policy and Procedure was last updated:	August 05, 2020

The school must include a statement of policy regarding emergency and response evacuation procedures in the annual security report. This statement must include:

- The procedures the school will use to immediately notify campus community upon 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

AIMM implements an emergency mass-notification system that communicates critical messages to students and staff via text messaging, email, and voicemail. Students and staff automatically receive emergency notifications to their email through the student and faculty information courses, but can also elect to receive text alerts.

Atlanta Institute of Music and Media provides its campus community with information about emergency response and evacuation procedures within the AIMM Catalog and website. AIMM has implemented Standard Response Protocols (SRP) as recommended by local law enforcement. SRP protocols are posted in all classrooms and offices across campus and included as part of the Student Orientation Course..

- A description of the process the school will use to:
  - Confirm that there is a significant emergency or dangerous situation as described in [34 CFR 668.46\(g\)\(1\)](#)
  - Determine appropriate segment(s) of campus community to receive a notification

- ø Determine the content of the notification
- ø Initiate the notification system

**AIMM’s Standard Response Protocol (AIMM Catalog P. 83)**

In the event of an emergency that occurs while students are on campus, such as severe weather events, fires, accidents, intruders, hazardous material leaks, an active criminal in the area or other police activity, and other threats to student safety, students and teachers/administrators will follow the “SRP” procedures. SRP can be found posted on the back of each classroom door. In case of emergency, teachers will receive a text message and instruct students to follow certain directives. In general, in the event of an evacuation, students should go to the upper parking lot, closest to the main lobby of the building. In the event of need of shelter inside the building, all should gather in room 400, the performance hall, to await instruction.

- ø A statement that the school will (w/o delay and taking into account the safety of the community) determine the content of 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
- ø A list of the titles of the person or persons or organization or organizations responsible for carrying out the actions described in [34 CFR 668.46\(g\)\(2\)](#)

Atlanta Institute of Music and Media maintains the following personnel within the organization responsible for carrying out emergency and response evacuation procedures:

- President - Nite Driscoll
- Vice President - Dr. Joshua Grau
- Director of Technical Services - Ryan Williams
- Director of Education - Dr. David Mitchell

- ø The school’s procedures for disseminating emergency information to the larger community

AIMM immediately informs local law enforcement in the event of an emergency. This is stated in P. 87 of AIMM’s Catalog as such:

Any security concerns or violations should be reported immediately to a member of the staff. The staff member(s), if appropriate, will immediately inform local law enforcement of said security violation.

- ø The school’s procedures to test the emergency response and evacuation procedures on at least an annual basis, including:
  - ø Tests that may be announced or unannounced

- ð Publicizing its emergency response and evacuation procedures in conjunction with at least one test per calendar year
- ð Documenting, for each test, a description of the exercise, the date, time, and whether it was announced or unannounced

AIMM implements unannounced emergency drills on an annual basis. Documentation of such drills will be maintained going forward into 2021.

- ð *Your school has a process for Emergency Response/Evacuation as outlined above.*

### **AIMM Catastrophic Event Policy (AIMM Catalog P. 85)**

Atlanta Institute of Music and Media maintains a Catastrophic Event Policy to assure students are granted appropriate consideration and security in case of an event that prohibits school from being in session. This includes: inclement weather, fire, flood, city/county/state enforced closing, or any event that would be defined as catastrophic through an Act of God, intrusion, terrorism, war, civic uprising, or unforeseen business closing.

The following mechanisms are in place:

1. AIMM curriculum content and student information data is housed on cloud-based servers and hosted through third-party agreements with Canvas LMS (learning management system by Instructure) and Sonis SIS (student information system by Jenzabar). Both companies are contracted to provide secure data storage that is backed up regularly. In case of emergency or disaster, data is recovered from Amazon servers or from additional off-site backups. If AIMM's brick and mortar campus becomes compromised or is not accessible, students will be able to continue studies remotely via reliable Internet connection.
2. AIMM assures that students are contacted immediately upon any unforeseen schedule changes and provides an immediate makeup schedule for any missed classes due to inclement weather or unexpected school closing.
3. AIMM has implemented a lockdown procedure and has mechanisms in place to secure the facility, evacuate its occupants, or shelter-in-place in case of any unforeseen intrusion or terrorist related activity on campus. Regularly scheduled drills are initiated so students are aware of safety procedures and proper emergency protocol.

4. AIMM is vested in the Student Guarantee Trust Fund to assure financial reimbursement is allocated to students for courses that cannot be completed due to unforeseen circumstances that are the responsibility of the business.
5. AIMM agrees to provide a list of schools with similar programs to all students if the business were to unexpectedly close and not reopen due to unforeseen circumstances. This listing would occur through its website, social media platforms, learning management and student information systems.

## Missing Student Notification Policy [668.46\(h\)](#)

Office Responsible:	Office of the Vice President
Area Information is located:	AIMM Main Campus, Room 302b
Date Document was last updated:	September 25, 2019
Date Policy and Procedure was last updated:	August 05, 2020

### **Missing Student Reporting Policy (AIMM's Catalog P. 84)**

Anyone on campus who has information that a student has been missing for more than 24 hours, should contact the Director of Education, Vice President, or President of AIMM. The student's emergency contact and local law enforcement will be notified immediately. Appropriate campus staff will also be notified to aid in the search for the missing student.

A school that provides any on-campus student housing facility must include a statement of policy regarding missing student notification procedures for students who reside in on-campus housing in its annual security report. The statement must:

### **AIMM does not provide on-campus housing for its students.**

- Indicate a list of titles of the persons or organizations to which students, employees, or other individuals should report that a student has been missing for 24 hours
- Require that any missing student report must be referred immediately to the school's police or campus security department, or, in the absence of an institutional police or campus security department, to the local law enforcement agency that has jurisdiction in the area
- Contain an option for each student to identify a contact person or persons whom the school shall notify within 24 hours of the determination that the student is missing, if the student has been determined missing by the institutional police or campus security department, or the local law enforcement agency

- ð Advise students that their contact information will be registered confidentially, that this information will be accessible only to authorized campus officials, and that it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation
- ð Advise students that if they are under 18 years of age and not emancipated, the school must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student
- ð Advise students that the school will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing

**The procedures that the school must follow when a student who resides in an on-campus student housing facility is determined to have been missing for 24 hours include:**

**AIMM does not provide on-campus housing for its students.**

- ð If the student has designated a contact person, notifying that contact person within 24 hours that the student is missing
- ð If the student is under 18 years of age and is not emancipated, notifying the student's custodial parent or guardian and any other designated contact person within 24 hours that the student is missing
- ð Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, informing the local law enforcement agency that has jurisdiction in the area within 24 hours that the student is missing

ð *Your school has a Missing Student Notification policy as outlined above.*

**Note: Please refer to [Activity 8](#) for the requirements associated with the Fire Safety Report**





ð A description of the school’s ongoing prevention and awareness campaigns for students and employees, including information described in [34 CFR 668.46\(j\)\(1\)\(i\)\(A\) through F](#)

AIMM covers these topics in its Student Orientation Training Course. Listed below are the Course Objectives for its online orientation and sexual harassment training program:

- What is Title IX?
- What is sexual harassment, gender-based harassment, sexual violence, dating/intimate partner violence, and stalking?
- How can you help prevent sexual harassment and sexual violence?
- What are AIMM’s policies and procedures?
- How can I report an incident?
- What resources are available?

AIMM does cover how bystander reporting works under “How can I report an incident”? Risk reduction is covered under preventing sexual harassment and covers the role alcohol and drugs can play.

Other required information:

ð The school must ensure that the proper implementation of *Awareness programs*, *Bystander intervention*, *Ongoing prevention and awareness campaigns*, *Primary prevention programs*, and *Risk reduction* is done according to the definitions outlined in [34 CFR 668.46\(j\)\(2\)\(i-v\)](#)

ð The school’s programs to prevent dating violence, domestic violence, sexual assault, and stalking must include, at a minimum, the information described in [34 CFR 668.46\(j\)\(1\)](#)

ð *Your school has the required programs to prevent dating violence, domestic violence, sexual assault, and stalking as outlined above*

Starting in January 2021, AIMM requires all new students to complete Sexual Harassment Training before they can begin school at AIMM.

## Procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking

[668.46\(k\)](#)

Office Responsible:	Office of the Vice President
Area Information is located:	AIMM Main Campus, Room 302b
Date Document was last updated:	September 25, 2019
Date Policy and Procedure was last updated:	August 05, 2020

AIMM Catalog P. 87 includes the following verbiage for students to report criminal actions or other emergencies:

Any security concerns or violations should be reported immediately to a member of the staff. The staff member(s), if appropriate, will immediately inform local law enforcement of said security violation. In the event of a sexual assault occurring at the school facility within the student hours noted above, a staff member should be notified immediately (all personal information will remain confidential and any reporting is offered on a voluntary basis).

AIMM provides additional information on its website for reporting criminal actions. Students can go to [www.aimm.edu/](http://www.aimm.edu/) to report sexual harassment and crimes using the “Crime Statistics” and “Title IX” links under the “About” tab. See the links below:

- To Report A Crime: <https://www.aimm.edu/crime-statistics>
- To Report Sexual Harassment: <https://www.aimm.edu/title-ix>

### **Sexual Misconduct Policy** (AIMM Catalog P. 21)

AIMM does not discriminate on the basis of sex and prohibits such discrimination by students, faculty and staff. We adhere to all regulations and rules as outlined in the Department of Education’s Title IX policies.

- AIMM prohibits sexual relationships between students and staff including faculty.
- Anyone who believes they are the victim of sexual misconduct including sexual harassment, non-consensual sexual contact, non-consensual sexual penetration, dating violence, domestic violence and stalking should report such conduct to AIMM's Title IX Coordinator, Dr. Joshua Grau – [joshuagrau@aimm.edu](mailto:joshuagrau@aimm.edu)
- To confidentially report an incident, go to the Title IX link under the "About" tab at [www.aimm.edu](http://www.aimm.edu) or download a PDF from Canvas in the AIMM Student Course.
- All students are required to complete a Sexual Harassment Training module as part of their orientation process.

### **Disciplinary Process (AIMM Catalog P. 23)**

Any student who violates the code of conduct will be subject to disciplinary action, which may include the following. :

1. **Written Warning:** A written warning would be the first course of action unless the severity of the violation should require more severe action. The written warning will be issued to the student during a meeting with their academic advisor. The student will be given the opportunity to respond in writing to the warning before it is signed by all parties and placed in their academic record.
2. **Suspension from Class:** In the next course of action or if the severity of the violation warrants more drastic measures, the student may be suspended from class. If a student is suspended from class, the student will be required to retake the class in his/her next quarter and shall be responsible for any applicable retake fees. The student should also be aware that retaking classes can impact the student's academic status (full-time vs. part-time) and can thereby potentially impact his/her tuition rate and/or financial aid.
3. **Expulsion:** If a student has previously received a written warning, been suspended from class and/or if the severity of the violation warranted more drastic measures, and such measures were taken, the student may be terminated from the Institute.

Please note, AIMM reserves the right to expel any student who is deemed a threat or major disruption to the educational environment at any time for any reason. Students have the right to appeal any such decision, following the appeal process outlined above. Any student can appeal the disciplinary action taken against him/her. The student would have to submit an appeal in writing to the Director of Education. AIMM would have ten (10) business days to review and respond to the appeal. An Appeal Panel composed of the Director of Education (Chairman of the Panel) and other Institute officials as deemed appropriate by the Director of

Education would meet to review the letter of appeal. The student would be allowed to attend the review proceedings. The Institute and student would be required to abide by the Appeal Panel's decision. All proceedings would be documented and signed by all parties.

As required in [34 CFR 668.46 \(b\)\(11\)\(vi\)](#), the school must include in its annual security report a clear statement of policy that addresses the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking as defined in [34 CFR 668.46\(a\)](#) that:

Listed above.

- Describes each type of disciplinary proceeding used by the school; the steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding; how to file a disciplinary complaint; and how the school determines which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault, or stalking
- Describes the standard of evidence that will be used during any institutional disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking
- Lists all of the possible sanctions that the school may impose following the results of any institutional disciplinary proceeding for an allegation of dating violence, domestic violence, sexual assault, or stalking
- Describes the range of protective measures that the school may offer to the victim following an allegation of dating violence, domestic violence, sexual assault, or stalking

AIMM's protective measures are listed in its Sexual Harassment Training for new students. See below.

- Classroom adjustments or changes
- Academic support (tutoring, mentoring, flexible assignment due dates, allowing the student to make up coursework).
- Allowing the student to retake a course and/or withdraw without penalty.
- Referral to counseling services.
- Protective/no contact orders.

Provides that the proceedings will:

AIMM's Sexual Harassment Hearing Procedures (AIMM's Catalog P. 22)

- Include a prompt, fair, and impartial process from the initial investigation to the final result

- ð Be 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
- ð 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
- ð Not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding; however the school 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
- ð Require the simultaneous notification, in writing, to both the accuser and the accused, of:
  - ð The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking
  - ð The school's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available
  - ð Any change to the result
  - ð When such results become final

Ensure that the school's procedures for this section address the proper definition for each of the requirements as follows:

- ð A prompt, fair, and impartial proceeding includes a proceeding that is:
  - ð Completed within reasonably prompt timeframes designated by a school's policy, including a process that allows for the extension of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay
  - ð Conducted in a manner that:
    - ð Is consistent with the school's policies and transparent to the accuser and the accused
    - ð Includes timely notice of meetings at which the accuser or accused, or both, may be present
    - ð Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meeting and hearings
  - ð Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused

Note: The school must ensure that the proper meaning of *Advisor*, *Proceeding*, and *Result*, is used according to the definitions outlined in [34 CFR 668.46\(k\)\(3\)\(ii\), \(iii\), and \(iv\)](#).

ð Your school has the required procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking as outlined above

### **Prohibition on retaliation [668.46\(m\)](#)**

ð Your school has procedures to ensure that the school, an officer, employee, or agent of the school, does not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision outlined in [34 CFR 668.46](#)

#### **Sexual Harassment Hearing Procedures (AIMM's Catalog P. 22)**

AIMM provides a prompt, fair, and impartial process when adjudicating sexual misconduct. All incidents will be investigated and resolved within 60 days.

- If there is any delay in the process, AIMM will provide written notification and explanation of the delay to both the accuser and accused.
- All investigations will be transparent to both accuser and accused.
- All investigations will be conducted in a manner consistent with AIMM's policies and procedures.

AIMM's Title IX Officer will conduct all investigations unless there is a conflict of interest.

AIMM's Title IX Officer and employees receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking. All investigations will be conducted by an impartial official.

AIMM provides 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.

AIMM will provide timely notice regarding all meetings involving the accused and accuser, so that both parties can be present.

AIMM provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings.

AIMM will simultaneously notify, in writing, 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 school'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

Retaliation against an accuser is strictly prohibited. Any AIMM official who retaliates against an accuser will be terminated immediately.



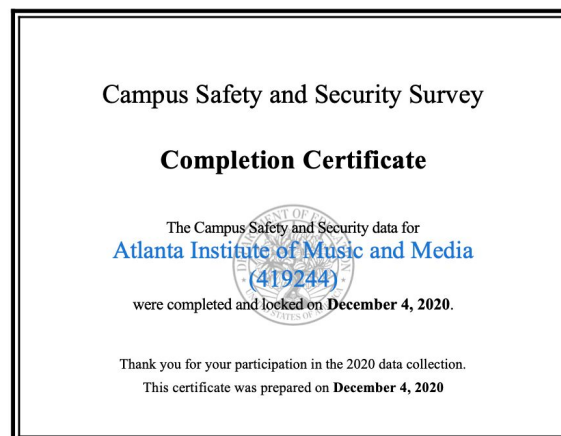
Submitting Crime Statistics to the U.S. Department of Education [668.46 \(c\)](#); [34 CFR 668.41\(e\)](#)

Please ensure that your school has a system in place to submit the required crime statistics to the U.S. Department of Education via the Campus Safety and Security Survey and a process to release the information to students and families

Office Responsible:	Career Services and Outreach
Area Information is located:	AIMM Media Library
Date Document was last updated:	December 11, 2020
Date Policy and Procedure was last updated:	August 07, 2020

AIMM provides annual crime statistics to the Department of Education and participates in the annual survey to receive the certificate of completion. The information is made available on AIMM's website under the "about" tab as such: <https://www.aimm.edu/crime-statistics>

The 2020 Certificate is provided as such:



ø Your school annually releases the security report each year by the October 1 deadline

ø Your school submits the crime statistics portion of the annual security report via the ED Web site (<http://surveys.ope.ed.gov/security>) by the required deadline established each year.

Our Director of Career Services is responsible for submitting campus crime statistics to the US Department of Education.

ø *Your school has a process to submit the annual security report as outlined above.*

This is done on an annual basis by the October 01 deadline. Our crime statistics are minimal because we are a small school of roughly 200+ students at the most. Our campus is limited to one location with no campus housing.