

# Annual Security Report 2017

*“Together we can change our culture for the better by ending violence against women and girls”. President Barack Obama*

## The Learning Bridge Career Institute

---

985-262-4685 office  
866-521-3566 fax

1340 West Tunnel Blvd. Suite 110  
Houma, La 70360

[www.lbcihouma.com](http://www.lbcihouma.com)  
[ygreene@lbcihouma.com](mailto:ygreene@lbcihouma.com)

---

**TABLE OF CONTENTS**

Introduction	2
Campus Security	2
Personal Safety	3
Reporting a Crime	3-5
Emergency Response & Evacuation Procedures	6-11
Sexual Assault and Related Crimes & Registered Sex Offenders	11
Disciplinary Proceedings	11-12
Sexual Assault and Misconduct	12
Violence Against Women Reauthorization Act of 2013 (VAWA)	12-22
Learning Bridge Career Institute's Campus Crime Statistics	22-23
Definitions of Geography	23-24
Clery Act Crime Categories and Definitions	24
Criminal Offenses	24-31
Alcohol & Drug Education & Prevention Initiatives	31-34
Drug Free Workplace Act of 1988 & Drug Free Schools & Communities Act Amendments of 1989	34
Alcohol and Drug Free Campus Workplace Policy Summary	35
Tips and Guidelines	36-37
Employee and Student Assistance Programs	37-38

The Learning Bridge Career Institute is committed to providing a safe and secure educational environment for all faculty, staff, students, and visitors at The Learning Bridge Career Institute.

The Learning Bridge Career Institute prepared this report in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*, the *Clery Act*. The full text of this report is located within the campus with the Director. This report is prepared in cooperation with the local law enforcement agencies surrounding our campus. Campus crime, arrest and referral statistics include those reported to The Learning Bridge Career Institute, designated campus officials, and local law enforcement agencies.

Each year, an e-mail notification is made to all enrolled students, faculty, and staff that provide the steps to access this report. Copies of the *Notice of Annual Security Report Availability* and the report are located at the receptionist desk. Copies of the full report may also be requested from the Campus Director.

The information that follows addresses The Learning Bridge Career Institute policies and procedures that are related to Clery Act compliance.

### **Campus Security**

The Learning Bridge Career Institute is committed to providing a safe and secure environment. All visitors must check in at the front desk before going anywhere on the campus. The personnel of this department are empowered to enforce The Learning Bridge Career Institute regulations, to investigate incidents and to apprehend those who violate these regulations or commit crimes on campus. Criminal violators who are apprehended will be turned over to the local police precinct for arrest processing. When necessary, The Learning Bridge Career Institute will press charges against the criminal violators.

The school prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). This report is prepared in cooperation with local law enforcement agencies. Nothing in the law shall be construed to permit a school to retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual with respect to the implementation of the Clery Act.

Our school attempts to provide students and employees with a safe and secure environment in which to study and work. The school is open during posted hours. School facilities are secured during times the school is not open. The school has no residence halls. Maintenance is provided by the building manager. Only the building manager, maintenance and authorized LBCI staff and the building manager have keys for the school, offices and classrooms.

**Personal Safety**

While the school attempts to provide a safe and secure environment, students, faculty, staff and campus visitors are ultimately responsible for their safety. Safety is enhanced when students and employees take precautions such as:

- Report all suspicious activity to administrative staff immediately
- Never take personal safety for granted.
- Avoid walking alone at night. Travel with a friend or companion.
- Avoid parking or walking in secluded or dimly lit areas.
- Limit your alcohol consumption, and leave social functions that get too loud, too crowded, or that have too many people drinking excessively.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, computers, etc.) unattended.
- Carry your keys with you at all times and don't lend them to anyone.
- Lock your car doors and close the windows when leaving your car.
- Never leave valuables in your car especially if they are easily noticeable.
- Inventory your personal property and make records of the serial numbers of all items of value.
- Never admit anyone without a valid ID badge on campus/school premises.

As the school becomes aware of relevant programs that address responsible practices and procedures that enhance personal safety, such information may be obtained on-campus with the Campus Director.

There are no campus housing facilities so a missing student notification policy is not mandated. If a student does not show for classes two days in a row, the home is called and messages left to have the student be in touch with the school to indicate a reason for absence. Documentation of the call is indicated in the activity log of the LBCI Portal.

**Reporting a Crime**

If a student or employee is aware that a crime has been, or is being, committed on school property or at a school sponsored or recognized event off-campus during the hours that the school is open, the crime should be reported as soon as possible to the Campus Director's Office. If the crime has been committed when the school is closed, it should be reported to the Campus Director's office as soon as possible after school is open. In addition to reporting the crime to the Campus Director's office, the crime should be reported to local law enforcement authorities. The local Police Department may be reached by dialing 911.

School Personnel have authority to determine whether individuals have lawful business at the school and may request identification to make that determination. In addition, they have the authority to ensure that school policies, such as break time and building access,

are followed. The school works with local law enforcement agencies and refers criminal incidents to the local police department having jurisdiction over such matters.

The Campus Director will work with local law enforcement, as appropriate, when a crime is reported. Crimes reported to the Campus Director's office are included in the annual campus crime statistics. In addition, the school requests from the local Sheriff's Department crime information not reported to the Campus Director's office that is appropriate for inclusion in the annual campus crime statistics. Further, if circumstances warrant, the school community will be notified if an on-going threat is posed related to a reported crime.

If you are the victim of a crime and do not want to pursue action through the school or the criminal justice system, you may still consider making a confidential report. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. Reports filed in this manner are included in the annual crime statistics for the school.

The school does not tolerate violence or other threatening conduct against any members of the school community. This includes criminal acts against persons or property, as well as harassment based on sex, race, ethnicity, or disability. The school will impose strict disciplinary actions and appropriately involve law enforcement officials should any acts of violence or threatening conduct occur on school facilities or at school- sponsored events. This includes acts of violence against women.

Pastoral counselors and professional counselors must inform persons they are counseling of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

As part of Orientation, the school will provide a description of programs designed to inform students and employees about the prevention of crime.

The school has a zero tolerance policy regarding alcohol on campus and will strictly enforce this policy. Anyone violating this policy will be removed from school properly and disciplinary action will be taken.

There is a separate drug policy which must be reviewed by the school each year and given to each student and each employee each year.

In addition to any criminal sanctions, the school will impose appropriate disciplinary sanctions if the offender is a student or employee of the school. The school Campus Director's Office should be contacted should one wish to file a complaint. Also, note that, in cases of sexual assault complaints:

- both the accuser and the accused are entitled to the same opportunities to have others present during the disciplinary hearing and
- both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding based on an allegation of sexual assault.

The school will work with the victim, should it be requested, in making such changes as can reasonably be accommodated relative to the student's academic and living situations.

Contact any of the following authorities, 24 hours a day:	
Dial 911	<b>Report emergencies or non-emergency criminal violations from a public, school building or residence hall phone or cell phone</b>
Off-Campus Police Departments	<p>Houma Police Department 500 Honduras Street Houma, LA 985-873-6371</p> <p>Terrebonne Parish Sheriff's Office 7856 Main Street Courthouse Annex Suite 121 Houma, LA 70360 985-876-2500</p>
Anonymous Tip Lines	<p>Report information about a crime anonymously</p> <p>Report information about illegal activities</p> <p><a href="http://www.houmapd.com/?p=cit_complaint">http://www.houmapd.com/?p=cit_complaint</a></p>

Any suspicious activity or person(s) seen in the parking lots loitering around vehicles, inside buildings should be reported. Crimes should be reported for the purpose of making timely warning reports to the community and for inclusion in the annual statistical disclosure.

**Response to a Reported Crime**

An officer and/or staff personnel will work with individuals reporting a crime to obtain information and evidence, identify potential witnesses, and conduct a thorough investigation in an effort to identify the responsible party. When appropriate, crime suspects may be adjudicated through the student conduct system or criminal justice system.

**Emergency Response and Evacuation Procedures**

The school maintains an Emergency Response Operations Plan. The school may also test emergency response and evacuation procedures periodically through drills or exercises.

**Emergency Evacuation****I. Fire Alarm**

- To activate a fire alarm box pull down the handle.
- This is the preferred method because the alarm alerts others in the facility and alerts the local emergency response team.

**II. Emergency Phone Number (911)**

Give your name, location and a description of the problem. Speak slowly and clearly. Wait to answer any questions or receive instructions the dispatcher may have. Stay on the line until the dispatcher hangs up.

**III. Personnel with delayed evacuation permission**

This policy is to evacuate immediately when an alarm is sounded. The Learning Bridge Career Institute does not have personnel whom may delay evacuation.

**IV. Responsibility for communicating emergencies**

All staff has the responsibility of communicating the initial alarm.

**V. Staff must account for all students**

In the event all residents are not accounted for, staff shall communicate this information to local authorities.

**A. General Procedure in the Event of Fire****1. When an alarm sounds:**

- Do not stop for valuables or to get a coat.
- If possible to complete safety as you leave:
  - Shut off electrical appliances.
  - Leave lights on

- Close doors and windows
  - If you lock your door, take your keys with you.
  - Alert others around you.
  - Assist any special needs people in evacuating.
  - When evacuating *WALK*, never run, and keep to the right of the hallways.
  - Leave the building, even if the alarm stops while you are on your way out.
  - Once outside, move away from the building to allow room for the firefighters and their equipment.
  - Look for others who work with you to insure everyone has evacuated.
  - Give any information about the fire or about persons who might still be in the building to the Fire Department and Police Department.
  - Do not re-enter the building for any reason until told to do so by the Fire Department or Police Department.

**2. If you cannot leave because all exits are obstructed:**

- Crawl or stay low to the floor where there is cleaner and cooler air.
- Get to a phone, dial 911 and let someone know where you are.
- Keep calm. A fire may be hot, noisy, and generally overwhelming, but your best weapon is a composed and logical approach.
- Assume there is a fire when the alarm sounds. Take it seriously.
- Do not call the Police Department or Fire Department to ascertain if there is a real fire.
- Do not use the elevator. Elevators may also act like giant pistons, pushing smoke and fire to other portions of the building. Use the nearest exit stairway or passageways to an adjacent building. (if applicable)
- Do not run if your clothes catch fire. Running will only fan the fire, causing it to intensify. Drop to the floor and roll back and forth to smother the flames. Call for help. Rescuers can smother the flames by quickly wrapping a blanket, coat, sheet or rug over the victim.
- Leave the building. This includes lobby areas. Not doing so is considered interference with firefighting operations.

**3. Other Considerations:**

Horizontal evacuation generally means to move on the same floor to another section in the same building or an adjacent building instead of exiting vertically via the stairs or elevator. The advantage to horizontal evacuation is that one may remain inside, protected

from the weather and avoid descending over stairs. Hence, this method is of primary importance for people with disabilities. For horizontal evacuation to be effective, one must pass through smoke barriers and/or fire barriers. Usually this means smoke or fire doors or perhaps a fire wall. The terms fire doors and smoke doors are really synonymous except a fire door can withstand a fire and prevent its passage more effectively because of heavier construction materials and a heavier frame. Smoke doors and their frames are comparatively more lightly constructed and cannot withstand a rigorous fire for as long a period as a fire door. Both, however, will keep deadly smoke and fire confined long enough to make an escape or rescue possible provided they are kept closed. Doors blocked open with wedges, broken or improperly working doors, a fire hose or other object holding the door even a little is enough to render the designed safety effect of preventing the spread of smoke and fire useless.

It is important to note when evacuating horizontally that it is not enough merely to exit into an adjoining building. It is necessary to go beyond an operating fire or smoke barrier.

**A. Evacuation of persons with disabilities**

We will use horizontal evacuation whenever possible. Refer to floor plans for possible routes.

If horizontal evacuation is not possible, staff will assist disabled individuals to the nearest enclosed stairway that is free from smoke and tell the person to remain there until help arrives.

**B. Evacuation in the event of a bomb threat**

Evacuation procedures are the same as fire evacuation procedures except it is permissible to use elevators to evacuate. The elevators, however, should be reserved primarily for those who are disabled, elderly, pregnant, have heart or respiratory conditions, or other medical problems. Others should exit via the stairwells (if possible) to expedite evacuation. Please follow the directions of supervisory personnel during this situation.

**NOTE:**

*The handling of explosives is a job strictly for professionals. Should you notice something you suspect may be a bomb because it is an unusual item in an area you are very familiar with, do NOT touch it! Report it to the Police Department or Fire Department personnel. Be prepared to describe the item and its location.*

**C. Evacuation in the event of an explosion**

In the event that an explosion occurs, use the Fire Evacuation Procedure.

**Fire Safety**

The regulation on Fire Safety relates only to schools that have living facilities on campus. Since Infinity College does not have dormitories, this regulation does not apply.

The institution will use their emergency response system to inform students of fires either on campus or in neighboring building. At first notice of a blaze, it should be reported to the nearest employee who will call the Fire Department immediately. A student may also use his/her cell phone to contact the Fire Department.

**Reporting Criminal Activities and Emergencies**

If any student or staff member is aware of a crime or suspicious behavior of a person or incident, or is a victim of a crime, that person must report the crime or incident immediately to management staff. The management staff will assess the nature of the incident to determine the best course of action and if necessary will contact the local police.

If the incident is an emergency, one should call 911 immediately and then report the incident to management staff in order to assess the nature of the incident and the best course of action. In the event that the school determines that there is an ongoing threat, a campus wide warning will be issued. The warning will be issued to students and staff through announcement from management staff. All incidents will be documented by management staff and kept on file.

**Timely Warning Notices:**

In the event that a crime is reported on campus or in/ on property owned or controlled by The Learning Bridge Career Institute, that poses a serious or continuing threat to the community, a campus timely warning notice will be issued to the entire campus community. When a serious crime is reported to the Police Department and poses a threat to the campus community, personnel will typically develop the content and will issue a timely warning using some or all of the systems listed below.

Timely warnings are usually distributed for the following Uniform Crime Reporting (UCR) program classifications: major incidents of arson, criminal homicide and robbery. Incidents of aggravated assault and sex offenses are considered on a case-by-case basis after reviewing the facts and deciding whether there is a continuing danger to the campus community and the amount of information known by the Police department. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other community members and a timely warning would not be distributed. In cases involving sexual assault, they are

often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount information known. Cases involving property crimes will be assessed on a case-by-case basis and alerts will typically be sent if there is a discernible pattern of crime.

The Learning Bridge Career Institute reviews all reports to determine if there is an on-going threat to the community and if the distribution of a timely warning is warranted. Names and identifying information of victims will be held as confidential. The Learning Bridge Career Institute will use some or all of the following systems to distribute timely warning notices:

#### **Emergency Messaging Options**

- Text Message
- Campus Website
- Voicemail
- Local TV and Radio
- Social Media
- Email

#### **Emergency Response Planning**

The Learning Bridge Career Institute conducts at least one evacuation drill each year, it can be announced and/or unannounced. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. Evacuation drills are used as a way to educate and train occupants on issues specific to their building. During the drill, occupants ‘practice’ drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition, the process provides the school an opportunity to test the operation of fire alarm system components. Evacuation drills are documented. Evacuation drills are monitored to evaluate egress and behavioral patterns. Reports are prepared by participating departments which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments for consideration. After action reports are completed detailing lessons learned, follow-up items are identified with responsibilities assigned to appropriate campus entities.

**Sexual Assault and Related Crimes**

In the event of a sexual assault or domestic violence, please be aware of the following:

- \* preserve any evidence of the assault (do not drink, bathe, change clothing, or comb hair, as this may destroy evidence that may be needed to prosecute the offender)
- \* go to a place where it is safe from further attack and notify the police
- \* obtain immediate medical attention
- \* seek professional counseling

If requested by the student who is the victim of a sexual assault, the school will assist the student in notifying law enforcement. In addition, the school Campus Director's Office will provide information on off-campus agencies that provide services to victims of a sex offense.

The school encourages students and employees to take advantage of the materials and programs that promote awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses available through the school and/or local community agencies. Information about such materials and programs is available at the school.

**Registered Sex Offenders**

The Jacob Wetterling Act requires states to obtain information concerning registered sex offenders' enrollment or employment at institutions of higher education. Those seeking to obtain information about registered sex offenders should visit the following website: [www.nsopr.gov](http://www.nsopr.gov). Further, to the extent the State notifies an educational institution of information concerning registered sex offenders, the Family Educational Rights and Privacy Act (FERPA) does not prevent educational institutions from disclosing such information.

**Disciplinary Proceedings**

The school will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the school against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the school will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

The school does not have a campus police department or security office and therefore does not keep a daily crime log. However, the Campus Director keeps an updated list of any criminal activity.

**The Handbook for Campus Safety and Security Reporting is available on line from the Department of Education:** This comprehensive publication was used in developing our policies. The Annual report is distributed to all students and employees each year and is available in the Student Services Office to be viewed at any time.

### **Sexual Assault and Misconduct**

The Learning Bridge Career Institute will not tolerate sexual assault or sexual misconduct in any form, including but not limited to rape, acquaintance or date rape, and/or sexual harassment. In the event of a sexual assault or other criminal act on campus, the Director's office should be notified immediately.

#### **VAWA \_ Violence Against Women Act:**

On March 7, 2013 President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA), which amended the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) by adding a number of new reporting requirements and classifications of crimes. The law was effective March 7, 2014, however implementation guidance was subject to NPRM and thus not available until October 2014.

If you are a victim of sexual assault at The Learning Bridge Career Institute you should get to a place of safety and report the incident to appropriate management staff so that medical treatment can be obtained. All incidents must be reported in a timely manner, preferably the same day of the incident in order that evidence can be collected by local authorities and medical professionals. Filing a police report will ensure that the victim receives the necessary medical treatment and tests, provide the opportunity for the collection of evidence, and give the victim access to free confidential counseling from counselors trained in the area of sexual assault crisis intervention.

In addition to filing a police report, the victim may request the school to conduct an investigation in which the accused will be questioned as well as witnesses. Both parties will be notified of the outcome of the investigation. Any student found guilty of violating the school sexual assault policy could be criminally prosecuted in the courts and suspended and/or expelled from the school.

### **Sexual Harassment**

According to section 703 of Title VII of the Civil Rights Act of 1964, it is illegal to sexually harass any employee. Sexual Harassment description is as follows:

Having conversations that demeans, insults, or implies sexual preference in the presence of that individual. To imply whether, explicitly or implicitly, that one

employment is dependent upon favors. The above conduct will not be tolerated and any infraction will be subject to suspension or dismissal from The Learning Bridge Career Institute. Any student who feels that he/she have been subjected to sexual harassment is instructed to report the incident to the Director. In addition, victims of sex offenses are reminded of their right to report the matter directly to local law enforcement officials.

### **Anti-Harassment**

Policy Statement – it is the policy of this company to maintain a working environment which encourages mutual respect, promotes respectful and congenial relationships between employees and is free from all forms of harassment of any employee or applicant, by anyone, including supervisors, co-workers, vendors, or customers. Harassment in any manner or form is strictly prohibited and will not be tolerated by the company. All reported or suspected occurrences of harassment will be promptly and thoroughly investigated. Where harassment is determined to have occurred, the company will immediately take appropriate disciplinary action. The company will not permit or condone any acts of retaliation against anyone who files harassment complaints or cooperates in the investigation of it.

### **Definitions:**

1. The term “harassment” includes but is not limited to unwelcome slurs, jokes, verbal, graphic or physical conduct relating to any individual’s race, religion, sex, age, national origin, or disability.
2. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
  - a) Submission to such conduct is an explicit or implicit term or condition of employment
  - b) Employment decisions are based on an employee’s submission to or rejection of such conduct; or
  - c) Such conduct interferes with an individual’s work performance or creates an intimidating, hostile or offensive working environment.
3. The term “harassment” may also include conduct of employees, supervisors, vendors and/or customers who engage in verbally or

physically harassing behaviors, which has the potential for humiliating or embarrassing an employee or the company.

**Examples of prohibited conduct**

The management of the company considers the following conduct to represent some of the types of actions, which violate this harassment policy:

1. Physical assaults of a sexual nature
2. Unwanted sexual advances, propositions or other sexual comments, i.e. sexual jokes, vulgar language
3. Sexual or discriminatory displays, photographs, or publications in any location in the workplace, i.e. any sexually suggestive pictures, cartoons, emails, or magazines.

*A list of registered sex offenders in Louisiana is available from the Louisiana Department of Public Safety and Corrections at <http://www/lsp.org>.*

**Sexual Misconduct**

The school does not discriminate on the basis of sex or gender in any phase of its educational or employment programs; the school is required by Title IX and other laws to not discriminate. If the School knows or reasonably should know of possible sexual misconduct, a thorough, impartial, and confidential investigation will be conducted as promptly as possible to determine if there has been a violation of the Title IX Policy. Sexual misconduct includes sexual harassment, sexual assault, dating violence, domestic violence, and stalking.

Victims are not required to file a complaint but are encouraged to do so. Regardless if a victim chooses to report sexual misconduct, reasonable available accommodations or protective measures will be provided to the victim upon request.

**PROGRAMS TO PREVENT DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING**

The School prohibits crimes of dating violence, domestic violence, sexual assault and stalking. The following definitions apply to all members of the School community (faculty, staff, students, student employees and volunteers), vendors, and visitors.

**Consent** - Permission that is clear, knowing, voluntary, and expressed prior to engaging in and during an act. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

A. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.

B. Consent may be withdrawn at any time.

C. Previous relationships or prior consent cannot imply consent to future sexual acts; this includes “blanket” consent (i.e., permission in advance for any/all actions at a later time/place).

D. Consent cannot be given by an individual who one knows to be – or based on the circumstances should reasonably have known to be – substantially impaired (e.g., by alcohol or other drug use, unconsciousness or blackout, etc.).

1. Substantial impairment is a state when an individual cannot make rational, reasonable decisions because she/he lacks the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction).

2. This policy also covers individuals whose substantial impairment results from other physical or mental conditions including mental disability, sleep, involuntary physical restraint, or from the consumption of alcohol or other drugs.

3. Being impaired by alcohol or other drugs will never function as a defense for any behavior that

violates this policy.

E. An individual cannot consent who has been coerced, including being compelled by force, threat of force, or deception; who is unaware that the act is being committed; or who is coerced by a supervisory or disciplinary authority.

**Dating Violence** - Violence or threat of violence by an individual who has been in a social relationship of a romantic or intimate nature with the complainant. Whether there was such relationship will be determined based on the reporting party's statement and with consideration of the length and type of relationship, and the frequency of interaction of the persons involved in the relationship.

**Domestic Violence** - Conduct that would meet the definition of a felony or misdemeanor crime of violence committed by the complainant's current or former spouse or intimate partner, a person with whom the complainant shares a child in common, a person who is or has cohabitated with the complainant as a spouse or intimate partner, or individual similarly situated to a spouse under domestic or family violence law, or anyone else protected under the domestic or family violence law of the jurisdiction in which the offense occurred. An individual need not be charged with or convicted of a criminal offense to be found responsible for domestic violence pursuant to this policy.

**Relationship Violence** - Dating violence and domestic violence.

**Sexual Assault** - Non-consensual sexual contact and non-consensual sexual intercourse. All such acts of sexual assault are forms of sexual violence, and therefore sexual misconduct.

**Sexual Misconduct** - Conduct of a sexual nature or conduct based on sex or gender that is nonconsensual or has the effect of threatening, intimidating, or coercing a person. Includes sexual harassment, sexual violence, relationship violence, and stalking.

Sexual misconduct is a form of sex- and gender-based discrimination.

**Sexual Violence** - Sexual acts perpetrated against an individual's will or when an individual is incapable of giving consent. All such acts of sexual violence are forms of sexual misconduct.

**Stalking** - A course of conduct directed at a specific individual that would cause a reasonable person under similar circumstances and with similar identities to the complainant to fear for her, his, or others' safety, or to suffer substantial emotional distress. A course of conduct includes two or more acts, including but not limited to, those in which the alleged perpetrator directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveys, threatens, or communicates to or about the complainant, or interferes with the complainant's property.

The School is committed to educating the community, including all incoming students and new employees, on domestic violence, dating violence, sexual assault, and stalking, through a variety of primary prevention programs and ongoing awareness campaigns.

#### **TITLE IX COORDINATOR**

Title IX is a federal law that prohibits discrimination and harassment based on sex or gender. This may include acts of sex or gender based harassment, sexual violence, stalking, dating violence, or domestic violence. The Title IX Coordinator is the designated school official with primary responsibility for coordinating the school's compliance with Title IX. This includes providing leadership for Title IX activities; providing consultation, education and training; and helping to ensure the school responds appropriately, effectively and equitably to Title IX issues.

It is the responsibility of the Title IX/EEO Coordinator to manage and record the training attendance for all members of the campus community and to ensure that members are provided with the brochure containing resources and contact information for Title IX/EEO personnel.

#### **Type and Frequency of Programs regarding Campus Security Procedures and Practices, Crime Prevention, and Drug and Alcohol-Abuse**

The key to preventing crime is awareness, which is best achieved through education. The Learning Bridge Career Institute is committed to educating all students, faculty and staff.

#### **File a Title IX Complaint**

In addition to or instead of filing a criminal complaint, students who feel they have been a victim of sexual misconduct have the right to file a complaint with the School at any time, even if the police concluded there is not sufficient evidence for a criminal charge. A complaint of this nature against a student, employee, or other person connected to The Learning Bridge Career Institute may be filed with Yokesha Greene, Campus Director or by calling 985-262-4685 or emailing [ygreene@lbcihouma.com](mailto:ygreene@lbcihouma.com).

File a Criminal Complaint

Victims of sexual assault may file a criminal complaint by contacting the local police department at 985-876-2500 or in person at 7856 Main Street Courthouse Annex Suite 121 Houma, LA 70360.

File an Anonymous/Confidential Complaint

Victims, third-parties, or bystanders may also file an anonymous/confidential complaint where disclosure of the sexual misconduct does not trigger an official investigation and the victim can still receive medical treatment, advocacy services, legal assistance, and counseling.

Conversations with a confidential resource are privileged communications and are not disclosed to others, including law enforcement or school officials. To speak with a confidential resource, contact Yokesha Greene at 985-262-4685.

What to Do if You are a Victim of Sexual Assault

• **Get to a Safe Place**

• **Talk to Someone You Trust**

Counseling & Consultation Services provides confidential, no-cost support and advocacy to all students regardless of their sex, sexual orientation, gender identity, or gender expression. This includes assistance navigating resources and legal options.

• **Preserve Physical Evidence**

Physical evidence may be necessary to prosecute the offender and be helpful in obtaining an order of protection. If at all possible, do not bathe, wash your hands, use the restroom, drink, smoke, change clothing, or brush your teeth following an assault.

• **Seek Medical Attention**

Any Hospital can provide medical services and evidence collection. FOR SEVERE INJURIES CALL 9-1-1 IMMEDIATELY.

• **Report the Incident**

Victims are encouraged to report incidents of sexual assault the local police department and/or the school representatives. Retaliation against anyone who reports sexual misconduct is strictly prohibited. Reports of retaliatory behavior will be addressed immediately.

- A social marketing campaign containing educational bystander intervention messages appears in a variety of print, digital and social media platforms.

- Advocacy Services & Consultation Services is available to current students who have been impacted directly and indirectly by sexual assault, domestic violence, dating violence, and stalking. Advocacy Services collaborates with many departments and off-campus agencies, and coordinates and provides assistance and support to students as they explore options regarding reporting and seeking support services. Services are confidential, free, and individualized to assist students in coordinating services to fit their individual needs.

These services may include educating survivors on victimization, protective orders and available resources, assisting survivors file protective orders, referrals for counseling, academic advocacy and support, and support at administrative meetings. Students are not required to participate in counseling in order to receive advocacy assistance.

#### Victim's Bill of Rights

- Be informed of all reporting options.
- Be free from pressure to make a criminal report.
- Have any allegations of sexual misconduct, including sexual assault, harassment, domestic violence, dating violence and stalking, investigated and adjudicated by the appropriate campus, criminal and/or civil authorities.
- Be notified of existing campus and community medical services, victim advocacy, legal assistance, visa and immigration support, student financial aid assistance, order of protection support, counseling and mental health services, whether or not the incident is reported to campus, criminal and/or civil authorities.
- Receive, when required, the full prompt cooperation of campus personnel when obtaining, securing, and preserving evidence.
- Be informed of options for, available assistance in, and how to request changes to academic, transportation, and working situations as well as protective measures.

#### **Violence Against Women Reauthorization Act of 2013 (VAWA)**

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), which, among other provisions, amended section 485(f) of the Higher Education Act of 1965, as amended, 20 U.S.C. §1092(f), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). In May 2013, the U.S. Department of Education (Department) initiated a negotiated rulemaking process to develop regulations to implement the amendments to the Clery Act made by VAWA. The negotiated rulemaking committee held

three negotiating sessions in January, February, and March of 2014. Ultimately, the committee reached consensus on a set of draft regulations. The Department published a Notice of Proposed Rulemaking for public comment on June 20, 2014, and after completing its review of the comments received, it published final regulations on October 20, 2014. Those final regulations, which will appear in 34 CFR 668.46, went into effect July 1, 2015.

**Summary of the Major Changes to the Clery Act Regulations - The final regulations-**

- Require institutions to collect and report information regarding incidents of dating violence, domestic violence, sexual assault, and stalking that occur on an institution's Clery Geography and are reported to a Campus Security Authority or to local law enforcement agencies;
- Require institutions to disclose statistics of such incidents in their Annual Security Reports (ASRs) and the Campus Safety and Security Survey and to maintain credible documentation that substantiates the institution's crime statistics;
- Require institutions to have policies and procedures for victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the institution's crime statistics;
- Clarify the very limited circumstances in which an institution may remove reports of crimes that have been "unfounded" by law enforcement officials and require institutions to report to the Department and disclose in the ASR the number of crimes that were "unfounded" and subsequently withheld from their crime statistics;
- Revise the definition of "rape" to reflect the Federal Bureau of Investigation's (FBI) updated definition in the Uniform Crime Reporting (UCR) Summary Reporting System, which encompasses the categories of rape, sodomy, and sexual assault with an object that are used in the UCR National Incident-Based Reporting System;
- Revise the categories of bias for the purposes of Clery Act hate crime reporting to add gender identity and to separate ethnicity and national origin into different categories;
- Require institutions to provide information on culturally relevant, inclusive prevention awareness programs to incoming students and new employees, as well as describe these programs in their ASRs. These programs must include: a statement that the institution prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking; the definitions of these terms in the applicable jurisdiction; the definition of "consent," in reference to sexual activity, in the applicable jurisdiction; a description of safe and positive options for bystander intervention; information on risk reduction; and information on the institution's policies and procedures after a sex offense occurs;

- Require institutions to provide, and describe in their ASRs, ongoing prevention and awareness campaigns for students and employees. These campaigns must include the same information as the institution's primary prevention and awareness program;
- Define the terms "awareness programs," "bystander intervention," "ongoing prevention and awareness campaigns," primary prevention programs," and "risk reduction";
- Require institutions to describe each type of disciplinary proceeding used by the institution in cases of alleged dating violence, domestic violence, sexual assault, or stalking; the steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding; how to file a disciplinary complaint; how the institution determines which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault, or stalking; and the standard of evidence that will be used during the disciplinary proceeding;

Require institutions to list all of the possible sanctions that the institution may impose following the results of any institutional disciplinary proceedings for an allegation of dating violence, domestic violence, sexual assault, or stalking;

- Require institutions to describe the range of protective measures that the institution may offer following an allegation of dating violence, domestic violence, sexual assault, or stalking;
- Require institutions to provide students or employees who report being victims of dating violence, domestic violence, sexual assault or stalking with a written explanation of their rights and options, regardless of whether the offense occurred on campus, including written notification of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims both within the institution and in the community, and the availability of changes to academic, living, transportation, and working situations, or protective measures regardless of whether the victim reports to law enforcement;
- Require institutions to provide for a prompt, fair, and impartial disciplinary proceeding in cases of alleged dating violence, domestic violence, sexual assault, or stalking in which: (1) officials are appropriately trained and do not have a conflict of interest or bias for or against the accuser or the accused; (2) the accuser and the accused have equal opportunities to have others present, including an advisor of their choice; (3) the accuser and the accused receive simultaneous notification, in writing, of the result of the proceeding and any available appeal procedures; (4) the proceeding is completed in a reasonably prompt time frame; (5) the accuser and accused are given timely notice of meetings at which one or the other or both may be present; and (6) the accuser, the accused, and appropriate officials are given timely



• Liquor law violations	0	0	0	0	0	0	0	0	0
• Drug law violations	0	0	0	0	0	0	0	0	0
• Illegal Weapons Possession	0	0	0	0	0	0	0	0	0
• Persons referred for campus disciplinary action for liquor law violations	0	0	0	0	0	0	0	0	0
• Persons referred for campus disciplinary action for drug law violations	0	0	0	0	0	0	0	0	0
• Persons referred for campus disciplinary action for illegal weapons possession	0	0	0	0	0	0	0	0	0
Hate Crimes									
• Larceny-theft	0	0	0	0	0	0	0	0	0
• Simple Assault	0	0	0	0	0	0	0	0	0
• Intimidation	0	0	0	0	0	0	0	0	0
• Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0
• Dating Violence	0	0	0	0	0	0	0	0	0
• Domestic Violence	0	0	0	0	0	0	0	0	0
• Stalking	0	0	0	0	0	0	0	0	0

*\*Note: The Learning Bridge Career Institute does not have on-campus student housing.*

**Hate Crimes:** 2014: No hate crimes reported, 2013: No hate crimes reported, 2012: No hate crimes reported. There were no hate crimes reported in 2014, 2015, or 2016.

### Definitions of Geography

**On-Campus:** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to, the institution's educational purposes.

**Public Property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. Infinity College crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.

***Non-Campus Building or Property:*** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

### **Clery Act Crime Categories & Definitions**

The Clery Act requires institutions to disclose three general categories of crime statistics:

□ **Criminal Offenses**—Criminal Homicide, including: a) Murder and Non-Negligent Manslaughter, and b) Negligent Manslaughter; Sex Offenses including: a) Forcible, and b) Non-forcible; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.

□ **Hate Crimes**—Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property' that were motivated by bias; and

□ **Arrests and Referrals for Disciplinary Action for Weapons:** Carrying, Possessing, Etc., Drug Abuse Violations and Liquor Law Violations.

### **Criminal Offenses**

**1. Criminal Homicide.** These offenses are separated into two categories: Murder and Non-Negligent Manslaughter, and Negligent Manslaughter.

**a) Murder and Non-Negligent Manslaughter** is defined as the willful (non-negligent) killing of one human being by another.

**b) Negligent Manslaughter** is defined as *the killing of another person through gross negligence.*

**2. Sex Offenses.** Sex offenses are separated into two categories: forcible and non-forcible. Includes attempted sex offenses, but does not include in any sex offenses other than the four types of Forcible Sex Offenses and the two types of Non-Forcible Sex Offenses.

**a) Sex Offenses—Forcible** is defined as 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.

There are four types of Forcible Sex Offenses:

□ **Forcible Rape** is 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). This offense includes the forcible rape of both males and females.

If force was used or threatened, classify the crime as forcible rape regardless of the age of the victim. If no force or threat of force was used and the victim was under the statutory age of consent, classify the crime as statutory rape. The ability of the victim to give consent must be a professional determination by a law enforcement agency.

**Forcible Sodomy** is oral or anal sexual intercourse with another person, forcibly and/or against that person will; or not forcibly or against the person 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** is 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 will; or not forcibly or against the person 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. An object or instrument is anything used by the offender other than the offender's genitalia. Examples are a finger, bottle, handgun, stick, etc.

☐ **Forcible Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity. Count one offense per victim.

**b) Sex Offenses—Non-forcible** is defined as unlawful, non-forcible sexual intercourse. There are two types of Non-Forcible Sex Offenses:

☐ **Incest** is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

☐ **Statutory Rape** is non-forcible sexual intercourse with a person who is under the statutory age of consent.

**3. Robbery.** Robbery is 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.

**4. Aggravated Assault.** Aggravated assault is 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.

**5. Burglary.** Burglary is the unlawful entry of a structure to commit a felony or a theft.

**6. Motor Vehicle Theft.** Motor vehicle theft is the theft or attempted theft of a motor vehicle, to include; Theft of any self-propelled vehicle that runs on land surface and not on rails, such as: sport utility vehicles, automobiles, trucks, buses, motorcycles, motor scooters, trail bikes, mopeds, all-terrain vehicles, self-propelled motor homes, snowmobiles, golf carts and motorized wheelchairs. All incidents where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned. Include joyriding in this category.

**7. Arson.** Arson is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

The VAWA requires institutions to collect and report information regarding incidents of **dating violence, domestic violence, sexual assault, and stalking** that occur on an institution's Clery Geography and are reported to a Campus Security Authority or to local law enforcement agencies.

☐ **Domestic Violence:** A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

☐ **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined by the victim with consideration of the length of the relationship, the type of relationships, and the frequency of interaction between the persons involved in the relationship.

☐ **Sexual Assault:** This is an umbrella term that encompasses any form of unwanted or involuntary touching or penetration of intimate body parts, by a person of the same or opposite sex. This includes being forced to touch someone else. "Unwanted or involuntary" sexual contact is without consent; including the use of threats, intimidation, coercion, or

physical force; or with those who are unable to give consent; either because of their age or because they are physically helpless, mentally incapacitated, or intoxicated.

☐ **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.

**Hate Crimes Categories & Definitions**

The second category of statistics you must disclose after criminal offenses is hate crimes. A hate crime is a criminal offense committed against a person or property which is 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 race, gender, religion, disability, sexual orientation or ethnicity/national origin. Although there are many possible categories of bias, under Clery, only the following six categories are reported:

- ☐ **Race.** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair, facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
- ☐ **Gender.** A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- ☐ **Religion.** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
- ☐ **Sexual orientation.** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).
- ☐ **Ethnicity/national origin.** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).
- ☐ **Disability.** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness. The VAWA revise the categories of bias for the purposes of Clery Act hate crime reporting to add gender identity and to separate ethnicity and national origin into different categories;
- ☐ **Gender Identity** hate crimes are those criminal offenses committed against a person, property or society that is motivated, in whole or in part, by the offender's bias against a person's sexual orientation. This includes homosexuality, bisexuality, transsexualism and cross-dressing.

☐ **National Origin** hate crimes are criminal offenses committed against a person, property, or society that are motivated, in whole or in part, by the offender's bias against a race,

ethnicity/national origin, or because the victim is or appears to be from a particular country or part of the world, because of ethnicity or accent, or because they appear to be of a certain ethnic background (even if they are not). National origin crimes can also arise because of marriage, association with a person of a certain national origin, or because of their connection with an ethnic organization or group.

☐ **Ethnicity.** A preformed negative opinion or altitude toward a group of persons of the same race who share common or similar traits, languages, customs and traditions. For Clery purposes, hate crimes include any offense in the following two groups that is motivated by bias.

**1. Categories of hate crime offenses Group A**

- ☐ Murder and Non-negligent manslaughter
- ☐ Forcible sex offenses
- ☐ Non-forcible sex offenses
- ☐ Robbery
- ☐ Aggravated assault
- ☐ Burglary
- ☐ Motor vehicle theft
- ☐ Arson

**2. Group B**

- ☐ Larceny-theft
- ☐ Simple assault
- ☐ Intimidation
- ☐ Destruction/damage/vandalism of property

The offenses in Group A include all of the Clery Act offenses discussed earlier (with the exception of Negligent Manslaughter and Weapons: Carrying, Possessing, Etc., Drug Abuse Violations, and Liquor Law Violations which cannot be classified as hate crimes). In addition to those offenses, the Group B offenses, i.e., larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property, should only be included in your Clery statistics if they are hate crimes.

**1. Larceny-Theft** is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the

same thing in the UCR) Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

**2. Simple Assault** is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**3. Intimidation** is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**4. Destruction/Damage/Vandalism of Property** is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

#### **Arrests and Disciplinary Referrals for Violation of Weapons, Drug and Liquor Laws Categories & Definitions**

The third category of crime statistics you must disclose is the number of arrests and the number of persons referred for disciplinary action for the following law violations:

**1. Weapons: Carrying, Possessing, Etc.,** is defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

**2. Drug Abuse Violations** are defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

**3. Liquor Law Violations** are defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

**Arrest** for Clery Act purposes is defined as persons processed by arrest, citation or summons.

**Referred for disciplinary action** is defined as the referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

### **Crime Prevention and Security Awareness Programs**

The goal of crime prevention and security awareness programs is to eliminate or minimize criminal opportunities whenever possible and to encourage students, faculty and staff to be responsible for both their own safety and the safety of others. During student Orientation, students and their families are informed about the types of crimes that occur on campus and prevention resources offered by the Police department.

The programs included general crime prevention and security awareness programs, such as safety education forums, programs and discussions about topics such as alcohol abuse, domestic violence, self-defense, fire safety, emergency response and evacuation procedures, sexual assault prevention and theft prevention. Also included were classes in first aid and CPR.

### **Alcohol and Drug Education and Prevention Initiatives**

The Learning Bridge Career Institute Wellness Platform provides informational programs and prevention services for students. These services include:

- Alcohol and Other Drug Education Work Group – a committee of students and staff tasked with ensuring that prevention education initiatives regarding alcohol and other drug education initiatives across campus are evidence-informed, consistent, educational and empowering.
- A year-long social norms media campaign containing a variety of harm reduction messages appear in a variety of print, digital and social media platforms.
- Wellness Promotion staff provides presentations and consultations to classes and student groups.
- intervention education regarding alcohol and other drug use is offered to students, student organizations and classes.
- Student Health 101, an electronic document given to all LBCI students, publishes articles regarding alcohol and other drugs.

### **How Drug Use Affects Your Health**

Adverse health effects can range from nausea and anxiety to coma and death. There are risks associated with the chronic use of all psychoactive drugs, including alcohol.

A pregnant woman who uses alcohol, cigarettes or other drugs exposes her fetus to serious risks, including miscarriage, low birth weight and brain damage.

Substance abuse may involve controlled substances, illegal drugs and alcohol—all of which pose a health risk.

When drugs are used in combination with each other, their negative effects on the mind and body are often multiplied beyond the effects of the same drugs taken on their own.

**Alcohol** is the drug most frequently abused on college campuses and in our society. Even small amounts of alcohol significantly impair the judgment and coordination required to drive a car, increasing the chances of having an accident. Consumption of alcohol may be a factor in the incidence of aggressive crimes, including rape and domestic abuse. Moderate to large amounts of alcohol severely impair your ability to learn and remember information. Because alcohol is a depressant, very large amounts can cause respiratory and cardiac failure, resulting in death.

It can cause confusion, anxiety, lung damage and abnormalities of the hormonal and reproductive system. Hours after the feeling of getting high fades, the effects of the drug on coordination and judgment remain, heightening the risk of driving or performing other complex tasks. Cannabis, a fat-soluble substance, may remain in the body for weeks, and an overdose can cause paranoia, panic attacks or psychiatric problems.

**Club Drugs** refers to a wide variety of drugs including MDMA (Ecstasy), GHB, rohypnol, ketamine, methamphetamine and LSD, and are often used at raves, dance clubs and bars. No club drug is safe due to variations in purity, potency and concentration, and they can cause serious health problems or death. They have even more serious consequences when mixed with alcohol.

**Depressants** such as barbiturates, Valium and other benzodiazepines, Quaaludes and other depressants cause disorientation, slurred speech and other behaviors associated with drunkenness. The effects of an overdose of depressants range from shallow breathing, clammy skin, dilated pupils and weak and rapid pulse to coma and death.

**Hallucinogens** such as LSD, MDA, PCP (angel dust), mescaline and peyote can cause powerful distortions in perception and thinking. Intense and unpredictable emotional reactions can trigger panic attacks or psychotic reaction. An overdose of hallucinogens can cause heart failure, lung failure, coma and death.

**Narcotics** like heroin, codeine, morphine, methadone and opium cause such negative effects as anxiety, mood swings, nausea, confusion, constipation and respiratory depression. Overdose may lead to convulsions, coma and death. The risk of being infected with HIV/AIDS or other diseases increases significantly if you inject drugs and share needles, and there is a high likelihood of developing a physical and psychological dependence on these drugs.

**Stimulants** – cocaine, amphetamines and others – can cause agitation, loss of appetite, irregular heartbeat, chronic sleeplessness and hallucinations. Cocaine and crack cocaine are extremely dangerous and psychologically and physically addictive. An overdose can result in seizures and death.

**Tobacco**, with its active ingredient nicotine, increases heart rate and raises blood pressure. The tar in cigarette smoke is a major cause of cancer and other respiratory problems. Carbon monoxide in cigarette smoke can promote arteriosclerosis, and long-term effects of smoking include emphysema, chronic bronchitis, heart disease and lung cancer.

#### **SAFETY TIPS AND CRIME PREVENTION INFORMATION**

- ☐ If you see something suspicious... say something! **To report emergencies, dial 9-1-1; Non-emergencies on-campus dial 985-262-4685;**
- ☐ Always plan the safest route to your destination.
- ☐ **LOCK YOUR CAR DOORS AND WINDOWS!**
- ☐ Let others know where you are going.
- ☐ Walk with a companion whenever possible.
- ☐ When walking, take note of potential hiding spots and use caution as you approach them.
- ☐ Avoid carrying valuables and large amounts of cash.
- ☐ Minimize distractions when walking and remain aware of your surroundings.
- ☐ If you feel uncomfortable in a situation, leave as soon as possible.
- ☐ Always lock your vehicle doors, even while you are driving.
- ☐ Park in well lighted areas and remove valuables from sight.

**PARENTAL NOTIFICATION GUIDELINES FOR ALCOHOL AND CONTROLLED SUBSTANCE VIOLATIONS**

These guidelines were developed in response to the Higher Education Amendments of 1998. These amendments created an exception to the Family Educational Rights and Privacy Act (FERPA), thus enabling universities to notify parents or legal guardians, under certain circumstances, of a student under 21's use or possession of alcohol or a controlled substance. This change supports the practice of the school of establishing a collaborative partnership with parents and actively involving them, when appropriate, in addressing student behavior as it relates to alcohol and drugs.

Notification of parents is done when the school believes it will help the student. When practicable, conversations normally are held with the student before contact is made with parents, in an effort to determine whether such contact is the best course of action.

Generally, the school contacts parents in an effort to provide support for students' physical health and safety, academic success, and personal development. Factors that are considered when deciding to contact parents may include, but are not limited to:

- ☐ A situation in which a student has received medical attention
- ☐ The occurrence of an arrest and consequent criminal charges
- ☐ A major disruption to the school's educational mission
- ☐ Substantial harm caused to other students, or
- ☐ Significant property damage

Contacts are made, if possible, by a personal appointment with parents or by phone. Written communication is used only when other attempts to contact parents have failed. The goal is to develop a partnership between the school and the parents for the good of the student. Parent contacts are not to be viewed as a "disciplinary sanction" but rather as a positive engagement of the broadest possible resources to help a student succeed in his/her educational endeavor. Parents are encouraged to discuss the situation with their son or daughter.

**The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989**

The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 require all federal grant recipients to certify a drug-free environment. The Learning Bridge Career Institute has a vital interest in maintaining a safe and healthy learning environment for the benefit of all its students and employees,

and to ensure its successful operation as an educational institution. In compliance with the Drug-Free Workplace Act of 1988, and the Drug-Free Schools and Communities Act Amendments of 1989, The Learning Bridge Career Institute has established the following policy which reinforces the Institute's commitment toward promoting a drug-free learning and workplace environment. As a condition of receiving an education at The Learning Bridge Career Institute, each student is required by federal law to comply with the terms of the below mentioned statement.

**Alcohol-and Drug-Free Campus Workplace Policy Summary:**

The school is committed to provide students, faculty, staff and visitors with a safe and healthful campus and workplace. The school recognizes the health risks associated with controlled substance use and alcohol misuse and is committed to supporting students and employees who seek treatment for these conditions. The School recognizes that controlled substance use and alcohol misuse diminish workplace and campus safety and undermine the school's ability to fulfill its mission. Therefore, an Alcohol-and Drug-Free Campus/workplace Policy has been developed. Compliance with this policy is considered a condition of employment and attendance at The Learning Bridge Career Institute. All employees and students are notified of this policy by hard copy.

***IT IS THE POLICY OF THE LEARNING BRIDGE CAREER INSTITUTE THAT THE UNLAWFUL MANUFACTURE, DISTRIBUTION, DISPENSION, POSSESSION, OR USE OF ILLICIT DRUGS AND ALCOHOL IS PROHIBITED ON THE CAMPUS PROPERTY AND AS PART OF ITS ACTIVITIES.***

Each student/employee so engaged in the performance of any federal grant is required by federal law to comply with the terms of this statement. The Institute must be notified of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. The Institute is required to notify the granting agency within ten (10) days after receiving notice of a conviction of a student/employee under any criminal drug statute. Any student or employee who is found to have violated

the policy will be subject to sanctions by the Institute, which may include suspension, expulsion/termination, mandated participation in a drug abuse assistance or rehabilitation program, or referral for prosecution.

**Use the following tips to help guide thoughts and behaviors about drugs:**

1. Talk honestly. Don't wait to have "the drug talk" with someone. Make discussions about tobacco, alcohol, and other drugs part of your daily conversation. Know the facts about how drugs can harm. Clear up any wrong information, such as "everybody drinks" or "marijuana won't hurt you." Be clear about personal rules for and legal implications of the use of tobacco, alcohol, and other drugs.
2. Really listen. Encourage questions and concerns about tobacco, alcohol, and other drugs. Do not do all the talking or give long lectures.
3. Help develop self-confidence. Look for all the good things in yourself or someone you care about-- and then tell them (or yourself) how proud you are. If you need to correct, criticize the action, not the person. Praise efforts as well as successes.
4. Help develop strong values. Talk about your personal values.
5. Be a good example. Your own habits and thoughts about tobacco, alcohol, and other drugs make an impression. Your actions speak louder than words.
6. Help deal with peer pressure and acceptance. Discuss the importance of being an individual and the meaning of real friendships. You do not have to do something wrong just to feel accepted. Remind yourself that a real friend won't care if he does not use tobacco, alcohol, and other drugs.
7. Encourage healthy, creative activities. Look for ways to get involved in athletics, hobbies, school clubs, and other activities that reduce boredom and excess free time. Develop positive friendships and interests. Look for activities that you can do together.
8. Know what to do if someone you love has a drug problem. Realize that no one is immune to drugs. Learn the signs of drug use. Take seriously any concerns you hear from friends, family, or other students about possible drug use. Trust your instincts. If you truly feel that something is wrong, it probably is. If there's a problem, seek professional help.

- **Alcohol & Drugs and Behavioral Health Treatment Centers**  
<https://findtreatment.samhsa.gov>
- **Facts on Alcohol use**  
<http://collegedrinkingprevention.gov/>
- **Facts about Drug use**  
<http://www.dea.gov/druginfo/factsheets.shtml>

#### **Employee and student assistance programs**

Through the resources of local, national and College based efforts, assistance is available for those individuals with alcohol and drug abuse problems. Infinity College offers the following drug and alcohol abuse information, counseling, assistance, and services:

#### **Employee and student assistance program (details of Locally Offered Programs)**

- In an emergency: call 9-1-1.
  1. Terrebonne Addictive Disorders Clinic  
521 Legion Avenue  
Houma, LA  
985-857-3612
  2. Townsend Treatment Centers  
1340 West Tunnel Blvd. Suite 212  
Houma, LA 70360  
888-606-0335
  3. New Start Recovery  
214 High Street  
Houma, LA 70360  
985-223-4009
  4. Easy Does It  
101 Munson Drive  
Houma, LA 70360  
985-876-9885

5. Alcohol and Drug Abuse Council for South Louisiana  
202 Barataria Ave.  
Houma, La  
985-879-2273

- Narcotics Anonymous in the Houma area – 800-591-6474
- Alcoholics Anonymous in the Houma area- 985-876-9885

#### **National Resources**

- National Alcohol and Drug Abuse Help Line 1-800-821-4357
- Alcohol Abuse 24 Hour Hotline 1-800-950-7226
- National Drug & Alcohol Toll free Helpline 855-378-4734
- Department of Drug Enforcement: Drug Fact Sheets
- <http://www.justice.gov/dea/druginfo/factsheets.shtml>

