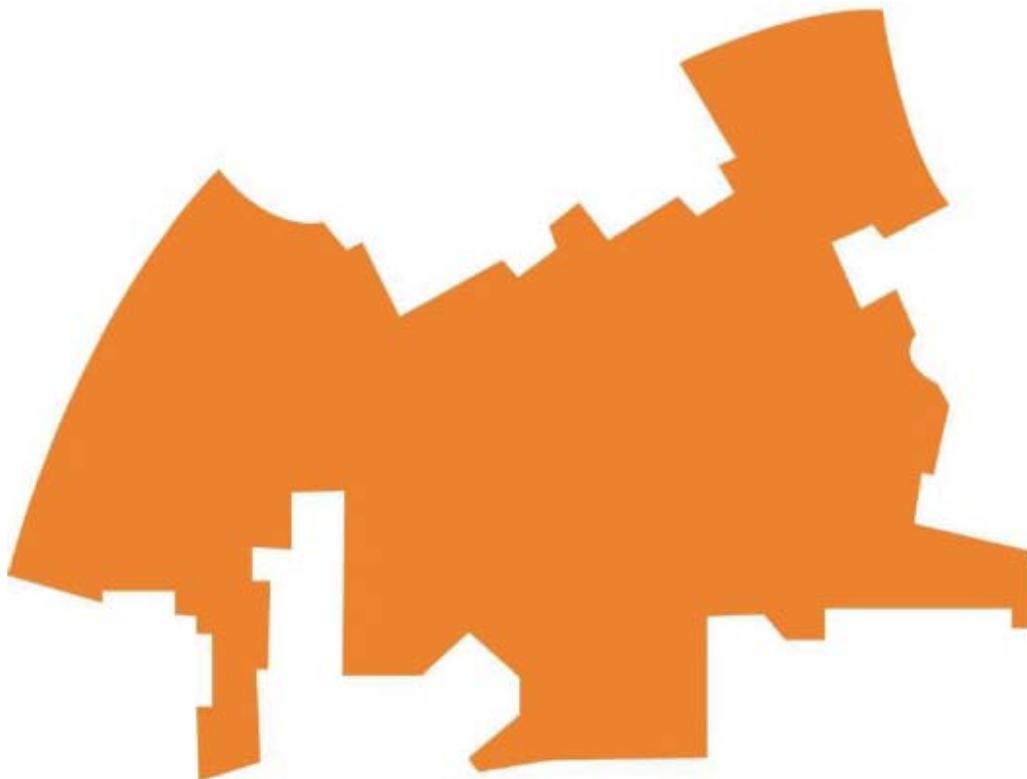


KANSAS CITY ART INSTITUTE
A four-year college of art and design

Annual Security and Fire Safety Report for 2015



MESSAGE FROM THE INTERIM DIRECTOR OF SAFETY AND SECURITY

Welcome to the Kansas City Art Institute!

The Kansas City Art Institute is committed to providing the members of the campus community and visitors with a safe and secure environment to allow you to focus on your studies, work, or other efforts. I would like to request your assistance in making the campus a safer and more secure learning environment by asking you to contact the Safety and Security Department if you witness a crime or suspicious activity on campus. You can contact the officers on duty at 816-931-6666.

The risks and security concerns we face as a society have changed over the years, and those changes continue to challenge and redefine the expectations of what a “security program” should achieve in a campus setting such as KCAI. Incidents that were unimaginable just a few short decades ago now appear regularly in news reports, a fact that is changing how we have traditionally looked at the environment around us. At KCAI, this means we continue our efforts to be increasingly proactive and prevention based rather than simply reactive to incidents when they occur.

The upgrades and improvements to our infrastructure and processes that you have and will continue to see are primarily aimed at improving our ability to foster meaningful relationships with, and the ability to better serve the needs of, our campus community. For example, have you signed up yet for the new e2Campus emergency notification system? Get the details and sign up at https://artnet.kcai.edu/emergency_alert. As the academic year moves forward, watch for information regarding upcoming training workshops available to students, faculty and staff covering a variety of safety and security topics.

Each year, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the KCAI Safety and Security Department makes available the Annual Campus Safety and Crime Report. This report is published to inform the faculty, staff, students, and citizens of our crime statistics, policies, procedures, and general safety on the Kansas City campuses.

Paper copies of this report may be obtained by contacting our office at (816) 802-3399, by stopping by our Security Office in Vanderslice Hall, or you may download and access or print this report at: <http://kcai.edu/campus-life/safety-security/>

As the Interim Director of Security for the Kansas City Art Institute, I look forward to working with our campus community to address the challenges associated with the local environment and the educational goals we all share. I can assure you that the members of the Safety and Security Department are committed to being partners with our community and providing excellent service.

Sincerely,



Brandon R. Kehl
Interim Director of Security
Kansas City Art Institute

ABOUT THIS REPORT

The Annual Campus Security Report for 2015 and the following security policies are being issued pursuant to the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act).

In 1990, the federal “Crime Awareness and Campus Security Act” was enacted requiring universities and colleges to:

- Publish and distribute an annual campus security report that contains the most recent calendar year and the two preceding calendar years of campus crime statistics, policy statements and program descriptions, and procedures to be followed in sex offenses.
- Inform prospective students and employees about this report.
- Provide timely notice to the campus on crimes that are considered threats to safety.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act required all postsecondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, 2000, 2008, and 2013. The Violence Against Women Reauthorization Act of 2013 provided additional changes to the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, named in memory of a student who was slain in her dorm room in 1986.

This report describes security practices and procedures at KCAI and lists crime statistics for the most recent calendar year and the required two preceding calendar years. Each year KCAI disseminates information on the status of campus security to all current students and employees. Upon request, the report will be provided to persons who request a copy. This report can also be accessed by going to the KCAI webpage: <http://kcai.edu/campus-life/safety-security/>

The Clery Act requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. It also requires that crime data is collected, reported, and disseminated to the campus community and is also submitted to the Department of Education. The act is intended to provide students and their families, as higher education consumers, with accurate, complete and timely information about safety on campus so that they can make informed decisions.

The Campus Safety and Crime Report lists yearly statistics for the crimes of murder, sexual offenses, robbery, aggravated assault, burglary, arson, motor vehicle thefts, and “hate crime” violations. (These crimes are defined in this report.) Based on regulations issued in December 2014 that came into effect in July of 2015, the department began to collect additional information as to dating violence, domestic violence, sexual assault and stalking that occur on the covered geography and are reported to a Campus Security Authority or law enforcement agency.

The policy and procedures of the KCAI Safety & Security Department allow a victim or witness to report crimes on a voluntary, confidential basis. Confidentially reported crimes covered by the report will be included in the statistics for on campus, off campus, or campus housing as appropriate.

Campus Security

Location: 3rd Floor, Vanderslice Hall
Phone: 816-931-6666 (cell number for officers on patrol)
816-802-3399 (Director of Security)

The Kansas City Art Institute's Department of Safety and Security provides uniformed, unarmed protection 24 hours a day, 365 days a year. This is a roving patrol operation that can be contacted through two-way radio and phone communications. Even though the Living Center has access control; officers assigned to the Living Center monitor those persons entering the building and may request identification of students, faculty, staff and others.

What do the KCAI security officers do?

1. Patrol the campus grounds and buildings, checking for both security and safety hazards, including suspicious persons or activity.
2. Prepare written reports on all dispatched or self-initiated activities, ranging from minor reports of safety hazards to reports of criminal activity.
3. Provide escorts for students within a three-block radius of the campus and parking areas 24/7.
4. Access control on buildings, checking them to make sure they are secure as well as locking and unlocking them per designated schedules or community request.
5. Enforcement of Institute Rules and Regulations for students, faculty and staff.
6. Act as a source of campus information for guests and visitors to the Institute.
7. Investigate criminal activity on campus and as requested by the administration.
8. Enforce parking rules and regulations.
9. Security gathers safety and security information including statistics for the Student Right to Know and Campus Security Act of 1990.

How to Contact Security

Crimes and safety issues that occur on campus should be reported to your Campus Safety and Security Department as soon as possible. The phone number for the KCAI Safety and Security Department is 816-931-6666.

Communication is enhanced with four exterior red phones located in a gray call box found around the campus at key locations. These call-boxed phones provide a 24-hour direct link to on-duty Security Officers through two-way radio/phone communications between officers and the caller. All you need to do is pick up the receiver and the phone automatically dials the officer on patrol. Tell them who you are and what you need. An officer will then respond to your location. Phones are located at the following locations:

- East Side of Foundation Building

- West Side of Living Center
- West Side of Irving Building
- South Side of Dodge Paint Building

When to Contact Security

1. Whenever you need security service, i.e., escort, motorist assist (jump start or unlock), campus information, or any other service. The phones are for any security service, not just emergencies.
2. To report suspicious persons or activity or actual crimes that are occurring or have already occurred.
3. Call anytime; if Security does not have an answer for your question, they will try to find it for you, or refer you to another resource.
4. Crimes that occur on campus should be reported to your Campus Safety and Security Department as soon as possible.
5. Reporting crime to campus authorities is very important to your college and your fellow students. It not only helps colleges and local authorities apprehend those responsible, but also helps provide an accurate picture of the amount of crime on campus so it can be determined what additional steps may need to be taken.

Safety Tips

MATERIALS, EQUIPMENT AND YOUR HEALTH

Artist's materials and equipment must be used in a manner respectful of the user's health. Some products contain materials that may produce severe or even irreversible bodily damage. Now is the time for you to develop careful habits and take responsibility for proper and non-hazardous use of your art materials. Read labels on the products you use and consult with faculty members before using a new material or piece of equipment. High risk groups who reportedly are more susceptible to adverse effects from exposure to chemicals and other substances include: asthmatics, smokers, heavy drinkers, pregnant women, people with allergies, and people with heart, lung, or kidney problems. If you fall into one of the above categories, it is wise to consult your physician for advice on possible complications from using certain chemicals and precautionary measures to be taken. There are three ways in which toxic substances enter the body:

1. Skin
2. Inhalation
3. Ingestion

Below are some precautions to take that may help you in avoiding an unnecessarily hazardous work environment.

STUDIO/WORKING SPACE

Stay alert/be cautious. Have all necessary safety equipment available including: fire extinguisher, first aid manuals and kits, eye wash solutions, and showers. Information about emergency help including telephone numbers should be readily available. Work in well-ventilated areas.

Keep living and work areas separate. A room temperature or 68-72 degrees is recommended. When using solvents, the coolest temperature is always best. Avoid eating, drinking, and smoking in your work areas. Keep work clothes separate from other clothes (wash separately also). Proper hygiene and housekeeping can prevent the development of hazardous conditions. Clean hands and face thoroughly; remove all dust, spills, and residues quickly.

MATERIALS: READ LABELS CAREFULLY

Material Safety Data Sheets (MSDS yellow binders) are located in each studio. Know your materials; study warning labels. If the ingredients of a product are not listed, request information directly from the manufacturer. Watch for flammability of materials. Fire and explosions are always possible. Do not smoke while working with hazardous materials. Never mix chemicals unless you know exactly what you are doing. When possible, substitute highly toxic materials with less toxic; example: use water based screen printing inks instead of solvent-based inks. Avoid skin contact with chemicals (if splashed, wash well with water). When recommended by manufacturer (or by your own common sense) wear protective clothing such as gloves, and use eye protection and dust masks.

Don't wash your hands with solvents. Clean up spills immediately (dust should be wet-mopped, not swept; liquids should be sponged up with rags or towels and disposed of outside the work environment). Wear respirator and gloves if highly toxic.

Store materials safely/use appropriate containers. Dispose of toxic materials using a waste disposal service, not the garbage can.

A yearly medical check-up is recommended if using toxic substances like lead or organic solvents. Your physician should know of the materials and processes with which you have been involved.

REMEMBER: The actual hazard of a substance depends on several factors:

1. How it is used.
2. Duration of the exposure.
3. Frequency of contact.
4. Amount of substance used.
5. Relative toxicity of a substance.
6. Reaction of an individual's body to a substance.

EQUIPMENT

Many accidents occur needlessly through improper use of tools and machinery. Here are some reminders:

- Be aware of your surroundings and pay attention to your actions.
- Receive proper instruction before using equipment.
- Keep hands and face away from cutting areas or gears.
- Wear eye protection and when appropriate wear protective clothing such as gloves and boots.
- Do not wear loose clothing (as it may get caught in machinery).
- Keep your hair tied back.
- Use dust masks or respirator when processes cause dust, fumes, or vapors.
- Don't eat, drink, or smoke while operating equipment.
- Don't use faulty machinery.
- Get help when dealing with large or heavily materials.
- Never be in a hurry!
- When in doubt, discuss further with faculty and department chair in your department.

Further Reading

Safe Practices in the Arts and Crafts by Gail C. Barazani

Art Hazards News (monthly publication) by Center for Occupational Hazards

Health Hazards Manual for Artists by Michael McCann

DEPARTMENT OF SAFETY AND SECURITY MISSION STATEMENT

The Department of Safety and Security of KCAI exists for the purpose to serve and protect an educational environment designed to provide a community that fosters each student's commitment to art and development for humanistic values. The Department respects this unique freedom, creativity, discipline and vision. The Department continually strives for excellence and to maintain a safe and secure environment through service, integrity, leadership and fair treatment to all.

CRIME PREVENTION

A high percentage of campus crimes are incidents of opportunity. Often, faculty, staff and students unknowingly contribute to crimes of opportunity by placing themselves or their property at risk. Prevention efforts can be effective in reducing the opportunities for criminal activity. You play a key role in crime prevention efforts. Be cautious and alert to your own safety and protective of your possessions and KCAI property.

In addition to preventing crime, considerable effort is devoted to crime intervention.

Prevention Tips

- Contact KCAI Security at 816.931.6666 to request an escort to and from your vehicle whenever appropriate.
- Do not hesitate to call police when confronted, before calling the KCAI Security number.
- Keep your residence room locked.
- At night, walk in groups of at least two and stay on main walkways.
- Familiarize yourself with the location of emergency phones.
- When parking, remove valuables from view and lock your vehicle.
- Engrave your valuables with your driver's license number and record serial numbers.
- Make copies of credit cards and other valuables in your wallet.
- Report all losses to KCAI Security immediately.
- Stay in control. Do not allow the abuse of alcohol or other substances to put you at risk.
- Do not leave personal property unattended.
- Be aware of your surroundings and what is going on around you.
- Do not hesitate to report suspicious individuals or activity to KCAI Security.

CONFIDENTIAL REPORTING PROCEDURES

KCAI Security policies allow victims and witnesses to make voluntary confidential reports of reportable incidents and crimes (that will be included in annual crime statistics) to Campus Security Authority (see below).

Timely notification about certain types of crime may affect the safety of others. These crimes include murder, rape, sexual assault, burglary, robbery, motor vehicle theft, arson and others.

When you make your report, you assist KCAI in maintaining accurate records of the incidence of crime on campus. This information helps to keep the campus safe by providing the most accurate information on criminal activity to members of the campus community.

“**Campus security authority**” is defined as:

An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An “official” is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

Clery further defines campus security authorities as:

- A campus police department or a campus security department of an institution. If your institution has a campus police or security department, those individuals are campus security authorities. A security department can be as small as one person.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property). Include individuals who provide security at a campus parking kiosk, monitor access into a campus facility, act as event security or escort students around campus after dark.
- Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses. If you direct the campus community to report criminal incidents to anyone or any organization in addition to police or security-related personnel, that individual or organization is a campus security authority.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.
- An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

Examples of individuals who meet the criteria for being campus security authorities include:

- A dean of students who oversees student housing, a student center or student extracurricular activities.
- A faculty advisor to a student group.
- A student resident advisor or assistant or a student who monitors access to dormitories.
- A physician in a campus health center, a counselor in a campus counseling center or a victim

advocate or sexual assault response team in a campus rape crisis center if they are identified by your school as someone to whom crimes should be reported or if they have significant responsibility for student and campus activities. (However, if these individuals are not identified as people to whom crimes should be reported or do not have significant responsibility for student and campus activities, they would not be considered CSAs.)

NOTE: Campus “professional counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Name of Policy: Emergency Response and Evacuation
Source: Campus Security
Date Revised: July 2016
Form to Complete: N/A

Policy:

KCAI's emergency response and evacuation plan is described in the RED BOOK or Emergency Preparedness Procedure. Duties, responsibilities, and persons responsible for carrying out this process are documented in the Emergency Preparedness Procedure book. The system is tested and conducted twice a year as well as the fire alarms and fire drills. The RED BOOK is updated as needed by KCAI Campus Security and distributed to each department. The RED BOOK should be accessible to all members of the department.

Tornado

KCAI's emergency evacuation plans are clearly posted for each classroom and work area. In event of a tornado, class occupants will follow the specified procedures.

Students residing in the Student Living Center will be alerted by a tornado siren or staff when the possibility of a tornado in the area exist. Residents will be evacuated immediately to the Student Living Center South Tower basement area. Residents will remain in this location until given the "all clear" to return to other portions of the building.

Fire

When alerted to a fire, either by alarm or staff, students, instructors and staff will exit the facility immediately. Each classroom has clearly displayed exits marked for egress in the case of fire.

Students residing in the Student Living Center will be alerted of a fire by either fire or smoke alarms and/or staff. Residents will be immediately evacuated to the exterior south side of the Student Living Center, unless otherwise directed by the Fire Department or Security personnel. Residents will remain in the designated location until given the "all clear" to return to the building.

Lightning

If lightning is spotted while outside, KCAI personnel will immediately move students indoors.

Drills

Fire drills are conducted twice a semester with Living Center residents and once in the spring for tornados.

Name of Policy: Timely Notice/Security Alerts
Source: Campus Security
Date Revised: July 2015, reviewed July 2016
Form to Complete: N/A

Policy:

The KCAI Department of Safety and Security will publish a security alert within 24 hours of an incident to aid in the prevention of similar crimes. The notice will be for crimes listed in the Clery Act, which are reported to KCAI Security and are considered by the college to represent a serious or continuing threat to students and employees. Security alerts will be printed and posted on bulletin boards at key locations of each campus building. They will also be sent electronically to all members of our campus community. In addition, alerts and notices received from the Kansas City Police Department will be distributed in the same manner.

Name of Policy: Emergency Alert System
Source: Campus Technology and Campus Security
Date Revised: July 2015, reviewed July 2016
Form to Complete: N/A

Policy:

Emergency Alert System (EAS) is a notification system that allows the Kansas City Art Institute to contact you during an emergency. EAS is your personal connection to real-time updates, instructions on where to go, what to do, or what not to do, who to contact and other important information.

Emergency alerts may be disseminated via:

- Text messaging to subscriber cell phones (Qtext)
- Electronic distribution through email
- Posting of hard copies in public areas
- Posting on KCAI websites (internet and intranet)
- Local media outlets
- Voice message distribution through KCAI phone system

Emergency Alert System signup Procedures:

Go to https://artnet.kcai.edu/emergency_alert for instructions on how to sign up for the KCAI alert system.

The campus-wide Emergency Alert System will provide instant cell phone communication to all members of the college community who choose to be a part of the network. If you have concerns about the privacy of your information, please review the emergency on your wireless device.

CAMPUS SEX CRIMES PREVENTION ACT

The Campus Sex Crime Prevention Act is a federal law that requires sex offenders who already must register in a state to indicate if they are employed or enrolled at an institution of higher education. The state collects information on the offender and then turns that information over to local law enforcement with jurisdiction where the institute of higher education is located.

The Act further requires institutions of higher education, such as KCAI, to inform the campus community of the methods to obtain local law enforcement information on registered sex offenders. The Jackson County Sheriff Department Website www.jacksongov.org/sheriff currently provides a link to the Missouri Sex Offender Registry Website and a link to the National Sex Offender Public Website. Registry lists may be obtained free of charge through these internet sites.

HOW TO REPORT A CRIME - YOUR REPORT IS VITAL

Members of the KCAI community are encouraged to report crimes, suspicious activities, or other emergencies to the Department of Safety and Security immediately by dialing **(816) 931-6666**. Reporting crime to campus authorities is very important to your campus and your fellow students. It not only helps colleges and local authorities apprehend those responsible, but also helps provide an accurate picture of the amount of crime on campus so it can be determined what additional steps may need to be taken. The office locations and telephone numbers for the KCAI Safety and Security Department are:

Security Office – third floor of Vanderslice Building – **Call (816) 931-6666**

Safety & Security Director's – third floor of Vanderslice Building – (816) 802-3399

Communication is enhanced with four exterior red phones located in gray call boxes around the campus at strategic locations. These call-box telephones provide a 24-hour direct link to on-duty Security Officers through two-way phone communications between officers and the caller. The phones are located at the following locations:

<p>East Side of Foundation Building West Side of Living Center West Side of Irving Building South Side of Dodge Paint Building</p>
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DAILY LOG

The KCAI Safety & Security Department maintains a Daily Log of all crimes reported to the department. The Log lists the nature of the crime, the date and general location of the crime. Entries or updates within two business days may be withheld if the information is protected by statute, if there is a danger to the victim, or a need to keep the investigation confidential.

The Daily Log is open to public inspection at the Director of Safety & Security Office during normal business hours. Normal business hours are Monday through Friday 8:30 am to 4:30 pm. All records required by the Clery Act will be retained for a period of five years following the publication of the last annual campus security report to which they apply.

ACCESS CONTROL AND SECURITY CAMERAS

Our campus is equipped with access control on doors to buildings and rooms. Security cameras are located on entry doors, parking lots and areas of key interest.

RESIDENCE HALL SECURITY

The Living Center at KCAI is equipped with a card access control system. In addition, contracted security officers provide security seven nights a week to monitor the building and check on those people entering the facility.

KCAI does not provide security for off-campus housing which includes apartments, private homes, and individual rooms rented from private owners.

PRIMARY AND ONGOING SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS

The Safety and Security Department believes it is more beneficial to prevent crimes than to react to them. The primary means for accomplishing this goal are Crime Prevention Programs and Student Orientations. These programs are based on the concepts of eliminating or minimizing criminal opportunities and encouraging students, faculty and staff to be responsible for their security and the safety of others.

The Office of Student Life, Campus Activities and Housing Coordinator and the Department of Safety and Security sponsor awareness programs on topics including personal safety awareness, rape prevention, and the prevention of larceny, burglary and vandalism. Information pertaining to safety and security matters is provided to students, faculty and staff through bulletins, newsletters and during student orientation programs.

Programs offered to new students, faculty and staff include information on culturally relevant, inclusive prevention awareness including information that:

- Indicate that KCAI prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking
- Defines these terms
- Defines “consent” in reference to sexual activity in this jurisdiction

- A description of safe and positive options for bystander intervention
- Information on risk reduction
- Information on the policies and procedures after a sexual offense occurs

Workshops presented included:

- Student, Faculty and Staff training:
 - Security Awareness
 - Dealing with an Armed Violent Intruder
 - Sexual Assault
 - Date Rape
 - Reproductive Health/Safer Sex
 - Campus Safety and Security
 - Making the Transition to College
 - Stress Management
 - Sexual Identity Development
 - Diversity on Campus
 - Health and Wellness
 - Service and Career Services at KCAI
- Transfer student orientations
- Special personal safety training
- Fire extinguisher training for staff, resident assistants, plant services and various departments.

The following ongoing crime prevention programs and projects have been implemented by KCAI and are offered on an ongoing, periodic basis:

- Personal Safety Escort Program
- Student Orientation
- Security Awareness Programs and Presentations
- Safety and Security Committee Meetings
- Videos and training on:
 - Raising awareness about sexual assault,
 - Stalking awareness
 - Drug and/ or alcohol abuse
 - Armed violent intruder

Name of Policy: Missing Persons
Source: Campus Security
Date Revised: July 2015, reviewed July 2016
Form to Complete: N/A

Policy:

Students living on-campus

A suspected missing student should be reported to campus security immediately. Campus security can be reached by calling 816-931-6666. In compliance with federal laws, if after investigation the student is determined to be a missing person, the appropriate law enforcement agencies and the student's emergency contact will be notified within 24 hours. If a student is under the age of 18, KCAI is required to contact a parent or guardian. If a student is over the age of 18, KCAI is required to contact the listed contact as previously indicated by the student in their required forms. If a student is over the age of 18, KCAI is required to contact the missing person contact identified by the student to the college. Students will be given the option to identify a missing person contact upon entering the college through the required forms process (refer to the Required Forms Policy). This information will be registered confidentially and only accessible to authorized campus officials and it may not be disclosed to others, except to law enforcement personnel in furtherance of a missing person investigation.

Students living off-campus

A suspected missing student should be reported to campus security immediately. If after investigation the student is determined to be a missing person, the appropriate law enforcement agencies will be contacted within 24 hours.

Name of Policy: Sexual Misconduct, Sex Discrimination, and Sexual Harassment
Source: Student Affairs and Human Resources
Date Revised: July 2015, reviewed July 2016
Form to Complete: N/A

Policy:

KCAI is committed to maintaining an educational and work environment that is free from sexual misconduct, sex discrimination, and sexual harassment, in which all members of the KCAI community (e.g., faculty, staff, students, Continuing and Professional studies students, visitors, donors, vendors, etc.) are able to devote their full attention and best efforts to the job, educational pursuits, or other association with KCAI. To this end, KCAI encourages and expects reporting of any and all behaviors prohibited by this policy so that they may be promptly addressed. KCAI believes that each person should be given an equal right to succeed based on their abilities and academic or job performance, without being bothered or distracted by offensive behavior on the part of other individuals associated with the KCAI community. All members of the KCAI community are responsible for creating an atmosphere free of sexual misconduct, sex discrimination, and sexual harassment on and off campus; by not only following this policy, but also by engaging in appropriate bystander intervention should they observe inappropriate behavior. To ensure this vision is achieved, KCAI has put in place this policy on sexual misconduct, sex discrimination, and sexual harassment.

Sexual misconduct, sex discrimination, and sexual harassment either intentional or unintentional, has no place in the educational or work environment. Accordingly, KCAI prohibits any form of these behaviors of or by any student, employee (i.e., supervisory or non-supervisory) or others associated with KCAI. This means KCAI will thoroughly and promptly investigate all complaints of misconduct prohibited by this policy. If an investigation confirms that prohibited conduct occurred, KCAI will take prompt and appropriate remedial action to prevent the misconduct, eliminate any hostile environment, prevent its recurrence, and correct its effects on the complainant and others, if applicable. Individuals who violate this policy are subject to the full range of discipline, up to and including reprimand, probation, suspension, termination, and expulsion. KCAI imposes no statute of limitations for alleged violations of this policy, and will investigate and adjudicate such allegations, regardless of when they are made, to the extent possible.

REPORTING SEXUAL MISCONDUCT, SEX DISCRIMINATION, AND SEXUAL HARASSMENT

KCAI cannot resolve matters that are not brought to its attention, and encourages any member of its community to report instances where they feel subjected to sexual misconduct, sex discrimination, or sexual harassment. Students are also encouraged to report these incidents when they observe them or otherwise have knowledge of their occurrence, even if the incidents occur off campus. Any employee (including RAs), regardless of academic standing, rank, status or position, who witnesses, or is otherwise aware that sexual misconduct, sex discrimination, or sexual harassment may have occurred on or off campus, involving any member of the KCAI community, is required to immediately report the incident to appropriate campus officials listed in this policy.

KCAI will investigate the complaint and determine appropriate action. Anyone reporting sexual assault and other crimes should also consider the option to pursue criminal complaints with the Kansas City, Missouri Police Department or other appropriate law enforcement agency. KCAI will assist anyone wishing to make a report to law enforcement officials. An individual may also decline to notify such authorities unless applicable federal or state law imposes a mandatory reporting obligation.

It should be remembered that absolutely anyone has the right to tell the discriminator or harasser that the conduct is offensive, insist that the conduct stop, and to report inappropriate actions. KCAI will protect privacy to the fullest extent, however, confidentiality cannot be guaranteed. In cases of sexual misconduct, KCAI must investigate reports, and may be required to take action to stop sexual misconduct and prevent recurrence with or without the cooperation of the person(s) filing the report and/or person(s) involved in the incident reported. KCAI may also investigate and take action if aware of an incident in which no formal report has been filed.

Anyone who wishes to make a complaint, or has questions or concerns about this policy, may contact the individuals listed below, suggestions are given based on whether the complainant is a student or employee.

Students:

Assistant Dean of Students: 816.802.3419

Dean of Student Affairs: 816.802.3397

Director of the School for Continuing and Professional Studies: 816.802.3489

Safety and Security: 816.931.6666

Title IX Coordinator, executive vice president for administration: Laura Snow, 2nd floor Vanderslice hall, lsnow@kcai.edu, 816.802.3431

Employees:

Director of Human Resources, 2nd floor Vanderslice Hall, 816.802.3434

Title IX Coordinator, Executive Vice President for Administration: Laura Snow, 2nd floor Vanderslice Hall, lsnow@kcai.edu, 816.802.3431

A person may also file a complaint with the United States Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting:

www2.ed.gov/about/offices/list/ocr/complaintintro.html or by calling 1.800.421.3481.

TITLE IX COORDINATOR

It is the responsibility of the Title IX Coordinator to oversee the implementation of this policy. The Title IX Coordinator, or designee thereof, will coordinate dissemination of information and education and training programs to:

(1) assist members of the KCAI community in understanding that sexual misconduct, sex discrimination and sexual harassment are prohibited by this policy; (2) ensure that investigators are trained to respond to and investigate complaints of sexual misconduct, sex discrimination and sexual harassment; (3) ensure that employees and students are aware of the procedures for reporting and addressing complaints of sexual misconduct, sex discrimination and sexual harassment; and (4) to implement the investigation and resolution procedures or to designate appropriate persons for implementing the procedures.

DEFINITIONS

The following terms are defined below to provide context and greater understanding of this policy and prohibited conduct.

Advisor

An advisor is someone who may be present for a hearing or any other meeting during the investigation process in support of the complainant or respondent. This person may only communicate with the complainant or respondent they are present in support of, and may not participate directly in the hearing/meeting, advocate on behalf of a party, and shall not perform any other function in the process other than advising. An advisor may be removed if they become disruptive or does not abide by the limitations discussed previously in this paragraph. Delays in the process will not be allowed based on the availability of an advisor.

Bystander intervention

The interruption of a person's behavior or speech by a person who is present and had been a bystander prior to said interruption.

Coercion

Coercion is an unreasonable amount of pressure to engage in sexual activity. Valid consent cannot be obtained through coercion.

Complainant

The person or party bringing the complaint, or otherwise identified as an alleged victim of conduct prohibited by this policy.

Consent

Consent is clear sexual permission and can only be given by someone of legal age. Consent can be given by a word or action, but non-verbal consent is more ambiguous than explicitly stating one's wants and limitations. Consent to one form of sexual activity should not, and cannot, be taken as consent to any other sexual activity. Consent cannot be inferred.

Individuals who consent to sexual activity must be able to fully understand what they are doing. A person incapacitated by alcohol or drugs, asleep, physically impaired or unable to communicate in clear and understandable words or actions is incapable of giving consent or mutual agreement. For example, when alcohol or other drugs have been used, a person may be unable to give valid consent if they cannot appreciate the who, what, where, when, why, or how of a sexual situation. Silence, without clear actions demonstrating permission, cannot be assumed to indicate consent. Mutually agreeable, or consent, means an informed agreement communicated in clear and understandable words or actions to participate in sexual activity.

Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. Such a relationship is characterized by the expectation of affection or sexual involvement between the parties. The existence of such a relationship shall be determined based on a consideration of the (a) length of the relationship, (b) type of relationship, and (c) frequency of the interaction between the persons involved in the relationship.

Discrimination

The term discrimination is defined by verbal, written, or physical acts indicative of unjust or prejudicial activity.

Domestic Violence

Domestic violence is characterized as "domestic assault" under Missouri law. Domestic assault is defined in Mo. Rev. Stat. §§ 565.072-565.074. It generally involves violence or attempted violence perpetrated against a family or household member, including children. "Family or household member" is defined as "spouses, former spouses, any person related by blood or marriage, persons who are presently residing together or have resided together in the past, any person who is or has been in a continuing social relationship of a romantic or intimate nature with the complainant and anyone who has a child in common regardless of whether they have been married or have resided together at any time. See Mo. Rev. Stat. § 455.010.

Employee

An employee is defined as anyone receiving a paycheck from KCAI. This includes faculty and staff, but excludes work study students.

Incapacitated

When an individual lacks the ability to make rational, reasonable judgment as a result of alcohol or drug consumption.

Respondent

The person or party responding to the complaint.

Retaliation

Intimidating, coercing, or acting in any manner consistent with the intent to achieve reprisal against someone who has engaged in protected activity is defined as retaliation. Protected activities include:

- Reporting sexual misconduct, sex discrimination, or sexual harassment
- Filing a complaint
- Assisting someone in making a report, or filing a complaint
- Participating, in any manner, in an investigation
- Protesting any form of sexual misconduct, discrimination, or harassment

Individuals accused of violating a policy may be held responsible for any retaliation that is done by a third party if they are found to have directed or caused the third party to engage in the retaliatory behavior. KCAI will also not tolerate any person retaliating against another, and any person who feels that retaliatory action has been taken should report that action to the Assistant Dean of Students, Dean of Student Affairs, Director of Human Resources, or the Executive Vice President for Administration/CFO.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that adversely affects the terms and conditions of educational pursuits or employment. There are two types of sexual harassment:

Quid Pro Quo

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where submission to, or rejection of, such conduct results in adverse educational or employment action. Quid pro quo harassment also exists when a threat of adverse action or a promise of benefit is explicitly conditioned on submission to, or rejection of, such requests.

Hostile Environment

When harassment is sufficiently severe, pervasive, persistent, objectively or subjectively offensive to the point that it interferes with, limits, or denies the ability to participate in, or benefit from educational programs, activities, or employment of

a reasonable person. The following standards can be used to assess whether a hostile environment exists:

- Frequency of speech or conduct
- Nature and severity of speech or conduct
- Whether the conduct was physically threatening
- Whether the conduct or speech was humiliating
- The effect of the speech or conduct on the alleged complainant's mental and/or emotional state
- Whether the speech or conduct was directed at more than one person
- Whether the speech or conduct arose in the context of other discriminatory conduct
- Whether the speech or conduct unreasonably interfered with the alleged complainant's educational or work performance
- Whether a statement is a mere utterance of an epithet, which engenders offense in a student or employee, or offends by mere discourtesy or rudeness.

The crimes of domestic assault, dating violence, and stalking can also constitute sexual harassment when such an incident is motivated by a person's sex.

Sexual Misconduct

Sexual misconduct is a broad term that includes any unwanted or unwelcome conduct of a sexual nature that is committed without valid consent. In this respect, it serves as an umbrella term encompassing both sexual harassment and sexual violence/assault. Sexual misconduct may occur between people of the same sex or between people of different sexes. Sexual misconduct can include both intentional conduct and conduct resulting in negative effects, even if those effects were unintended.

Sexual Violence/Assault

Sexual Violence/Assault is a severe form of sexual harassment and includes any type of physical sexual contact or sexual exploitation that occurs without the explicit consent of the recipient. Falling under the definition of sexual violence/assault are sexual activities such as non-consensual sexual intercourse, non-consensual sexual contact, and sexual exploitation.

Non-consensual sexual intercourse (or attempts to commit the same) is defined as:

- Any sexual intercourse (anal, oral, or vaginal)
- However slight
- With any object
- By a person upon another person
- Without consent and/or by physical force

Non-consensual sexual contact (or attempts to commit the same) is defined as:

- Any intentional sexual touching
- However slight

- With any object
- By a person upon another person
- Without consent and/or by physical force

Sexual exploitation is defined as:

Taking non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit a person other than the one being exploited.

Examples of sexual exploitation include, but are not limited to:

- Prostituting another student
- Non-consensual video or audio recording of sexual activity
- Exceeding the boundaries of explicit consent, such as allowing someone to hide in a closet and observe one's consensual sexual activity
- Engaging in voyeurism (peeping)
- Knowingly transmitting a sexually transmitted disease/infection or HIV to another person

Stalking

A person commits the crime of stalking if they purposely, through their course of conduct, harass or follow with the intent of harassing another person. "Course of conduct" is a pattern of conduct composed of two or more acts, which may include communication by any means, over a period of time, however short, evidencing a continuity of purpose. It does not include constitutionally protected activity. See Mo. Rev. Stat. § 565.225.

Student

A student is defined as an individual who is accepted until the time of graduation, but does not include time periods in between acceptance and graduation when a student is not enrolled for a semester or more.

EXAMPLES OF SEXUAL MISCONDUCT, SEX DISCRIMINATION, AND SEXUAL HARASSMENT

The list of prohibited conduct under this policy includes, but is not limited to:

- Threat, advance, or suggestion of sexual relations or sexual contact that is not freely or mutually agreeable to both parties
- Threats or insinuation that the person's grades, academic success, educational reference or other conditions related to academics, or the person's employment, wages, promotional opportunities, job or shift assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances
- Repeated requests for social engagements or interactions, when prior social invitations have been refused or when the person has otherwise indicated such invitations are unwelcome
- Continual or repeated verbal abuse of a sexual nature including graphic commentaries regarding a person's body; comments regarding sexual behavior; sexually degrading words to describe a person; sexually suggestive gestures, including staring, leering, or ogling the person's body; unwelcome requests for sexual behavior;

- lewd comments, sexual innuendoes, and other vocal activity such as catcalls, wolf whistles, etc.
- Unwanted touching, rubbing, patting, or other physical contact with a person
 - Display of photographs, cartoons, articles, or other written materials or images of a sexual nature in the educational environment, or workplace, which are outside of the context of art and design education. The art and design education context, however, may not be used as a screen for harassment
 - Transmitting or accessing sexually explicit materials by computerized, electronic, or other means, such as e-mail, voice mail, text messaging, and social media which is outside of the context of art and design education. The art and design education context, however, may not be used as a screen for harassment. KCAI may review, audit, intercept, access, and disclose all matters on KCAI's computer, electronic, or telephone systems or equipment at any time, with or without notice, and that access may occur during or after working hours. The use of KCAI-provided password or code does not restrict KCAI from accessing communications on its computer, electronic, or telephone equipment or systems.
 - Sexual violence, sexual assault, rape, sexual battery, and sexual coercion
 - Offensive language, jokes, or other verbal or non-verbal graphic or physical conduct that is sexual in nature.
 - Engaging in grooming, or desensitizing a person or group of people to the impact of sexual advances, sexual misconduct, discrimination, or harassment.
 - An employee, or another student, repeatedly asks a student out on a date despite several rejections and the conduct reaches the level of sexual harassment as defined above.
 - Bullying related to sexuality, gender, or sex.

INVESTIGATING COMPLAINTS

KCAI will thoroughly and promptly investigate all claims of sexual misconduct, sex discrimination, and sexual harassment. Based on the investigation, KCAI will determine whether the complained-of conduct violates this policy under a preponderance of the evidence standard. The totality of the circumstances, the nature of the sexual misconduct, sex discrimination or sexual harassment, and the context in which the alleged incidents occurred will be considered in making this determination. KCAI's investigation is independent of any criminal investigation, and a law enforcement investigation does not relieve KCAI of its duty to investigate and resolve complaints.

Informal Resolution

In some situations, the complainant may desire an informal approach to resolving the complaint rather than using the investigation and resolution procedures described below, and KCAI is willing to use informal resolution methods. However, informal resolution may only be used with the consent of both parties and the Title IX Coordinator or appropriate designee. Either party may end the informal approach at any time and move forward with formal procedures described below. In no case will an informal approach be used for complaints of sexual violence/assault.

Interim and Remedial Measures

If sexual misconduct, sex discrimination or sexual harassment is alleged to have occurred, appropriate corrective action will be taken, and may include any remedial measures up to and including discharge from employment or expulsion from KCAI. Interim measures such as relocation, and no contact orders, etc. may be used to ensure the safety of individuals and the community while an investigation is taking place. If requested, KCAI will assist in changing the complainant's academic, living, transportation, or working situations, if such accommodations are reasonably available, regardless of whether the complainant chooses to report make a report to campus safety or local law enforcement.

Information Provided to Complainant and Respondent

A complainant who makes a claim of sexual misconduct, sex discrimination or sexual harassment to KCAI will be given a copy of the document titled "Rights and Options After Filing a Complaint Under KCAI's Sexual Misconduct, Sex Discrimination and Sexual Harassment Policy." This document provides information about this policy and the procedures used to investigate and resolve complaints of this nature, options for filing complaints with local police, resources that are available on campus and in the community, etc. A person against whom a complaint has been filed will also be given similar information about the process and resources.

Complaints Against Parties That Are Not Students Or Employees

If a member of the KCAI community believes that he or she has been discriminated or harassed by someone who is not a student or employee, KCAI will take appropriate action to address the situation, to the extent possible.

CONFIDENTIALITY

KCAI will take reasonable and appropriate efforts to preserve an individual's privacy and protect the confidentiality of information when investigating and resolving a complaint. However, KCAI cannot guarantee confidentiality to those who make complaints, unless a complaint is made to a counselor employed by KCAI and currently working in KCAI counseling services. Campus counselors are not allowed to maintain confidentiality when working with clients who are minors, and are obligated to report allegations involving minors to local and KCAI authorities. Students may request counseling services by completing a request online at <https://artnet.kcai.edu/> (you must be signed in to ArtNet to access this information) or by calling 816.802.3397. Confidentiality may also be maintained by outside resources, such as professional counselors not affiliated with KCAI, health care professionals, religious officials, or victim advocates. All other KCAI employees, besides those designated as counselors above, who receive reports of misconduct prohibited by this policy are required to report the misconduct. If a complainant insists that his or her name not be disclosed to the respondent, KCAI will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality; however, KCAI's ability to discipline a respondent may be limited. KCAI reserves the right to initiate and proceed with an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to others.

Requests for confidentiality will be evaluated by the Title IX Coordinator. The Title IX Coordinator may consult with other appropriate college officials, such as the Dean of Student Affairs, Assistant Dean of Students, Vice President for Academic Affairs, and the Director of Human Resources, and legal counsel as necessary when assessing a confidentiality request.

RESOLVING COMPLAINTS

Upon receipt of a complaint, an appropriate KCAI official(s) will be appointed to conduct a preliminary investigation to determine if there is reasonable cause to charge an individual with an alleged violation of this policy. If such a charge is made, KCAI will conduct a prompt and thorough investigation to gather information and determine whether conduct in violation of this policy occurred. Upon completion of the investigation and review of evidence, a hearing will take place if the complainant, or alleged victim, is a student, or a determination of responsibility will be made by the investigator. Sanctions and remedial measures will be imposed, if necessary. In determining whether conduct violating this policy has occurred, KCAI will use, a preponderance of the evidence standard. This standard can be defined simply as “more likely than not” that a violation of the policy occurred. KCAI will complete its investigation and determination within sixty days. Both the respondent and the complainant have the opportunity to appeal.

Because KCAI's procedures for investigating and resolving a complaint of this nature differ from that of a criminal investigation and can be complicated, the list below will articulate the steps in the process:

- A report or complaint alleging sexual misconduct, sex discrimination, or sexual harassment is made to the proper KCAI official(s) as listed in this policy.
- KCAI officials responsible for these matters will conduct a preliminary investigation to determine: if there is reasonable cause to charge the respondent, what policies are alleged to have been violated, and assign investigators as appropriate.
- If the preliminary investigation determines there is not reasonable cause to charge the respondent, written notice will be provided to both parties within seven business days and the matter will be deemed to have been determined.
- If there is cause to charge the respondent, both parties will be provided written notice within seven business days that a formal investigation has commenced. KCAI officials will determine if any interim measures are needed to ensure the safety of the individuals involved and or the campus community.

- The investigator will then determine the scope of the investigation and thereafter gather facts and information from the complainant, respondent, and other witnesses, and consult with appropriate KCAI official(s) about the complaint to determine appropriate actions.
- Upon conclusion of the investigation, the outcome of the investigation, notice of charge, and any subsequent notice of hearing will be provided within three business days.
- If a hearing is necessary, it will be done within seven business days of the notice of hearing. A hearing will be held when the complainant, or alleged victim, is a student. A hearing will not be used for any cases involving students in Continuing and Professional Studies programs. The investigator will make the finding for all other cases.
- After a complaint has been resolved, KCAI will notify both the complainant and the respondent of the outcome in writing, including any sanctions imposed, within three business day of the hearing and will also provide information to both parties about the appeal process.
- Appeals, as described below, must be submitted within five business days of the notice of outcome.
- A decision on any appeals will be provided in writing to both the complainant and the respondent within seven business days. of the filing of any appeal.

During the investigation and any subsequent hearing proceedings, both the complainant and the respondent have equal rights which are listed below:

- A safe environment
- Respect
- Resources and support
- Prompt and equitable conduct process
- Opportunity to review evidence
- Opportunity to have witnesses
- Opportunity to have an advisor
- Opportunity to file a complaint with law enforcement
- Freedom from retaliation and harassment
- Privacy
- Timely communication and resolution
- To be informed, simultaneously and in writing, of all relevant information related to the case as the complaint process progresses and is resolved.

APPEALS

Both the complainant and the respondent may appeal the resolution within five business days of the issued resolution letter. The written appeal must be submitted by either party in writing via hand delivered letter to the Assistant Dean of Students, Dean of Student Affairs, or designee thereof. Employee appeals will follow the same procedures, but should be directed to the Executive Vice President for Administration/CFO, or designee thereof. If the party receives the resolution letter via US mail, the request for appeal must be submitted within five business days of the postmarked letter. The party waives the right to appeal if not filed in writing within five business days. The Assistant Dean of Students, Dean of Student Affairs, Executive Vice President for Administration/CFO, or designee thereof will consider the request for appeal and conduct the appeal review, if applicable. If the Assistant Dean of Students participated in the initial hearing, the Dean of Student Affairs will consider the appeal. If the Dean of Student Affairs participated in the initial hearing, the Assistant Dean will consider the appeal. If both the Dean and Assistant Dean participated in the initial hearing, a designee will be selected to consider the appeal. An appeal will be considered when:

- A. A procedural error occurred that significantly impacted the outcome of the hearing.
- B. New information is available that was unavailable at the time of the hearing that could substantially impact the original finding or sanction.
- C. The sanction is substantially disproportionate to the severity of the violation.

The written request for appeal must include:

- A. Name of the appealing party.
- B. Time, date, and location of the violation.
- C. Type of violation.
- D. Resolution and sanctions.
- E. Reason for appeal (see reasons for reversal listed above).
- F. Supporting material, if applicable.

The Assistant Dean of Students, Dean of Student Affairs, Executive Vice President for Administration/CFO, or designee thereof will render a written decision to both parties within seven business days of the appeal. Notice will be hand delivered by Security personnel, mailed via US postal service to the parties' local or current addresses, and/or emailed to the parties' official KCAI email accounts.

The Assistant Dean of Students, Dean of Student Affairs, Executive Vice President for Administration/CFO, or designee thereof may:

- A. Uphold the original resolution and sanctions.
- B. Uphold the original resolution and alter the sanction(s).
- C. Overturn original resolution and sanctions.

The decision of the Assistant Dean of Students, Dean of Student Affairs, Executive Vice President for Administration/CFO, or designee thereof is final and binding. There are no

further appeals available. The decision will be provided to both the complainant and the respondent in writing, and the notice will specify any changes made to the original determination and/or the sanctions imposed.

CONFLICTS OF INTEREST

KCAI officials and other employees involved in an investigation, hearing, or appeal under this policy must recuse themselves if they have or had a relationship with a complainant or respondent, or a past interaction with a complainant or respondent, that could affect their ability to act impartially. In situations where it is unclear whether a conflict exists, err on the side of caution. The Title IX Coordinator or other KCAI official without a conflict will make the ultimate determination on recusal when there is a connection in a particular situation that causes concern about impartiality.

DOCUMENTATION

Throughout all stages of the investigation, resolution, and appeal, the investigator, chair of the hearing panel, and person resolving the appeal, as the case may be, are responsible for maintaining documentation of the investigation, resolution, and appeal, including documentation of all proceedings conducted under these procedures, which may include written statements, documentary evidence, written findings of fact, transcripts, and audio recordings.

Documentation of the findings of student code of conduct violations will be placed in the student's disciplinary file but are not placed in the student's transcript. Student records developed in connection with proceedings arising out of the student code of conduct, academic honesty and sexual misconduct policies are ordinarily retained for a period of ten (10) years after completion of the matter, or until the completion of any legal or administrative proceeding, whichever is later. Students may request to review their student file on such matters by submitting a written request to the Assistant Dean of Students, and/or the Dean of Student Affairs. Recordings are the property of the college and will not be duplicated. After the retention period has expired, the files are typically purged and destroyed according to KCAI document destruction protocols. In its discretion, KCAI may retain specific files or classes of files (such as files relating to suspension or expulsion decisions) for longer periods.

KCAI'S COMMITMENT TO EFFECTIVE POLICIES THAT PROHIBIT SEXUAL MISCONDUCT, SEX DISCRIMINATION, AND SEXUAL HARASSMENT

If any member of the KCAI community feels KCAI has not met its obligations under this policy, the person should contact the Executive Vice President for Administration/CFO (Title IX Coordinator). Effective policies that prohibit sexual misconduct, sex discrimination, and sexual harassment depend on everyone, working together to address this very important subject.

RESOURCES AND SUPPLEMENTAL INFORMATION

Campus Resources:

Assistant Dean of Students – 816-802-3419
Dean of Student Affairs – 816-802-3397
KCAI Counseling Services – 816-802-3397
Academic Support – 816-802-3440

Local Resources:

Kansas City Missouri Police Department, call 911, www.kcpd.org
Metropolitan Organization to Counter Sexual Assault (MOCSA), www.mocsa.org
Kansas City Anti-Violence Project (LGBT resource), <http://www.kcavp.org/home>
Rose Brooks Center – emergency shelter for women and children experiencing domestic violence, 816-861-6100

National Resources:

Not Alone: Together Against Sexual Assault, www.notalone.gov
National Sexual Violence Resource Center, <http://www.nsvrc.org/>
The United States Department of Justice, <http://www.ovw.usdoj.gov/sexassault.htm>
Rape, Abuse, and Incest National Network, <http://www.rainn.org/>
The Hotline (domestic violence resources), <http://www.thehotline.org/>
The National Center for Victims of Crime, <http://www.victimsofcrime.org/>
Stalking Resource Center,
<http://www.victimsofcrime.org/our-programs/stalking-resource-center>

Hotlines:

MOCSA's 24-hour Crisis Line: 816-531-0233 or 913-642-0233
RAINN's 24-hour Crisis Line: 1-800-656-HOPE (4673)
Kansas City Anti-Violence Project's Hotline: 816-561-0550
Domestic Violence 24-hour Crisis Lines: 816-461-HOPE and 816-HOTLINE
National Domestic Violence 24-hour Crisis Line: 1-800-799-SAFE

Local Hospitals:

St. Luke's, 4401 Wornall Road, Kansas City, MO 64111, (816) 932-2000
University of Kansas Hospital, 3901 Rainbow Boulevard, Kansas City, KS 66160
Truman Medical Center, 2301 Holmes Street, Kansas City, MO 64108-2640

FREQUENTLY ASKED QUESTIONS

Will my parents/guardians be notified?

Whether you are the respondent, or the complainant, KCAI's primary relationship is with the student, not the parent. It is, however, recommended, that students contact their parents/guardians to seek support and assistance. KCAI staff may directly inform parents/guardians when requested to do so by a student, in a life-threatening situation, if the health and well-being of the student is in question, or if the student is a minor.

Will I have to confront the respondent?

At a complainant's request, KCAI will create a situation where this process can take place without the complainant and respondent having to come into direct contact with each other. This can include placing a no contact order on the respondent, rearranging the respondent's class schedule, or other interim measures. It may also include the use of videoconference, teleconference, or physical barriers at any hearing.

Do I have to name the alleged perpetrator?

Yes. If formal conduct action is to be taken, the respondent must be named. Please review sections on reporting and confidentiality. Informal reports can be taken but this places serious limitations on what KCAI can do to respond and remedy the situation.

What should I do if I am accused of sexual misconduct?

Do not contact the complainant. It is recommended that you contact the Assistant Dean of Students, or Dean of Student Affairs, who can explain the procedures for dealing with complaints of sexual misconduct. Counselors may also be available on campus and can speak with you confidentially.

How can KCAI support complainants and remedy potential effects of sexual misconduct?

Possible options include, but are not limited to:

- Changing rooms and or floors within the Living Center, and/or Chequers Apartments
- Inquiring about rescheduling exams or due dates for projects
- Taking an incomplete in a class
- Switching sections in a class
- Leave of absence from KCAI
- Alternative course completion options
- No contact order
- Counseling and Psychiatric services
- Escorts to and from campus buildings

At no time will interim or remedial measures be implemented in a way that disadvantages a complainant. For example, if a complainant has reported a sexual assault by respondent and the two are in the same section of a class, the respondent would be moved to a different section of the class, rather than the complainant, if that is determined to be an appropriate interim measure by KCAI.

What should be done to preserve evidence of sexual violence/assault, domestic assault, dating violence, and stalking?

If you feel you have been a victim of sexual violence/assault, domestic assault, or dating violence, you should go immediately to a hospital emergency room before washing yourself or your clothing. If you have changed clothes, bring the clothes that were worn at the time of the time of the alleged incident. It may also be advisable to take a change of clothes if possible. A SANE (Sexual Assault Nurse Examiner) Nurse may be available at the hospital and can counsel you. Local police will be contacted. Unless you are a minor, you are not

obligated to speak with them, or prosecute at that time. The preservation of evidence may be necessary for proof of the crime committed or in obtaining a protection order.

It is also important to take steps to preserve evidence in cases of stalking, the extent such evidence exists. In cases of stalking, evidence is more likely to be in the form of letters, emails, text messages, etc. rather than evidence of physical contact and violence.

Will either party's use of drugs or alcohol be considered when reporting sexual misconduct?

This will only be considered if drug or alcohol use is a relevant factor in the complaint (i.e., consent, etc.), and in most cases amnesty in a related drug/alcohol violation is offered to the complainant. This is not meant to excuse inappropriate use of drugs or alcohol, but rather to ensure that reporting of sexual misconduct is not inhibited.

RISK REDUCTION TIPS

Tips of this nature have the potential to make a complainant feel blamed for sexual misconduct that has occurred. Sexual misconduct is never the fault of the complainant, and these tips are offered with the intent of helping recognize patterns that will reduce the risk of victimization.

- Make your limits known before engaging in any sexual encounter or situation
- Give clear verbal messages such as “yes” or “no” and do not leave room for interpretation
- Remove yourself from situations with potential sexual aggressors if possible
- Ask someone nearby for assistance
- Be cautious about your alcohol intake, and be aware that it may lower your sexual inhibitions
- Watch out for your friends, and ask them to watch out for you
- Be mindful of non-verbal messages you are sending that may conflict with your verbal messages
- Be forceful and firm, do not worry about being polite
- Trust your feelings or instincts

TRAINING AND PREVENTION

KCAI is committed to educating students and employees about sexual misconduct, discrimination, and harassment. Students and employees are trained annually regarding related KCAI policies and reporting procedures, as well as prevention and bystander training. The procedures that are described above are implemented by KCAI officials who receive annual training on issues related to sexual misconduct, domestic assault, dating violence, stalking, and how to conduct an investigation and hearing process that protects the safety of complainants and promotes accountability.

CAMPUS SEX CRIMES PREVENTION ACT

The Campus Sex Crime Prevention Act is a federal law that requires sex offenders who already must register in a state to indicate if they are employed or enrolled at an institution of higher education. The state collects information on the offender and then turns that

information over to local law enforcement with jurisdiction where the institute of higher education is located. The Act further requires institutions of higher education, such as the Kansas City Art Institute, to inform the campus community how to obtain local law enforcement information on registered sex offenders. The Jackson County Sheriff Department Website www.jacksongov.org/sheriff, currently provides a link to the Missouri Sex Offender Registry Website and a link to the National Sex Offender Public Website. Registry lists may be obtained free of charge through these internet sites.

Name of Policy: Alcohol and Controlled Substances and Drugs
Source: Student Affairs
Date Revised: July 2015, reviewed June 2016
Form to Complete: N/A

Policy:

ALCOHOL

To the fullest of its ability, KCAI seeks to offer each student a campus environment in which they can perform at optimum mental, physical, and emotional well-being. KCAI believes in the education and growth of the whole person and encourages an environment in which students do not feel the pressures of peers to engage in activities, or consume substances with which they are not comfortable. Society has created pressures among students that promote alcohol as necessary to the success of social gatherings. The result can be illegal consumption subjecting the student to state and city prosecution, health impairment, physical injury, lower academic commitment, and vulnerability to personal assault and theft due to diminished alertness to personal safety due to alcohol consumption.

THE USE OF, POSSESSION OF, AND BEING IN THE PRESENCE OF ALCOHOL IN ANY STUDIO WORKING SPACE, INSTRUCTIONAL SPACE, INSTRUCTIONAL SUPPORT SPACE, CLASSROOM, CAMPUS GROUNDS, OR LIVING CENTER IS PROHIBITED. VIOLATIONS WILL RESULT IN DISCIPLINARY ACTION AS DESCRIBED IN THIS STUDENT HANDBOOK. ALCOHOL WILL BE CONFISCATED AND DISPOSED OF.

Missouri's Liquor Control Law makes it illegal for a person under the age of twenty-one years to purchase, attempt to purchase, or possess intoxicating liquor. Violation of this provision can subject one to a fine between \$50 and \$1,000 and/or imprisonment for a maximum term of one year. County and municipality ordinances contain similar prohibitions and sanctions. The same penalties apply to persons knowingly furnishing alcohol to minors.

Under Missouri law, it is also illegal to drive while intoxicated, which means that a person has a blood alcohol concentration (BAC) of .08 or higher or it is determined that the person's driving ability is impaired (even if the BAC is below .08). A first offense can result

in a \$500 fine and up to 6 months imprisonment. The potential fines and times of imprisonment increase when there are multiple offenses.

ALCOHOL AT EVENTS

Alcohol is only permitted on campus, and at KCAI-sponsored events off campus in connection with special events sponsored by the H&R Block Artspace, the Advancement and Alumni Office, Continuing and Professional Studies, and the President's Office. At these special events, alcohol may be served only by a bonded bartender. All students in attendance must abide by local, state, and federal regulations related to the possession and consumption of alcohol. Missouri law prohibits the consumption of alcoholic beverages by persons under the age of 21. Underage drinking and public intoxication are unacceptable, and those who violate these standards will be subject to disciplinary action.

CONTROLLED SUBSTANCES

The faculty and administration of the Kansas City Art Institute appreciate the intensity and competitiveness of the KCAI community. There are many demands on the students to produce and accomplish. For the student who has recently joined the KCAI community, there are the pressures of transition, the uncertainties of a new experience, and the exploration of new freedoms. The use of any drug or substance, other than that taken under a physician's prescription (excluding medical marijuana), is not the answer to a stressful, or difficult situation, nor is it a time to experiment. To fully participate in the educational program at KCAI, you need to be alert, attentive, fully involved and free of interference that can result from the use of drugs.

KCAI's policy is consistent with all Federal, State, and local laws that prohibit the sale, use, distribution, or possession of any controlled substance, illegal drugs, or drug paraphernalia on college premises, or at college-sponsored events.

The severity of the legal sanctions imposed for drug possession, or distribution offenses depends on the type and quantity of drugs, prior conviction and/or conduct history, and whether death or serious injury resulted. Sanctions may be increased for offenses which involve distribution to minors or occur on or near college premises. In addition, other federal laws require or permit forfeiture of personal or real property used for illegal purposes, to facilitate possession, transport or conceal a controlled substance. A person's right to purchase a firearm, or receive federal benefits, including federal student aid, contracts, and professional or commercial licenses may also be revoked or denied as a result of a drug conviction. Under Missouri law, conviction for possession of illicit drugs results in up to a 7 year imprisonment and a maximum fine of \$5,000, unless the offense involves 35 grams or less of marijuana, which entails up to one year in prison and a fine of \$1,000. Under Federal law, conviction for possession of illicit drugs results in 1 to 3 years

imprisonment and a minimum fine of \$1,000, unless the offense involves cocaine base (crack), which may carry mandatory imprisonment for 5 to 20 years. Drug trafficking can result in life sentences under both state and federal law. Under federal law, drug trafficking penalties range from \$100,000 to \$10 million. State penalties for drug trafficking may be imposed in an amount up to \$20,000. Conviction of a federal drug offense can also result in the loss of federal financial aid eligibility.

CONSEQUENCES

Students found in violation of the KCAI alcohol or drug policies are subject to disciplinary sanctions. KCAI endeavors to use sanctions that are educational, and range from a written warning, all the way to removal from the Living Center, and suspension/expulsion from the college. Sanctions are not prescribed, and may be used flexibly to meet each student's educational needs and severity of the incident.

ASSOCIATED HEALTH RISKS AND RESOURCES FOR HELP

The use of drugs, and/or alcohol, may result in the risk of serious health problems, such as impaired driving, negative interactions with prescribed medications, interpersonal problems, heart disease, and depression.

The major categories of drugs are listed below and include the significant health risks of each.

AMPHETAMINES – Physical dependency, heart problems, infections, malnutrition and death may result from continued high doses of amphetamines.

NARCOTICS – Chronic use of narcotics can cause lung damage, convulsions, respiratory paralysis and death.

DEPRESSANTS – These drugs, such as tranquilizers and alcohol, can produce slowed reactions, slowed heart rate, damage to liver and heart, respiratory arrest, convulsions and accidental overdoses.

HALLUCINOGENS – may cause psychosis, convulsions, coma and psychological dependency.

Resources for help:

Alcoholics Anonymous, Area Information Center hours)	816-471-7229 (answered 24
Cocaine Anonymous, national referral line	800-347-8998
Narcotics Anonymous	816-531-2250
Al-anon Family Groups Information Center	816-373-8566
Pride Institute, national referral*	800-547-7433

*Chemical dependency/mental health referral and information hotline geared for the gay, lesbian, bisexual and transgender communities

National Suicide Prevention Crisis Line

800-273-8255 or 800-784-2433

Foundations Recovery Network

866-807-7412

KCAI Counseling Services

816-802-3397

Name of Policy: Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act
Source: Campus Security
Date Revised: July 2015, reviewed July 2016
Form to Complete: N/A

Policy:

The security of all members of the campus community is of vital concern to KCAI. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, information concerning campus security programs, recommended personal safety practices, the authority of Campus Security Officers, campus disciplinary procedures, and campus crime statistics can be found on-line at <http://kcai.edu/campus-life/safety-security/> or may be requested from the KCAI Department of Safety and Security, 4415 Warwick Boulevard, Kansas City, Missouri 64111-1874 or call 816-802-3399.

Numerous efforts are made to inform members of the campus community about campus crime and crime-related problems. The Safety & Security Department's security alert flyers, campus emails and our Campus News "ARTNotes" are used to communicate crime/fire information.

The KCAI Department of Safety & Security prepares and publishes copies of this report for the entire campus in compliance with the Jeanne Clery disclosure of Campus Security Police and Crime Statistics Act. The crime statistics for the past years can be found on our web site at <http://kcai.edu/campus-life/safety-security/> and a more detailed report can be found on the U.S. department of education web site at www.ope.ed.gov/security.

KANSAS CITY POLICE DEPARTMENT CRIME SUMMARY

The Kansas City Police Department provided the crime summary for 2015. The offenses that are reported are called Part I (Crimes against the person) and Part II (Crimes against property) crimes.

These crimes are also mandated by the Clery Act to be reported and distributed annually through the Department's Annual Report to all current students, faculty and staff. The report contains statistics for arrest and referrals to the campus judicial process for liquor law violations, drug abuse violations and weapon law violations.

The Kansas City Police Department provided the crime summary for the described categories. The neighborhood boundaries were Main Street to Oak Street and 4200 Street to 4600 Street. There could be some duplication in crime summary numbers between KCAI and Kansas City Missouri Police Department.

KANSAS CITY POLICE DEPARTMENT STATISTICS

Offense	2015	2014	2013
Murder & Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses – Forcible	0	1	0
Sex Offenses – Non-Forcible	0	0	1
Robbery	7	9	3
Aggravated Assault	2	1	1
Burglary	14	7	2
Motor Vehicle Theft	11	8	13
Arson	0	0	0
Hate Crimes	Not Provided	Not Provided	Not Provided
Liquor Violations	Not Provided	Not Provided	Not Provided
Drug Violations	Not Provided	Not Provided	Not Provided
Weapons Violations	Not Provided	Not Provided	Not Provided

NORTHLAND CAMPUS

Our Northland Campus, located at 1801 NW Platte Road, #275, Riverside, Missouri, was closed in 2014.

DEFINITIONS

Criminal Homicide-Murder and Non-negligent Manslaughter – The willful (non-negligent) killing of one human being by another.

Criminal Homicide-Manslaughter by Negligence – The killing of another person through gross negligence.

Sex Offenses– Any sexual act directly 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. Sex offenses include:

- **Rape** – Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. (Note: The FBI changed the Uniform Crime Reporting definition of Rape in late 2014. This definition encompasses the previous definitions for forcible rape, forcible sodomy, and sexual assault with an object.)
- **Fondling** – 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's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
- **Incest** – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** – Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Robbery – The taking, or attempted taking, of 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.

Awareness Programs – community-wide or audience-specific programming, initiatives and strategies that increase audience knowledge, and share information and resources to prevent violence, promote safety and reduce perpetration.

Bystander Intervention – safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes:

- Recognizing situations of potential harm;
- Understanding institutional structures and cultural conditions that facilitate violence;
- Overcoming barriers to intervening;
- Identifying safe and effective intervention options; and
- Taking action to intervene

Ongoing prevention and awareness campaigns – programming, initiatives and strategies that are sustained over time to focus on increasing the understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault and stalking, using a range of strategies with audiences throughout the institution.

Primary prevention programs – programming, initiatives and strategies intended to stop dating violence, domestic violence, sexual assault and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions. Examples of these programs might include programs that promote good listening and communication skills, moderation in alcohol consumption and common courtesy.

Risk Reduction – options designed to decrease perpetration and bystander inaction; increase empowerment for victims in order to promote safety; and help individuals and communities address conditions that facilitate violence.

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

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

Motor Vehicle Theft – The theft or attempted theft of a motor vehicle. (Includes all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)

Arson – 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.

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

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

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

***Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is defined by

Black's Law Dictionary, 6th ed. as "where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.")

***Pocket-picking:** The theft of articles from another person's physical possession by stealth where the victim usually does not become immediately aware of the theft.

***Purse-snatching:** The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person.

***Shoplifting:** The theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale.

***Theft From Building:** A theft from within a building which is either open to the general public or where the offender has legal access.

***Theft from Coin Operated Machine or Device:** A theft from a machine or device which is operated or activated by the use of coins.

***Theft from Motor Vehicle (Except "Theft of Motor Vehicle Parts or Accessories"):** The theft of articles from a motor vehicle, whether locked or unlocked.

***Theft of Motor Vehicle Parts or Accessories:** The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle, or necessary for its operation.

***All Other Larceny:** All thefts which do not fit any of the definitions of the specific subcategories of Larceny/Theft listed above.

***Simple Assault:** 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.

***Intimidation:** 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.

***Destruction/Damage/Vandalism of Property (Except "Arson"):** To willfully or maliciously destroy, damage, deface, real or personal property without the consent of the owner or the person having custody or control of it.

Hate Crime: a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Under the Clery Act, only the following eight 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 or African Americans, whites.

- **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 actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.
- **Gender:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
- **Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.
- **Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term "race" in that "race" refers to a grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.
- **National Origin:** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.
- **Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

*Crimes denoted with an asterisk are only reportable if they are classified as "Hate Crimes."

FIRE REPORTING DEFINITIONS

Cause of fire – The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

Fire – Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire drill – A supervised practice of a mandatory evacuation of a building for a fire.

Fire-related injury – Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term "person" may include students, employees, visitors, firefighters, or any other individuals.

Fire-related death – Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or dies within one year of injuries sustained as a result of the fire.

Fire safety system – Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, (such as horns, bells, or strobe lights), smoke-control and reduction mechanism, and fire doors and walls that reduce the spread of a fire.

Value of property damage – The estimated value of the loss of the structure and contents, in terms of the cost of replacement in similar type and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

GEOGRAPHY DEFINITIONS FROM THE CLERY ACT

On Campus: Any building or property owned or controlled by an institution within the same reasonable contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's education purposes, including residence halls; and any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

A 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 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.

On Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within campus, or immediately adjacent to and accessible from the campus.

Name of Policy: Directory Information under the Family Educational Rights and Privacy Act (FERPA) and Requests for Non-Disclosure of Directory Information
Source: Student Affairs and Campus Technology
Date Revised: July 2015
Form to Complete: Request for Non-Disclosure of Directory Information; see the Registrar to initiate

Policy:

The Kansas City Art Institute, in compliance with the *Family Educational Rights and Privacy Act of 1974*, (“FERPA”) has designated the items listed below as *directory information* which may be made available to the general public at the discretion of college officials. *KCAI* may disclose *directory information* without a student's prior written consent, unless the Registrar is notified by the student in writing to the contrary.

Name * Address * Telephone Number * KCAI Email * Photograph * Dates of Attendance * Class * Grade Level * Enrollment Status * Most Recent Institution Attended * Major * Field of Study * Awards * Honors * Activities * Degree(s) Conferred

Other education records will not typically be released without the student's written permission. However, there are exceptions to this rule that allow disclosure without consent. For example, *KCAI* may disclose information from education records when there is an articulable and significant threat to the health or safety of a student or other individuals. Other exceptions can be found at 34 C.F.R. § 99.31.

Students have the right to limit disclosure of directory information by completing a Request for Non-Disclosure of Directory Information form. Note, however, that a student cannot block the disclosure of the student’s name, institutional email address, or electronic identifier in the classroom environment.

KCAI will honor a student’s request to withhold directory information but cannot assume responsibility to contact a student for subsequent permission to release this information. Regardless of the effect, *KCAI* assumes no liability as a result of honoring instructions to withhold directory information. In order to remove a non-disclosure hold, students must provide a signed authorization requesting the hold be removed.

All questions/concerns regarding FERPA should be directed to the Registrar.

VAWA: VIOLENCE AGAINST WOMEN ACT

Investigating complaints: KCAI will thoroughly and promptly investigate all claims of sexual misconduct, sex discrimination, and sexual harassment. Based on the investigation, KCAI will determine whether the complained-of conduct violates this policy under a preponderance of the evidence standard. The totality of the circumstances, the nature of the sexual misconduct, sex discrimination or sexual harassment, and the context in which the alleged incidents occurred will be considered in making this determination.

KCAI's investigation is independent of any criminal investigation, and a law enforcement investigation does not relieve KCAI of its duty to investigate and resolve complaints.

Interim and Remedial Measures: If sexual misconduct, sex discrimination or sexual harassment is alleged to have occurred, appropriate corrective action will be taken, and may include any remedial measures up to and including discharge from employment or expulsion from KCAI. Interim measures such as relocation, and no contact orders, etc. may be used to ensure the safety of individuals and the community while an investigation is taking place. If requested, KCAI will assist in changing the complainant's academic, living, transportation, or working situations, if such accommodations are reasonably available, regardless of whether the complainant chooses to report or make a report to campus safety or local law enforcement.

COMPLIANCE WITH LEGISLATION

KCAI has established procedures to follow regarding subpoena and Patriot Act requests. Information can be obtained by contacting the Registrar at 816-802-3371.

Compliance with the provisions of the Clery Act does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g, commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

ADDITIONAL SUPPORT INFORMATION

To obtain printed copies of this Annual Report and Crime Summary contact the Director of Safety and Security at (816)802-3399 or email: KCAISecurity@kcai.edu.

An Annual Report and Crime Summary is located at the KCAI web site www.kcai.edu or with the Department of Education <http://www.ed.gov/>

EMERGENCY NUMBERS

Emergency Call: 911 (Police/Fire/Ambulance) Campus Security 816- 931-6666