



2022 Annual Security Report

A Message from the Executive Director

Dear Community Member:

I am pleased to introduce the 2022 Annual Campus Security Report for the 2021 calendar year for McAllen Careers Institute.

The report complies with the Jeanne Clery Disclosure of Campus Policy and Campus Crime statistics Act and is part of our ongoing effort to inform you of the safety programs and services available and the steps you can take to maintain your safety and the security of others.

The safety and well-being of our students, faculty, staff and guests is of the utmost importance and concern. The best protections against campus crime are an aware, informed, alert campus community, a commitment to reporting suspicious activities and using common sense when carrying out daily activities.

McAllen Careers Institute works diligently to reduce risk and the potential for crime. However, despite our best efforts, crimes may occur. Safety and security are a shared responsibility, and we expect all current and prospective community members to contribute to the safety and security of our campus.

If you have any questions or suggestions concerning this publication, please contact the Director of Education (956) 618-5800.

Best Regards,

Jose Luis Adame
Executive Director

Published September 1, 2021.

Table of Contents

Campus Safety & Emergency Procedures Annual Campus Security Report

● Clery Act Requirements	3
● Campus Security Authorities and Hours of Operation	4
● Reporting Crimes	5
● Encouragement of Accurate and Prompt Crime Reporting	6
● Counselors and Confidential Crime Reporting	6
● Counseling Services	6
● Reporting Emergencies - Non-Emergencies	7
● Crime Alert Timely Warnings	7
● Emergency Response Notification and Evacuation Policies	8
● Emergency Notification System Policies and Procedures	9
● Emergency Response and Evacuation Procedures	9
● Evacuation Plan	10
● Emergency Announcements	10
● Campus Crime Reports	11
● Security Awareness Crime Prevention and Education	11
● Crime Prevention Programs	12
● Crime Prevention and Personal Safety Tips	12
● Sexual Harassment Policy	15
● Defining Acts Involved with Sex Offenses	16
● Understanding Consent	17
● Policies and Procedures: On-Campus Investigation and Adjudication	18
● Training for the MCI Community	21
● Sex Offender Registry	21
● Sexual Harassment/Sex Offense Prevention	21
● Drug Free and Alcohol/Substance Abuse Policy	24
● Drug and Alcohol Policy	24
● MCI Policy Statement Addressing Substance Abuse Education	25
● Controlled Substances – Health Risks	26
● Drug Penalties	27
● Hate/Bias	34
● Violence Against Women Act (VAWA)	35
● Bystander Intervention Information	35
● Warning Signs of an Abusive Person	36
● Preparation of Disclosure of Crime Statistics	39
● Crime Statistics Grid	40

Clery Act Requirements

What is the Clery Act?

Signed into law in 1990, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal law that requires colleges, universities and schools participating in Federal Title IV to disclose certain timely and annual information about campus crime and security policies. All post-secondary public and private institutions participating in federal student aid programs must adhere to these regulations. The Clery Act was championed by Howard and Connie Clery after their daughter Jeanne was murdered at Lehigh University in 1986.

To ensure compliance with the Clery Act, McAllen Careers Institute (MCI) must meet certain obligations required by federal law. They include policy disclosure, records collection and retention and information dissemination.

- Policy Disclosure – MCI must provide the campus community and the public with accurate statements of current policies and practices regarding procedures for students and employees to report criminal actions or other emergencies on campus, and the security of and access to campus facilities.
- Records Collection and Retention – MCI is required to keep campus records of crimes reported on campus to the appropriate authorities and make a reasonable effort to obtain certain crime statistics from appropriate law enforcement agencies to include in the annual security report.
- Information Dissemination – To provide members of the campus community with information needed to make informed personal safety decisions MCI must provide a timely warning of any Clery Act crime that represents an ongoing threat to the safety of the students, and employees; develop and maintain a record of all crimes reported to the administration and the McAllen Police Department; ensure public access to the crime reports and publish an annual security and fire safety report, make the report available to all current students and employees and ensure the annual security report is made available to all prospective students.

Additional information about the Jeanne Clery Act can be found at the US Department of Education website:

<https://ope.ed.gov/campussafety/#/>

Campus Security Authorities

All reports related to actual or potential criminal activity should be reported directly to the Campus School Director/President and/or designated Campus Security Authorities listed below.

Carlos I. Salinas	CEO	956-618-5800	csalinas@mcallencareersinstitute.com
Jose Luis Adame	Executive Director	956-618-5800	jladame@mcallencareersinstitute.com
Noelia Muñoz	Campus Security Authority	956-618-5800	eolivarez@mcallencareersinstitute.com

Additionally, any instructor teaching a class before 8am or after 5pm Monday – Friday or on the weekends will also act as a designated Campus Security Authority for the students.

Campus Security Facility Hours of Operation

The CEO is available at the school and may also be reached directly in person, by email, or Cellular phone. If the CEO is not available any of the above, designated Campus Security Authorities may be contacted. Hours are listed below. The reception desk will also have emergency contact numbers for police, fire and medical emergencies.

Administrative Offices

Monday – Friday 8:00am -7:00pm
Saturday – Sunday Closed

Classroom – Shop Floor

Monday – Friday 7:00am - 10:30pm
Saturday – Sunday Closed

In the event of a crime or health warning the school will send emergency notices via the school's Emergency Messaging system immediately to either close the school if necessary and to warn students of any potential danger or threat. Additionally, the school will post these closings/warnings on the school's website and around the campus.

All Clery Act reportable criminal offenses should be reported to any of the designated campus security authorities. Victims and/or witnesses of criminal offenses may voluntarily and confidentially report these offenses in writing or by verbal statement to an administrator and/or to the local police. Confidentiality of any victim or witness will be maintained and identity will not be made public to the school community or used in any crime reporting.

The school does not maintain campus security or police, as it is located in a commercial building. The school receptionist, the Director of Education and the CEO have direct access to local police and fire departments for emergencies and criminal offenses. The school also has an alarm system procedure which when an alarm is triggered it can be heard throughout the school. When the alarm is triggered the Director of Education (and in the Director of Education's absence the school Noelia Muñoz(Campus Security Authority) and/or the receptionist will immediately notify the McAllen Police Department that a criminal event is happening at the school. The school also maintains a video camera to view in real time, who comes into the main door/wait room, the parking lot in front of the school and activity on the shop floor from various viewpoints. This tape is accessible through a password protected online portal if the school needs to reference historical data for a period of 30 days.

Each student and employee are encouraged to be vigilant of criminal activity and to report any such activity or other emergency to the local law enforcement agency and/or call 911, and to alert an administrative member of this activity as soon as possible.

The school does not have off campus locations, student organizations, or student housing. It does, however, have accessible public property (i.e., sidewalk, street, sidewalk) in front of the school so crimes will be reported for the public property and will be included in the campus crime statistics.

Reporting Crimes

Students at the school are informed annually at orientation and review all emergency/fire and other evacuation policies and procedures in accordance with the local authorities. If the school is required to evacuate, members of the administrative staff will ensure all students, instructors and employees leave the building in the required safe manner and all in attendance will meet in front of the MCI campus for a head count.

Should a student or employee be a victim of a crime, witness a crime, or become aware of a potential criminal activity or threat, a report should be immediately filed with the Director of Education or a designated Campus Security Authority. An Incident Report Form can also be filed in addition to reporting the crime to the Director of Education. The Incident Report forms will be maintained in the Director of Education's office (in the absence of the DOE the Campus Security Officer and Reception will also maintain Incident Forms. See page 4 of this report for designated personnel.

The forms can be found at the Director of Education's office, the Campus Security Office(Noelia Muñoz) and the Receptionist desk. The school will promptly report all crimes to the McAllen Police Department. The school works with the local law enforcement authorities to resolve any crime/emergency and will alert the school community of safety issues that may arise. Students and employees submitting the report will be expected to cooperate with any investigation, arrest or disciplinary actions and encourage victims to notify the police department.

Encouragement of Accurate and Prompt Crime Reporting

MCI students, instructors, and staff are encouraged to report all crimes and public safety related incidents to the Director of Education, Jade Reyna at 956-618-5800 and by filing an Incident Report Form. Since the school does not have Campus Security Staff, MCI students, instructors and staff are encouraged to report all crimes and public safety related incidents not only to the Director of Education and Campus Security Officer but also to the McAllen Police Department in a timely manner. This report focuses on the McAllen Police Department because the school does not have campus security personnel nor a campus security office.

To report a crime or an emergency on the campus, call 911. To report non-emergency security or public safety related matters, call the McAllen Police Department at 956-681-2000.

McAllen Police Department

1601 N. Bicentennial Blvd.
McAllen, TX 78501 ([Map](#))
956-681-2000

Counselors and Confidential Crime Reporting

All reports will be investigated. The school does not have procedures for voluntary confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies, the Director of Education and when appropriate to the CEO, Mr. Carlos I Salinas at 956-618-5800 for review. Timely reports or warnings will be issued through the Emergency Messaging system, the posting of flyers at the school, in-class announcements or other appropriate means. The school does not have any counseling personnel.

Counseling Services can be found at:

RBS Counseling Services, PLLC
Counseling and Mental Health
5526 N 10th Street, McAllen, Texas 78504
956-383-3212

Cortez Counseling Services
Counseling and Mental Health
5415 N McColl Road, McAllen, Texas 78504
956-682-9131

South Texas Counseling Agency
Counseling and Mental Health
1544 W Dove Avenue, McAllen, Texas 785-4
956-369-7997

Professional Counseling Services
Counseling and Mental Health
3118 Center Pointe Dr., Ste 3, Edinburg, Texas 78539
956-687-8000

Hope Family Center
Community Service/Non-Profit, Doctor
2332 Jordan Avenue, McAllen Texas 78504
956-994-3319

The McAllen Police Department also has a link to the Crime Victims Liaison's Office that can be found at:

<https://mcallen.net/departments/pd/records-bureau/crime-victims>

The Crime Victims Compensation Program is a financial assistance program that helps eligible victims of crime with certain out-of-pocket expenses incurred as a result of a violent crime.

Reporting Emergencies:

An emergency is a crime that is in progress or about to occur as well as ones that have resulted in serious personal injury, property damage or property loss. It may also be a situation in which the suspect is still on the premises. In case of an emergency dial, 911 and you will be connected to the police. You will also be connected to the fire department, and medical ambulance/rescue services.

Reporting Non-Emergencies:

Non-emergencies categories are those crimes that do not involve serious personal injury, property damage or property loss; if the suspect is not at the scene or likely to return or immediate response is not needed. For these crimes call the McAllen Police Department at 956-681-2000.

Crime Alerts Timely Warning:

Should a potentially dangerous situation exist due to actual or potential criminal activity, campus security officials will provide a timely notice to students and staff. When school officials are notified of such a potentially dangerous situation from students, staff, or police the school will without delay, promptly and visibly display a timely warning on the student information board located in the students lounge. In the event of immediate disaster or crime in progress evacuation procedures or shelter in place will be implemented without delay.

MCI will send a timely warning to all members of the school community. Timely Warnings will be issued when the following four conditions are met.

1. If any of the following statutorily designated crimes are reported to McAllen Police Department and the school:
 - Criminal Offenses 1—Criminal Homicide, including Murder and Non-negligent Manslaughter, and Manslaughter by Negligence; Sexual Assault, including Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.
 - Hate Crimes—Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/ Vandalism of Property that were motivated by bias;
 - VAWA Offenses—Any incidents of Domestic Violence, Dating Violence and Stalking. (Note that Sexual Assault is also a VAWA Offense but is included in the Criminal Offenses category for Clery Act reporting purposes); and
 - Arrests and Referrals for Disciplinary Action for Weapons—Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations and Liquor Law Violations
2. If such reported crimes have occurred on campus or on the public property immediately adjacent

to the campus borders.

3. If reported crimes present a serious or continuing threat to students, staff and instructors.

When school administrators are notified of a potentially dangerous situation from students, staff or police, notices will be posted on the bulletin board in the Main Lobby and in any student common areas as well as all entrances to the school. The CEO will send an email notification to the MCI school community including students, staff and instructors. The notice will include relevant information and will encourage vigilance and common-sense precautions. If classes are in session, staff members will notify the students and instructors in person.

Emergency Response, Notification and Evacuation Policies

Policy Statement – This policy establishes the emergency response and evacuation procedures for MCI. This policy has been established to ensure to the greatest extent possible the safety and welfare of the MCI students, instructors and staff. The policy is aligned with and in compliance with the Higher Education Opportunity Act that requires all Title IV institutions without exception to have and disclose emergency response procedures in response to a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, instructors and staff occurring on the campus.

Scope – The requirements set forth in this policy are only applicable to emergency or dangerous situations occurring on campus. The school may issue emergency notifications about emergency or dangerous situations that occur in the broader community if school campus security authorities determine that such notifications provide helpful or relevant information to the campus population.

Situation – MCI will upon confirmation of an ongoing significant emergency or dangerous situation that poses an imminent threat to the safety of campus community members, immediately issue emergency notifications to the campus community via the Emergency Text Messaging system. While it is impossible to predict every significant or dangerous situation that may occur on campus, the following identified situations are examples that may warrant an emergency notification after confirmation are:

- outbreak of meningitis, norovirus or other serious illness;
- approaching tornado, hurricane or other extreme weather conditions;
- earthquake;
- gas leak;
- terrorist incident;
- armed intruder;
- bomb threat;
- civil unrest or rioting;
- explosion; and
- nearby chemical or hazardous waste spill.

The school campus security authorities shall use their best, reasonable judgment in all other situations as to whether an emergency notification is warranted.

Situations that may create business, academic or research interruptions, but do not pose a health or safety risk do not necessitate an emergency notification. Notifications about such situations will be facilitated by school communications and they may include:

- Snow/Weather Closures
- Temporary Building Closures
- Power Outages

In the event of an actual emergency, determined to be a valid emergency by the CEO or in his absence the Director of Education and in communication with the local police department, the entire campus community will be notified of the emergency situation and the response and evacuation procedures necessary. The school will take into account the safety of the school community and determine the content of the notification and initiate the notification system unless issuing a notification will in the judgment of responsible authorities compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Emergency Notification System Policies and Procedures

The first respondents to an emergency situation will be the CEO and/or any or all Campus Security Authorities that are on campus at the time of the imminent threat. The CEO and Campus Security Authorities will work to appoint other designated administrators and employees to verbally inform students in class as well as broadcasting through the Emergency Messaging system and notification to announce the emergency on the home page of the school's website.

MCI students are required to set up and maintain an active email account with the Registrar upon matriculation into the program. Students must take responsibility for checking this account regularly.

Emergency Response and Evacuation Procedures

If a notification of an emergency occurs all constituents on campus that are threatened by the emergency situation are to be immediately evacuated, if the evacuation will distance and protect the constituents from the immediate threat. All constituents must follow the fire safety exit strategies and evacuation routes, indicating the nearest exits, posted at all exits from the campus. In the event of an evacuation all constituents will meet at the front of the MCI campus to confirm all safely evacuated the building. If evacuation would not be the immediate response to an emergency situation and the safest place to avoid the threat were the campus itself, the specific response to be communicated and enacted during this type of an emergency situation would be determined by the CEO and the Director of Education with additional input from any campus security authorities on-campus at the time of the emergency.

MCI requires training in emergency response and evacuation procedures. The school also requires the campus security authorities to attend regularly scheduled seminars in executing Fire Drills and Emergency Action Plans and maintains documentation of attendance. All students are required to attend orientation at the beginning of their program of study and all evacuation and emergency response procedures are reviewed at that time. Fire Safety Drills and Emergency Action Plan Drills are held in the building by the Campus Security Authority or the Director of Education. Drills are held at least twice a year. All constituents are required to participate. *Dates are subject to change.*

The dates for the Fire Safety Drills held in the building for:
March 07, 2023 at 10am, 6:00pm

September 05, 2023 at 10am, 6:00pm

The dates for the Emergency Response and Evacuation (EAP) Drill:

March 07, 2023 at 10am, 6:00pm

September 05, 2023 at 10am,6:00pm

The dates for the Fire Safety Training:

March 27, 2023 at 10:00am, 6:00pm

The dates for the Emergency Response and Evacuation (EAP) Education:

March 27, 2023 at 2:30-3:30pm

The dates for the Active Shooter Training:

August 1, 2023 at 10am-6:00pm

To date, the results for all drills and education classes have been satisfactory.

Evacuation Plan

Please follow these instructions regarding evacuation for any reason from MCI's campus. The school posts at each exit a map of the school, where you are in the building and the exit closest to that area. In the event of a fire, sound the alarm first and leave the premises immediately. There are 2 fire exits in the building: 1) the back doors in the shop and 2) the main entrance doors. Once evacuated, all school constituents are to meet at the front of the MCI campus.

Please note that bomb threat procedures are posted on all bulletin boards in the school.

All Classrooms

- If you are in any of the classrooms, please exit using the main entrance and meet in front of the MCI campus.

Any Administrative Offices or Main Lobby

- If you are in any of the administrative offices or are in the main lobby, please exit using the main entrance and meet in front of the MCI campus.

Shop Floor

- If you are in the shop, please exit using the back doors and proceed down the alley behind the school and meet in front of the MCI campus.

Shelter in Place

If an incident occurs and the building or around become unstable or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. To Shelter in Place means to make a shelter of the building that you are in and with a few adjustments, can be made even safer and more comfortable until it is safe to go outside.

Emergency Announcements (including school closures)

In the event of an emergency, e.g. school closure due to severe weather or other emergency, students will obtain “*Emergency Announcements*” via the school’s Emergency Text Messaging system. In addition, any emergency announcements will be posted on the MCI website home page: www.mcallencareersinstitute.com Decisions regarding school closures are made by the Campus Security Authorities by midnight (12:00am) on the day to be closed. The Campus Security Authorities the campus community of any Emergency Event such as a fire, threat or chemical/toxic exposure.

Campus Crime Reports

The Clery Act requires that schools and colleges maintain records of crimes reported to the campus security authorities and/or local police authorities. This includes on-campus reports as well as reports of crimes on public property adjacent to the campus, if available through local authorities. The school requests this data annually from the McAllen Police Department. Statistics are compiled by type of crime and reported annually to the US Department of Education. Schools and colleges are required to make statistics covering the last three calendar years of reporting available to current and prospective students. These statistics are listed at the end of this report.

The school does not have housing or off campus classrooms or other sites. Statistics for the MCI neighborhood are requested annually, from the McAllen Police Department. Since these statistics are not often available to the school the most recent Crime Statistics for the McAllen area including historical data can be found at the following link:

<https://mcallen.net/departments/pd/records-bureau/crime-reports>

Colleges and schools must also report arrests or persons referred for campus disciplinary action regarding liquor law or federal campus alcohol policy violations; drug law or federal campus drug policy violations, weapons possession law or campus weapons policy violations. The Campus Crime Statistics report includes:

Number of arrests and the number of persons referred for disciplinary action for the following law violations:

- Weapons: Carrying, Possessing, Etc.;
- Drug Abuse Violations; and
- Liquor Law Violations.

Further information about campus crime reports is available through the Director of Education. Crime definitions and campus crime reporting requirements are available through the U.S. Department of Education website: <https://ope.ed.gov/campussafety/#/> and provides access to campus crime statistics for all U.S. schools and colleges.

Security Awareness Crime Prevention and Education

Crime prevention is a shared responsibility of all members of the MCI community. It is a societal problem and by preventing the opportunity for a suspect to take advantage of the desire and ability to commit a crime the school can prevent these occurrences. Making decisions to mitigate the opportunity for these occurrences will benefit all constituents. MCI is committed to ensuring all students have a safe and enjoyable experience benefitting all on campus.

Crime Prevention Programs

McAllen Careers Institute is a nonresidential school campus. MCI publishes Safety and Security measures in the ASR document and posts these contacts on the school's bulletin board.

The school holds regular Safety Fire Drills and Emergency Action Plan drills and maintains records of Fire and Emergency Action Plan Training and Drills, previously stated on page 10 including specific dates of drills and training.

Testing of response and evacuation procedures are done regularly and the tests may or may not be announced.

The school does not have formal crime prevention programs for students. The school does provide information on the following page, for students, staff and instructors to aid in crime prevention.

Off Campus Criminal Activity

McAllen Careers Institute is a nonresidential school campus with no dorms or off-Campus housing. Off-campus groups or associations in a living environment associated with the school do not exist. The school works regularly with local law enforcement to identify crimes or incidents that occur on or near school facilities. All events conducted in conjunction with MCI off school property are considered school events and must follow procedures and codes of conduct in adherence with school policy.

Crime Prevention and Personal Safety Tips

Know how to contact Staff and Police

- Know the telephone numbers of the school 956-618-5800 and the McAllen Police Department 956-681-2000
- Keep emergency phone numbers stored in your mobile phone

Walking in the campus neighborhood

- Be aware of your surroundings. If possible, don't walk alone during late-night hours. Walk in groups whenever you can – there is always safety in numbers. Stay in well-lit areas as much as possible. Avoid alleyways or short cuts through isolated areas.
- Be familiar with the school and surrounding areas.
- Plan the safest route to your destination.
- Share your schedule and destination with family and trusted friends. Make sure they have your mobile phone numbers and your estimated time you expect to return.
- Never take personal safety for granted. Trust your instincts. If something or someone makes you uneasy, avoid the person or leave.

- If you are being followed, change direction and go to the nearest business or residence and ask someone to call the police. Always note the description of the person following you.
- Walk near a curb; avoid shrubbery or other places of concealment.
- Stay alert to your surroundings and the people around you.
- Carry your purse or backpack close to your body and keep a firm grip on it; carry your wallet in an inside coat pocket or your front pants pocket. Do not carry a lot of cash.
- Keep your keys separate from your purse or backpack.
- Don't overload yourself with bags or packages.
- Avoid wearing shoes or clothing that restricts movement.
- Walk with a confident stride.
- Keep your head up and look around.
- If a motorist stops and asks for directions, keep your distance from the car.
- Report suspicious activity immediately.

Motor Vehicle Safety

- Park in well lighted areas where your vehicle is visible. Do not park near trucks or vans.
- Keep all items out of sight. Place items in the trunk.
- Service your vehicle regularly to avoid breakdowns.
- Keep your vehicle locked at all times.
- Use a car alarm and locking system.
- When leaving your car for service, remove your other keys.
- Have your car key ready when you approach your car.
- Check inside and under the car to make sure no one is hiding.

When Driving

- Never let the fuel tank get below half a tank.
- Carry a mobile phone.
- Drive on well-traveled streets.
- When stopped, keep the car in gear and always have one car length in front of you should you need to escape if someone tries to get in your car.
- Be aware of your surroundings and check your rearview mirror often.
- Keep doors locked, windows shut and valuables out of sight.
- If your car breaks down, open the hood and stay inside. If someone stops to help, do not open your window or door, but have the person call for assistance.
- If you believe you are being followed, drive to a well-lit public area.
- Beware of people that yell honk and point at your car as if something is wrong. Also, those who motion and ask you for help. Call the police and ask those in uniform to show identification.
- If an armed person threatens you and wants your vehicle, give it to them.

Traveling by Public Transportation

- Avoid isolated areas.
- Keep distance from the curb or edge of the platform.

- Sit near the driver and notify the person of any problems
- Carry your bags close and your wallet in your coat or front pants pocket.
- Avoid someone who might be harassing you. Move to another seat or yell loudly to stay away.
- Stay on the bus/train if you are uncomfortable getting off.

Sensing Trouble

- Call 9 1 1 and give a description of the suspect.
- If the criminal is armed, comply with demands. If your life is in immediate danger use any method to get away.
- Move away from the potential threat.
- Join a group of people.
- If the threatening situation is imminent, yell or do whatever you can to get their attention. Call 911.

If Attacked

- Give up property/save your life.
- Do as you are told and don't make sudden moves.
- Go with your instincts but be sensible about your ability to fight.
- Remember as many details as possible. Alert the police and school.
- Escape to safety and survival is your goal. Cooperate if you think resisting will lead to further harm.

Workplace or School Violence

- If a shooting takes place on campus or other areas exit the building/area if it can be done safely.
- Notify anyone you may encounter while exiting.
- Notify the McAllen Police Department.
- Give your name, mobile number, location of incident, number of shooters and persons involved, identification of shooter, your location.
- If you cannot exit the building/area, go to the nearest room or office, close and lock the door. Use something heavy to block the door, cover door windows, stay low and move away from the door, do not answer the door, notify police and wait for the police to assist you.
- If you are trapped with the shooter, decide to stay still and play dead, run for an exit in a zigzag pattern or attack the shooter.

Describing a suspect or vehicle

- Date, Time, Location, Direction of Travel, Weapon
- Suspect Information: Male/Female - Adult/Juvenile/Approximate age – Race - Height/Weight - Hair Color - Eye Color - Mustache, beard, other facial hair - Tattoos, scars other identifying marks - Gait other impediments
- Clothing – Hat – glasses – Shirt and Pants type and color – Shoes
- Vehicle – Make/Model- Color – Year – Body style – License plate number – Distinguishing features, stripes, tint damage etc.
- If a shooting takes place on campus or other areas exit the building/area if it can be

done safely.

Cyber Security

- Never give your passwords to anyone.
- Provide personal information (social security etc.) to only trusted, secure sites.
- Change passwords often.
- Do not give others access to email accounts.
- Do not put personal information or photos on your web page and do not list personal information on social networking sites.
- Never leave the computer or laptop unattended.
- Do not download files from senders you do not know or click on hyperlinks from senders you do not know.
- Computer phishing is a crime. Do not answer unsolicited requests for information.
- Financial or payment institutions do not request personal/sensitive data via email or pop up windows. Do not answer these.
- If you receive a suspicious looking email from a bank, lending or payment institution, delete the email. Do not respond. Call your legitimate institution using the number on your bill or via the telephone book/information.
- When disposing of old computers, delete all personal information.

Mobile phone protection

- Turn off mobile when not in use. Carry your phone with you and in a safe place.
- Request a PIN.
- Use the lock feature.
- Report stolen mobiles to the carrier.
- Check bills carefully, report unfamiliar numbers.
- Keep subscriber agreement in a secure location.

Crime Prevention Resources

National

- National Crime Prevention Council (NCPC)
www.ncpc.org
- The Clery Center - at the Heart of Campus Safety
<https://clerycenter.org/>

The City of McAllen Texas

- Campus Crime Prevention -
www.mcallenisd.org/apps/pages/index.jsp?uREC_ID=1099105&type=d&pREC_ID=1383001
- Texas Crime Prevention Association
tcpa.org/

Sexual Harassment Policy

The school is committed to maintaining an atmosphere in which individuals do not abuse their personal authority or power in interpersonal relationships. More specifically, the instructors, staff,

and students of the school will not tolerate actions and words, which a reasonable person would regard as either gender discrimination or sexual harassment. Sexual assault is against the law. Sexual misconduct is prohibited.

Policy Statement

MCI does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. In this context, MCI prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the school community. This policy applies equally to all students and employees regardless of the sex, gender, sexual orientation, gender identity, or gender expression of any of the individuals involved. No officer, employee, or student of the school participating in any program under this title shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision of this policy.

Defining Acts Involved with Sex Offenses

For purposes of this report MCI uses the definitions as defined in the Department's regulations for, "dating violence," "domestic violence," and "stalking" and also includes any Texas Penal Code or Statutes.

The following is a direct link to the Texas Penal Code Chapter 21. Sexual Offenses.

<https://statutes.capitol.texas.gov/docs/PE/htm/PE.21.htm>

Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Dating Violence means violence committed by a person:

- Who is or has been in a social relationship of a romantic or intimate nature with the victim and,
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - " The length of the relationship
 - " The type of relationship and
 - " The frequency of interaction between the persons involved in the relationship.
- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence is the use of force in domestic situations that causes bodily injury, threatens to cause bodily harm, or causes any kind of physical contact the other person may regard as offensive or provocative. The link below is for the Texas Statute concerning domestic violence.

<https://statutes.capitol.texas.gov/Docs/PE/htm/PE.22.htm>

Domestic Violence means a felony or misdemeanor of crime of violence committed by:

- A current or former spouse or intimate partner of the victim
- A person with whom the victim shares a child in common
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Stalking as defined in the Texas Penal Code Section 42.072 can be found at:

https://texas.public.law/statutes/tex._penal_code_section_42.072

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for his or her safety or the safety of others or
- Suffer substantial emotional distress.

Crimes Related to Stalking Include Invasion of Privacy, first degree:

- Knowingly photographs or films another person, without the person's knowledge and consent, while person being photographed or filmed is in a state of full or partial nudity and is in a place where one would have a reasonable expectation of privacy, and the person subsequently distributes the photograph or film in a manner that allow access to that image via a computer: or
- Knowingly disseminates or permits the dissemination by any means, to another person, of a videotape, photograph, or film.
- Invasion of privacy in the first degree is a class D felony.

Crime of invasion of privacy, second degree, penalties:

A person commits the crime of invasion of privacy in the second degree if:

- Such person knowingly views, photographs or films another person, without that person's knowledge and consent, while the person being viewed, photographed or filmed is in a state of full or partial nudity and is in a place where one would have a reasonable expectation of privacy; or
- Such person knowingly uses a concealed camcorder or photographic camera of any type to secretly videotape, photograph, or record by electronic means another person under or through the clothing worn by that other person for the purpose of viewing the body of or the undergarments worn by that other person without that person's consent.

Sexual Assault is defined as an offense that meets the definition of Rape, Fondling, Incest or Statutory Rape as used in the FBI's UCR program and included in Appendix A of 34 CFR Part 668. Sexual Assault is a crime under Texas law. This link will direct you to a document with the current text of the [Texas Sexual Assault Statute](#).

Understanding Consent

Consent is positive cooperation involving an act of free will, absent of coercion, intimidation, force,

or the threat of force. A person cannot give effective consent if he/she is unable to appreciate the nature of the sexual act - as with a person who has a disability that would impair understanding of the act or if a person is impaired by the influence of drugs or alcohol.

There must always be active consent on both sides. Consent to one thing does not imply another. If limits are made clear and consent is not given, pressuring someone into changing their mind is not consent. → If you are unwilling to accept a "no", then "yes" has no meaning.

- Consent is based on choice.
- It is active, not passive. Silence and passivity do not equal consent.
- Consent is possible only when there is equal power.
- Giving in because of fear is NOT consent.
- Giving in or going along with someone to gain approval or to avoid being hurt is NOT consent.
- Consent means two people (or more) deciding together to do the same thing, at the same time, in the same way, with each other.

MCI Statement Addressing Preventing and Responding to Sex Offenses and Education

McAllen Careers Institute prohibits the crimes of dating violence, domestic violence, sexual assault and stalking as these terms are defined for purposes of the Clery Act. The school conducts primary prevention and awareness programs that educate the student community about sexual assaults and date rape during mandatory orientation at the start of each program of study. Instructors and staff are educated at staff meetings. These programs address the current culture on-campus, diverse student and staff populations, are inclusive of the many diverse communities and identities in the McAllen area, and contain initiatives and campaigns designed to end dating violence, domestic violence, sexual assault and stalking. MCI also lists additional prevention methods on pages 24-26. The Texas Association Against Sexual Assault offers additional support and programs in prevention against sexual assault violence. Hospital emergency departments are the primary sites where victims of sexual assault, especially those that choose to report within 96 hours of the crime, come to be treated.

The Family Crisis Center helps victims of the Rio Grande Valley:

<https://www.familycrisisctr.org/>

If you are a victim of a sexual assault at the school, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The school strongly encourages accurate and prompt reporting of all crimes to the Director of Education/CEO and the appropriate law enforcement agencies. Time is a critical factor for evidence collection and preservation. Filing a report with the Director of Education will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests at no expense to the victim;
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or

change clothing prior to a medical/legal exam);

- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

The records will be maintained, and action will be taken including notification of police authorities. Students, staff and instructors providing the report will be expected to cooperate with any investigations. Any victims of sex offense crimes will be encouraged to notify police authorities. Additionally, school personnel will assist the student in notifying the authorities if the victim requests the aid of school personnel.

Policies and Procedures: On-Campus Investigation and Adjudication

MCI's response to domestic violence, dating violence, sexual assaults or stalking incidents may involve a number of individuals and offices (Instructors, Director of Education, CEO, etc.). In addition, for cases involving campus community members, there is a timely, campus-based investigation, which is private and protects individual rights and process. The complainant is presented with options about how he/she may pursue the complainant.

Title IX complainants, including those reporting violence or concerned about MCI's compliance with Title IX or Department of Education policies, may be directed to the Director of Education at the school or the U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D. C. 20202. Complaints may also be directed to any other federal agency.

For Students, Staff and Instructors

The policy describes the procedures followed when a violation of the policy is reported to an Instructor or Staff. Reports of violence involving students/staff/instructors are generally directed to the Director of Education, who will manage the investigation, and may act as a judicial officer when charges are brought. Mediation will not be used to resolve sexual violence complaints.

The policy outlines the process and protection of rights of both the complainant (the person who brings the grievance or makes the complaint) and the respondent (the person or individual about whom the grievance or complaint is brought). Both complainant and respondent have certain shared or complementary rights in disciplinary hearings. The rights below apply as addenda to the protocols identified in the policy:

- The complainant and the respondent have the right to be assisted by an advisor, including an advisor they choose at their own expense.
- The complainant and the respondent have the right to access and review any information that will be used in the hearing.
- The complainant and the respondent will be advised of the date, time and location of a hearing, when scheduled. Both may attend and participate and will be given equal notice of the scheduled hearing.
- The Director of Education may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, respondents, and/or other witness during the hearing, in whatever manner and as determined in the sole judgment of a senior student conduct administrator to be appropriate.
- The Director of Education shall render the decision to the respondent and the complainant

simultaneously and in writing within five business days. The policy provides for the disclosure to the complainant of the final results of any disciplinary proceeding regarding a complaint of domestic violence, dating violence, sexual assault or stalking.

- Decisions may be appealed by both parties in accordance with the policy, as applicable. All parties will be informed in writing of the outcome of any appeal. An appeal may be made only if new information or evidence is presented within 10 days of the determination of the hearing.

The standard of proof that exists for campus disciplinary proceedings in preponderance of evidence, (i.e., more likely than not the event(s) occurred). A student/staff/instructor's privacy concerns are weighed against the needs of MCI to respond to certain incidents and crimes. To the greatest extent possible, all reports will remain private. However, information may be shared with appropriate departments and agencies under a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community.

MCI upon written request will disclose to the alleged victim of a crime of violence or non-forcible sex offense the results of any disciplinary hearing conducted by the school against the student who is the alleged perpetrator of the crime or offense. If the victim is deceased, the information will be provided to the next of kin if requested.

A student should feel safe and comfortable at the school and it is a place for growth and knowledge. Employees should expect a safe work environment in order to function effectively.

Title IX protects both male and female students from sexual harassment by faculty staff or other students and faculty and staff from harassment by student.

Title VII protects employees from sexual harassment of one employee, supervisor or by a third party.

Harassment includes slurs, epithets, threats, derogatory comments, visual depictions, unwelcome jokes and teasing.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and/or verbal or physical conduct of a sexual nature including but not limited to, sexually related drawings, pictures, jokes, teasing uninvited touching or other sexually related comments.

Quid pro quo harassment occurs when a school employee causes a student to believe that he/she must submit to unwelcome sexual conduct in order to participate in the school's program(s). Also, when an employee causes a student to believe that the employee will make an educational decision based on submission to an unwelcome sexual advance. The act of harassment by a school employee is unlawful.

Hostile environment harassment occurs when unwelcome conduct of a sexual nature is so severe, persistent or pervasive that it affects the student's ability to benefit and attend the educational program(s) or creates an abusive, intimidating or threatening educational environment.

MCI encourages reporting of all incidents of harassment regardless of whom the offender might be or that person's relationship to the school. The school will to the best of its ability ensure no harm will come to a student or employee for reporting incidents of harassment and/or sexual harassment. The school will work to prevent retaliation by the alleged harasser or anyone else at the school. The school will take action should any retaliation occur. If it is determined that the allegation is malicious or frivolous in nature the complainant may be subject to disciplinary action.

Confidentiality is important and the school will take every effort to respect the confidentiality and privacy of all parties involved. Both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.

Both the accuser and the accused must be informed of the outcome of any school disciplinary proceeding regarding rape, acquaintance rape or other sexual offenses.

If the school discovers an incident of harassment it will stop it and make sure that it does not happen again. Sanctions may include appropriate disciplinary and/or remedial action, warning/suspension or dismissal from employment or in the case of a student from their program(s) of study.

Reasonable accommodations will be made to keep the student/instructor/staff who is the victim of an alleged assault safe. The victim has the right to request the option to not be required to sit next to, work with, in practical classes or otherwise be required to work in a practical classroom session with the alleged perpetrator. The school will work with any victim to ensure their safety if the student/instructor/staff would like to remain in the school community. If the perpetrator is found guilty of the offense, the person will be dismissed and not allowed on school premises. Any alleged victim of a sex offense crime is encouraged to file an Incident Report Form. The report must be submitted to the Director of Education's Office. The alleged victim may also choose to file a police report.

Training for the MCI Community

The McAllen Police Department will hold annual training for all MCI community members including staff, instructors and students. The training will be scheduled each fall in October. The training for 2021 will be announced. The training includes;

- ☐ MCI's prohibition of crimes of dating violence, domestic violence, sexual assault and stalking as these terms are defined;
 - Definitions of the terms in the applicable jurisdiction;
 - The definition of consent (see also page 16);
 - Description of safe and positive options for bystander intervention;
 - Information on risk reduction;
- ☐ Information on MCI's policies and procedures after a sex offense occurs (see also page 17);
- ☐ The victim's rights or MCI's responsibilities for orders of protection;
 - Services available to victims;
 - The range of protective measures that MCI may offer;
 - Explanation of rights and options;
 - Statement of the standard of evidence that will be used during any institution

conduct proceeding arising from such a report.

Sex Offender Registration

The Campus Security Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at or employed at institutions of higher education. The federal law requires state law enforcement agencies to provide McAllen Careers Institute with a list of registered sex offenders who have indicated that they are either enrolled, employed or carrying on a vocation at MCI. Additionally, a list of all registered sex offenders in Texas is available at:

<https://records.txdps.state.tx.us/SexOffenderRegistry>

Sexual Harassment/Sex Offense Prevention

MCI is committed to provide campus awareness of the complaint procedure, and to ensure that the school takes immediate and appropriate actions. MCI also ensures that students, instructors and staff feel comfortable bringing any issue to the school's attention when necessary.

There are things you can do to reduce your chances of being sexually assaulted. Follow these tips from the National Crime Prevention Council.

- Be aware of your surroundings, who's out there and what's going on.
- Walk with confidence. The more confident you look, the stronger you appear.
- Don't let drugs or alcohol cloud your judgment.
- Be assertive - don't let anyone violate your space.
- Trust your instincts. If you feel uncomfortable in your surroundings, leave.
- Don't prop open self-locking doors.
- Lock your door and your windows, even if you leave for just a few minutes.
- Watch your keys. Don't lend them. Don't leave them. Don't lose them. And don't put your name and address on the key ring.
- Watch out for unwanted visitors. Know who's on the other side of the door before you open it.
- Be wary of isolated spots, like underground garages, offices after business hours, and apartment laundry rooms.
- Avoid walking or jogging alone, especially at night. Vary your route. Stay in well-traveled, well-lit areas.
- Have your key ready to use before you reach the door at home, car, or work.
- Park in well-lit areas and lock the car, even if you'll only be gone a few minutes.
- Drive on well-traveled streets, with doors and windows locked.
- Never hitchhike or pick up a hitchhiker.
- Keep your car in good shape with plenty of gas in the tank.
- In case of car trouble, call for help on your cellular phone. If you don't have a phone, put the hood up, lock the doors, and put a banner in the rear mirror that says, "Help. Call the police."

Take steps right away if you've been sexually assaulted.

- Get away from the attacker to a safe place as fast as you can. Then call 911 or the

- police.
- Call a friend or family member you trust. You also can call a crisis center or a hotline to talk with a counselor. One hotline is the National Sexual Assault Hotline at 800-656-HOPE (4673). Feelings of shame, guilt, fear, and shock are normal. It is important to get counseling from a trusted professional.
- Do not wash, comb, or clean any part of your body. Do not change clothes if possible, so the hospital staff can collect evidence. Do not touch or change anything at the scene of the assault.
- Go to your nearest hospital emergency room as soon as possible. You need to be examined, treated for any injuries, and screened for possible sexually transmitted diseases (STDs) or pregnancy. The doctor will collect evidence using a rape kit for fibers, hairs, saliva, semen, or clothing that the attacker may have left behind.
- You or the hospital staff can call the police from the emergency room to give me a report.
- Ask the hospital staff about possible support groups you can attend right away.

Surviving Rape

- Report rape or sexual assault to the police or rape crisis center. The sooner you tell, the sooner your attacker can be sought.
- Preserve all physical evidence. Don't take a shower, bathe, change clothes, douche, or throw anything away that you were wearing during the attack, don't even clean your fingernails.
- Go to the emergency room or to your doctor for medical care immediately. Don't go alone. Ask a friend or family member to drive you and to wait for you until your exam is finished.
- Get counseling to help you deal with what happened. Sexual assault is physically and emotionally traumatic.
- Constantly remind yourself that this is not your fault.

Use Your Head

- Be alert Walk with confidence and purpose.
- Walk in well-lighted areas and NEVER walk alone. Ask a co-worker or a neighbor to escort you.
- Be aware of your surroundings—know who's around you and what's going on.
- Don't let drugs or alcohol cloud your judgment.
- Trust your gut. If your instincts tell you to leave. Then leave immediately. If you feel uncomfortable or uneasy, remove yourself.
- If you think you're being followed, directions and look for an open store or a lighted home.

How To Protect Yourself

- Make sure all entrances (windows, doors, patio doors) are locked.
- Never open your door to strangers, wide-angle viewers and make them identify.
- Be wary of isolated spots-basements, laundry rooms, and parking lots.
- Know your neighbors so that you can call on them if you need help.
- If you come home and see a door window broken, call the police immediately. DO NOT enter the building

- Jog, run, or walk with a friend and stay in well-lighted, well-traveled areas.
- Keep your distance when anyone in a car asks you for directions.
- Wear clothes and shoes that you are able to move in.
- Have your key ready before you reach the door-home, office, or the car.
- Always lock your car. Look inside the car before you get in.
- Don't hitchhike or pick up hitchhikers.

What To Do if the Unthinkable Happens

It's unpleasant and even frightening to think about, but the best way to prevent or survive an assault is to plan in advance how you would react in the face of a potential assault. Would you run and scream, or would you try to fight back? Some would-be attackers will immediately give up if their target shows the least signs of resistance. Others will become more incensed and more violent if their victims try to fight back. Whatever your decision, be confident and prepared to follow through.

- Try to escape: Be rude! Scream! Yell! Kick! Fight! Run!
- Talk, stall for time, and assess your situation.
- If your attacker has a weapon or attempts to move you to another area, do whatever it takes to stay alive.
- If your attacker tries to move you to another area, do whatever it takes to prevent that.

What do I do if I've been sexually assaulted?

If you are sexually assaulted, it is not your fault. Don't be afraid to ask for help or support. Help is available. There are many organizations and hotlines in every state and territory. These crisis centers and agencies work hard to stop assaults and help victims. You also can obtain the numbers of shelters, counseling services, and legal assistance in your phone book or you can call these organizations:

- National Domestic Violence Hotline
<https://www.thehotline.org/>
1-800-799-SAFE (7233) or 1-800-787-3224 (TTY)
- National Sexual Assault Hotline
1-800-656-HOPE (4673)

How can I help someone who has been sexually assaulted?

You can help someone who is abused or who has been assaulted by listening and offering comfort. Go with her or him to the police, the hospital or to counseling. Reinforce the message that she/he is not at fault and that it is natural to feel angry and ashamed.

More Information . . .

For more information on sexual assault, contact the National Women's Health Information Center at 1-800-994-9662 or the following organizations:

Division of Violence Prevention, NCIPC, CDC, HHS
Phone: (770) 488-4362
www.cdc.gov/violenceprevention/

National Center for Victims of Crime
Phone: 855-4-VICTIM
<https://victimsofcrime.org/>

Rape, Abuse, and Incest National Network
Phone: 800-656-4673
<https://www.rainn.org/>

LAMBDA GLBT Community Services
Hotline: 206-350-HATE
http://qrd.org/qrd/www/orgs/avproject/avp_gen.htm

Illegal Drugs/Alcohol

McAllen Careers Institute supports a drug-free environment and will not allow the unlawful possession, use or distribution of illicit drugs or alcohol on or off campus. As a condition of acceptance McAllen Careers Institute students agree to random and for-cause drug testing or search throughout their attendance as set forth in McAllen Careers Institute's Substance Abuse Prevention Policy. A violation will result in taking appropriate action up to and including termination.

Drug and Alcohol Policy

This policy strictly prohibits the illegal use, possession, manufacture, dispensing, or distribution of alcohol, drugs or controlled substances in the workplace, on its premises, or as a part of all school sponsored activities. A violation of this policy is considered a major offense, which may result in requirement for satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from the school. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy. Violations of applicable local, state and federal laws may subject a student or employee to a variety of legal sanctions including but not limited to fines, incarceration, imprisonment and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities.

The following information is provided in accordance with the Drug Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D) and the Drug Free Schools and Communities Act Amendments of 1989 (RL. 101-226).

Drug Free Schools Notice to Students

1. McAllen Careers Institute is a drug free campus. Drug and/or alcohol use impairs memory, alertness, and achievement. Their use erodes the capacity to perform, think, and act responsibly. Therefore, any form of such substance abuse creates an extreme danger in the school to students, employees, and others. Substance abuse can be grounds for termination of your enrollment at this institution.
2. McAllen Careers Institute has a policy of maintaining a drug-free school atmosphere. All students are hereby notified that the unlawful manufacture, distribution, dispersion, possession, use of a controlled substance, or alcohol, or the presence of a controlled substance or alcohol in your body's system is prohibited on this institution's premises. These "premises" are defined as all

school property, including building interiors and exteriors, sidewalks, parking lots, privately-owned vehicles parked on school premises, as well as desks, lockers, and storage areas. This prohibition applies to students' performing any school related tasks or attending any school-sponsored functions, including field trips, regardless of location on or off school premises.

3. Pursuant to its Drug Free School Program, McAllen Careers Institute may conduct a reasonable search of a student's work area, locker, vehicle (driven on or parked on school property), or other personal items. Continued enrollment is contingent upon your submission to a reasonable search.
4. According to the severity of the violation, in the judgment of school authorities, the following disciplinary sanctions will be imposed upon students for drug or alcohol abuse violations occurring on school premises:
 - Oral or written reprimand.
 - Suspension from school.
 - Mandatory entry into a drug or alcohol abuse counseling, treatment, or rehabilitation program. If referred, failure to enter and successfully complete such a program will result in immediate termination.
 - Immediate termination without referral to a treatment and rehabilitation program.
 - Referral of violation to local law-enforcement agencies for prosecution.
5. Students should be aware that substance abuse inhibits employment opportunities. There is an ever-growing sentiment among employers nationwide that drugs and alcohol will not be tolerated in the workplace. Employers in nearly every field now require pre-employment screening to detect drug and alcohol abusers. Remember, even though you may graduate from the program in which you are enrolled, substance abuse can inhibit career opportunities.
6. Drug and alcohol counseling, treatment, and rehabilitation programs are available at, but not limited to, the following locations:

Pura Vida Counseling Services, PLLC

918 W Nolana Loop
(956) 502-5526

Victory Rehab LLC

520 Pecan Blvd.
(956) 618-2419

All students must read, understand and agree to the following:

- I understand that as a condition of my enrollment and continued attendance at this institution, I must agree to the terms of Paragraphs 1-4 above.
- I must notify the School Director of any criminal drug statute conviction for a violation occurring on school premises no later than five (5) days after such conviction.
- I understand that this institution has established a drug free awareness program to inform students about:
 - The institution's policy of maintaining a drug free school.
 - The penalties that may be imposed upon students for drug or alcohol abuse violations occurring on school premises.

- The health risks of drug and alcohol abuse.
- The availability of drug and alcohol counseling, treatment, and rehabilitation programs.
- The inhibition of employment opportunities should I be identified as a substance abuser.

Health Risks

Health risks generally associated with alcohol and drug abuse can result in but are not limited to a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders. The use of alcohol and other drugs represents a serious threat to health and the quality of life. More than 25,000 people die each year from drug-related accidents or health problems. With most drugs, it is possible that users will develop psychological and physical dependence. The general categories of drugs and their effects are as follows:

Alcohol produces short-term effects that include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain; ulcers; gastritis; malnutrition; delirium tremens; and cancer. Alcohol combined with barbiturates and other depressants can prove to be a deadly mixture.

Amphetamines/Stimulants (speed, uppers, crank, caffeine, etc.) speed up the nervous system and can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleeplessness, anxiety, hallucinations, paranoia, depression, convulsions and death due to a stroke or heart failure.

Anabolic Steroids seriously affect the liver, cardiovascular and reproductive systems. Can cause sterility in males and females as well as impotency in males.

Barbiturates/Depressants (downers, Quaaludes, valium, etc.) slow down the central nervous system and can cause decreased heart and breathing rates, lowered blood pressure, slowed reactions, confusion, distortion of reality, convulsions, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.

Cocaine/Crack stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia, seizures and death due to cardiac arrest or respiratory failure.

Hallucinogens (PCP, angel dust, LSD, etc.) interrupt the functions of the part of the brain that controls the intellect and instincts. May result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.

Cannabis (marijuana, hashish, hash, etc.) impairs short-term memory comprehension, concentration, coordination and motivation; may also cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way in which marijuana is smoked - deeply inhaled and held in the lungs for a long period, enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

Narcotics (heroin, morphine, demerol, percodan, etc.) initially produce feelings of euphoria often followed by drowsiness, nausea and vomiting. An overdose may result in convulsions, coma and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.

Tobacco/nicotine causes death among some 170,000 people in the United States each year due to smoking-related coronary heart disease. Some 30 percent of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are 10 times more likely among smokers.

Punishment for Alcohol and Drug Related Crimes - State of Texas

The Texas Health and Safety Code sets the possession law, dividing controlled substances into five penalty groups, plus a marijuana category. While some of the substances are legal, it is illegal to possess them without a prescription, and the health code establishes the punishments for illegal possession.

Penalty Group	Examples of Drugs/ Controlled Substances
1	Cocaine, heroin, methamphetamine, GHB, ketamine, oxycodone and hydrocodone.
1A	LSD
2	Ecstasy, PCP and mescaline.
3	Valium, Xanax and Ritalin.
4	Compounds containing Dionine, Motofen, Buprenorphine or Pyrovalerone

Penalty Group 1

Weight	Classification	Penalty
Less than one-gram	State jail felony	180 days 2 years in a state jail and/or a fine of not more than 10,000
1 gram or more less than 4 grams	Third-degree felony	2 to 10 years in a state prison and/or a fine of not more than 10,000
4 grams or more, but less than 200 grams	Second-degree felony	2 to 20 years in a state prison and/or a fine of not more than 10,000
200 grams or more, but less than 400 grams	First-degree felony	5 to 99 years in a state prison and/or a fine of not more than 10,000
400 grams or more	Enhanced first-degree felony	10 to 99 years and a fine of not more than \$100,000

Penalty Group 1A

Amount	Classification	Penalty
Fewer than 20 units	State jail felony	180 days to 2 years in a state jail and/or fine of not more than \$10,000
20 or more units, but less	Third-degree felony	2 to 10 years in a state prison

than 80 units		and/or a fine of not more than \$10,000
80 units or more, but less than 4,000 units	Second-degree felony	2 to 20 years in a state prison and/or a fine of not more than \$10,000
4,000 units or more, but less than 8,000 units	First-degree felony	5 to 99 years in a state prison and/or a fine of not more than \$10,000
8,000 units or more	Enhanced first-degree felony	15 to 99 years in state prison and a fine of not more than \$250,000

Penalty Group 2

Weight

Less than one-gram

Classification

State jail felony

Penalty

180 days to 2 years in a state jail and/or a fine of not more than \$10,000

More than 1-gram, less than 4 grams

Third-degree felony

2 to 10 years in a state prison and/or a fine of not more than \$10,000

More than 4 grams, less than 400 grams

Second-degree felony

2 to 20 years in a state prison and/or a fine of not more than \$10,000

400 grams or more

Enhanced first-degree felony

5 to 99 years in a state prison and/or a fine of not more than \$50,000

Penalty Groups 3 and 4

Amount

Less than 28-gram

Classification

Class A Misdemeanor

Penalty

Not more than 1 year in a county jail and/or fine of not more than \$4,000

28 grams or more, but less than 200 grams

Third-degree felony

2 to 10 years in a state prison and/or a fine of not more than \$10,000

200 grams or more, but less than 400 grams

Second-degree felony

2 to 20 years in a state prison and/or a fine of not more than \$10,000

400 grams or more,	Enhanced first-degree felony	5 to 99 years and/or a fine of not more than \$50,000
--------------------	---------------------------------	--

The Texas Tax Code, in addition to the criminal penalties for drug possession, also sets potential civil penalties. Although the statute is not often used in minor possession cases, the code requires that taxes must be paid on illegal drugs, so that “dealers” who possess over certain amounts can be charged with tax evasion. The state of Texas can also suspend your license for up to six months following a conviction on any violation of the Texas Controlled Substances Act.

The Code of Criminal Procedure also allows police to seize any property used or “intended to be used” in the commission of a drug felony. That means they can take your car, your home, or any other belonging where you are accused of carrying or hiding drugs. The asset forfeiture law is a civil action, not criminal, and you don’t have to be convicted for the state to try to take your property. Drug possession penalties are complicated and depend on the classification of the substance and the quantity.

Possession of Drug Paraphernalia

Any item that can be used as a drug processing, packaging, or consumption mechanism can be defined as paraphernalia under 481.002 (17) of the Texas Controlled Substances Act. Even common household items such as scales, spoons, bowls, envelopes or bags can land you an illegal possession of paraphernalia charge. The most common paraphernalia charges result from pipes, and bongs.

Simple possession of drug paraphernalia is a Class C Misdemeanor, which carries a penalty of fines up to \$500.

Distribution or possession with intent to distribute or sell drug paraphernalia is a Class A misdemeanor, which can result in up to a year in jail. Second offense penalties will result in mandatory jail time, or if you sell to someone under 18 years old.

Federal Law

Offense	Minimum Punishment	Maximum Punishment
Manufacture, distribution or dispensing drugs (includes marijuana)	A term of imprisonment for up to 5 years, and a fine of \$250,000	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$8,000,000 (for an individual) or \$20,000,000 (if other than an individual).
Possession of drugs (includes marijuana)	Imprisonment for up to 1 year, and a fine of \$1,000	Imprisonment for not more than 20 years or not less than 5 years, a fine of not less than \$5,000 plus cost of investigation and prosecution.
Operation of an Common Carrier under the influence of alcohol or drugs		Imprisonment for up to 15 years and a fine not to exceed \$250,000

Referral and Hotline Information

The school does not offer professional counseling services but offers the following recourse information:

National Institution on Drug Abuse (M-F, 8:30 a.m.-4:30 p.m.) 1 -800-662-HELP

National Alcohol & Drug Abuse Hotline 1-800-234-0420

Cocaine Helpline 1-800-COCAINE

Reach-Out Hotline 1-800-522-9054

(Alcohol, drug-crisis, intervention, mental health referral)

MCI Policy Statement Addressing Substance Abuse Education

Drug and Alcohol Abuse Prevention Services include:

Drug-Rejabs.ORG

<https://www.drug-rehabs.org/Texas-Mcallen-drug-rehab-treatment.htm>

1-877-882-9275

Please see Appendix A on the preceding pages for federal penalties for drug offenses.

APPENDIX A

Federal Trafficking Penalties

CSA	PENALTY		Quantity	DRUG	Quantity	PENALTY	
	2nd Offense	1st Offense				1st Offense	2nd Offense
I And II	Not less than 10 years. Not more than life. If death or serious injury, not less than life. Fine of not more than \$4 million individual, \$10 million other than individual.	Not less than 5 years. Not more than 40 years. If death or serious injury, not less than 20 years. Not more than life. Fine of not more than \$2 million individual, \$5 million other than individual.	10-99 gm or 100-999 gm mixture	METHAMPHETAMINE	100 gm or more or 1 kg or more mixture	Not less than 10 years. Not more than life. If death or serious injury, not less than 20 years. Not more than life. Fine of not more than \$4 million individual. \$10 million other than individual.	Not less than 20 years. Not more than life. If death or serious injury, not less than life. Fine of not more than \$8 million individual. \$20 million other than individual.
			100-999 gm mixture	HEROIN	1 kg or more mixture		
			500-4,999 gm mixture	COCAINE	5 kg or more mixture		
			5-49 gm mixture	COCAINE BASE	50 gm or more mixture		
			0-99 gm or 100-999 gm mixture	PCP	100 gm or more or 1 kg or more mixture		
			1-10 gm mixture	LSD	10 gm or more mixture		
			40-399 gm mixture	FENTANYL	400 gm or more mixture		
			10-99 gm mixture	FENTANYL ANALOGUE	100 gm or more mixture		
Drug	Quantity	First Offense	Second Offense				
Others ²	Any	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual. \$5 million not individual.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual. \$10 million not individual.				
III	All	Any	Not more than 5 years. Fine not more than \$250,000 individual. \$1 million not individual.	Not more than 10 years. Fine not more than \$500,000 individual. \$2 million not individual.			
IV	All	Any	Not more than 3 years. Fine not more than \$250,000 individual. \$1 million not individual.	Not more than 6 years. Fine not more than \$500,000 individual. \$2 million not individual.			
V	All	Any	Not more than 1 year. Fine not more than \$100,000 individual. \$250,000 not individual.	Not more than 2 years. Fine not more than \$200,000 individual. \$500,000 not individual.			

¹ Law as originally enacted states 100 gm. Congress requested to make technical correction to 1 kg. (See separate chart.)

² Does not include marijuana, hashish, or hash oil. (See

Federal Trafficking Penalties - Marijuana

As of November 18, 1988

Quantity	Description	First Offense	Second Offense
1,000 kg or more; or 1,000 or more plants	Marijuana Mixture containing detectable quantity*	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years, not more than life. If death or serious injury, not less than life. Fine not more than \$8 million individual, \$20 million other than individual.
100 kg to 1,000 kg; or 100-999 plants	Marijuana Mixture containing detectable quantity*	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$2 million individual, \$5 million other than individual.	Not less than 10 years, not more than life. If death or serious injury, not less than life. Fine not more than \$4 million individual, \$10 million other than individual.
50 to 100 kg	Marijuana	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million other than individual.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million other than individual.
10 to 100 kg	Hashish		
1 to 100 kg	Hashish Oil		
50-99 plants	Marijuana		
Less than 50 kg	Marijuana	Not more than 5 years. Fine not more than \$250,000, \$1 million other than individual.	Not more than 10 years. Fine \$500,000 individual, \$2 million other than individual.
Less than 10 kg	Hashish		
Less than 1 kg	Hashish Oil		

*Includes Hashish and Hashish Oil

(Marijuana is a Schedule I Controlled Substance)

Drugs and alcohol can impair judgment, altering your perceptions, emotions, vision, hearing and coordination. This can lead to dangerous behavior that puts you at risk for accidental injuries, car accidents, sexually transmitted diseases, and many other situations. The following charts specifically define effects of controlled substances.

The following is a direct link to the Texas Statute on alcohol:

<https://statutes.capitol.texas.gov/Docs/AL/htm/AL.106.htm>

Controlled Substances – Uses and Effects												
DRUGS CSA SCHEDULES	TRADE OR OTHER NAMES	MEDICAL USES	DEPENDENCE Physical Psychological		TOLER- ANCE	DURATI ON (Hours)	USUAL METHODS OF ADMINIS- TRATION	POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITHDRAWAL SYNDROME		
NARCOTICS												
Opium	II III V	Dover's Powder, Paregoric, Parepectolin	Analgesic, Antidiarrheal	High	High	Yes	3-6	Oral, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating	
Morphine	II III	Morphine, MS-Contin, Roxanol, Roxanol-SR	Analgesic, Antitussive	High	High	Yes	3-6	Oral, smoked, injected				
Codeine		Tylenol w/Codeine, Empirin w/Codeine, Robitussin A-C, Fiorinal w/Codeine	Analgesic, Antitussive	Moderate	Moderate	Yes	3-6	Oral, injected				
Heroin	I	Diacetylmorphine, Horse, Smack	None	High	High	Yes	3-6	Injected, sniffed, smoked				
Hydromorphone	II	Dilaudid	Analgesic	High	High	Yes	3-6	Oral, injected				
Meperidine (Pethidine)	II	Demerol, Mepergan	Analgesic	High	High	Yes	3-6	Oral, injected				
Methadone	II	Dolophine, Methadone, Methadose	Analgesic	High	High-Low	Yes	12-24	Oral, injected				
Other Narcotics	II III IV V	Nuromphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin	Analgesic, antidiarrheal, antitussive	High-Low	High-Low	Yes	Variable	Oral, injected				
DEPRESSANTS												
Chloral Hydrate	IV	Noctec	Hypnotic	Moderate	Moderate	Yes	5-8	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death	
Barbiturates	II III IV	Amytal, Butisol, Fiorinal, Lotusate, Nembutal, Seconal, Tuinal, Phenobarbital	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasic agent	High-Mod.	High-Mod.	Yes	1-16	Oral				
Benzodiazepines	IV	Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranxexa, Verstran, Versed, Halcion, Paxipam, Restoril	Antianxiety, anticonvulsant, sedative, hypnotic	Low	Low	Yes	4-8	Oral				
Methaqualone	I	Quaalude	Sedative, hypnotic	High	High	Yes	4-8	Oral				
Glutethimide	III	Doriden	Sedative, hypnotic	High	Moderate	Yes	4-8	Oral				
Other Depressants	III IV	Equanil, Miltown, Noludar, Placidyl, Valmid	Antianxiety, sedative, hypnotic	Moderate	Moderate	Yes	4-8	Oral				

Controlled Substances - Uses and Effects												
DRUGS CSA SCHEDULES	TRADE OR OTHER NAMES	MEDICAL USES	DEPENDENCE Physical Psychological		TOLER- ANCE	DURATI ON (Hours)	USUAL METHODS OF ADMINIS- TRATION	POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITHDRAWAL SYNDROME		
STIMULANTS												
Cocaine ¹	II	Coke, Flake, Snow, Crack	Local anesthetic	Possible	High	Yes	1-2	Sniffed, smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation	
Amphetamines	II	Biphetamine, Delcobase, Desoxy, Dexedrine, Obetrol	Attention deficit disorders, narcolepsy, weight control	Possible	High	Yes	2-4	Oral, injected				
Phenmetrazine	II	Preludin	Weight control	Possible	High	Yes	2-4	Oral, injected				
Methyphenidate	II	Ritalin	Attention deficit disorders, narcolepsy	Possible	Moderate	Yes	2-4	Oral, injected				
Other Stimulants	III IV	Adipex, Cylert, Didrex, Ionamin, Mellat, Plagine, Sanorex, Tenuate, Taperul, Prelu-2	Weight control	Possible	High	Yes	2-4	Oral, injected				
HALLUCINOGENS												
LSD	I	Acid, Microdot	None	None	Unknown	Yes	8-12	Oral	Illusions and hallucinations, poor perception of time and distance	Longer, more intense "trip" episodes, psychosis, possible death	Withdrawal syndrome not reported	
Mescaline and Peyote	I	Mexc, Buttons, Cactus	None	None	Unknown	Yes	8-12	Oral				
Amphetamine Variants	I	2,5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	None	Unknown	Unknown	Yes	Variable	Oral, injected				
Phencyclidine	II	PCP, Angel Dust, Hog	None	Unknown	High	Yes	Days	Smoked, oral, injected				
Phencyclidine Analogues	I	PCE, PCPy, TCP	None	Unknown	High	Yes	Days	Smoked, oral, injected				
Other Hallucinogens	I	Buloterine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	None	Unknown	Possible	Variable	Smoked, oral, injected, sniffed				
CANNABIS												
Marijuana	I	Pot, Acapuico Gold, Grass, Reefer, Sinsemilla, Thai Sticks	None	Unknown	Moderate	Yes	2-4	Smoked, oral	Euphoria, relaxed appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity, and decreased appetite occasionally reported	
Tetrahydrocannabinol	I, II	THC, Marinol	Cancer chemotherapy, anti-nauseant	Unknown	Moderate	Yes	2-4	Smoked, oral				
Hashish	I	Hash	None	Unknown	Moderate	Yes	2-4	Smoked, oral				
Hashish Oil	I	Hash Oil	None	Unknown	Moderate	Yes	2-4	Smoked, oral				
¹ Designated a narcotic under the GSA. ² Not designated a narcotic under the GSA.												

Hate/Bias

The U.S. Department of Justice defines hate crime as "the violence of intolerance and bigotry, intended to hurt and intimidate someone because of their race, ethnicity, national origin, religion, sexual orientation, or disability."

Forty-five states and the District of Columbia have laws against hate crimes. This means that if bias is involved, a crime such as vandalism, assault, or murder is also a hate crime, and the penalty is more severe than it would be otherwise.

People commit hate crimes for many reasons:

- They are ignorant about people who are different from themselves (and terrified of the difference)
- They need to be able to look down on others in order to compensate for their own low self-esteem
- They have been brutalized themselves (though not by their victims) and therefore see brutalizing others as fair game.

Hate crime is a serious societal problem: the FBI reported 7,120 incidents of hate crimes in 2018, of which about 60 percent were directed at people because of their race; 19 percent, because of the victims' religion; 17 percent because of their sexual orientation; 2 percent because of gender identity; 2 percent because of disability and less than 1 percent due to gender.

Tips

- Start an advocacy group for people who come together around an identity that they share (such as shared gender, sexual orientation, or religion).
- Start a peer education program to teach teens or younger children about bias awareness.
- Organize "days of respect" in which all members of the school or community can share strategies about bias awareness and hate crimes.
- Have a teen weekend exchange with a teen of a different culture. Go to each other's home for an afternoon, evening, dinner, or perhaps a weekend.
- Visit an elderly person of a different culture on a regular basis.
- Adopt a Little Brother or Little Sister of a different culture.
- Actively recruit and include youth from diverse backgrounds in group activities.
- Peer-tutor English as a second language.
- Expose your child to different cultures. Go out to eat at an ethnic restaurant. Visit the local library and check out a book on folk stories from around the world.
- Include your child in a variety of home activities. Have your daughter help with yard work or repairs. Have your son help prepare dinner or care for a sibling. This will help prevent your children from developing gender-based stereotypes.

More on Hate and Bias

<https://www.justice.gov/hatecrimes>

Violence Against Women Reauthorization Act of 2013 Policy

On March 7th, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) Public Law 113-4). Among other provisions, this law amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Clery Act (20 USC 1092f). All Institutions of Higher Education that receive Title IV funding must follow the requirement under the Clery Act as a condition of receiving funds or any other form of financial assistance under any federal program. The Clery Act requires Universities and schools to compile statistics for certain crimes that are reported to campus security authorities or local police agencies including incidents of sexual assault, domestic violence, dating violence, and stalking. Additionally, institutions are required to include certain policies, procedures, and programs pertaining to these crimes in their Annual Security Reports (See 34 CFR 668.46 for more info).

McAllen Careers Institute (MCI) will not tolerate and prohibits the offenses of domestic violence, dating violence, sexual assault, stalking or other forms of sexual misconduct. MCI issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a school official. A copy of this *Sexual Assault, Domestic Violence, Dating Violence, and Stalking Policy* shall be distributed annually to each school employee and to each student during orientation.

BYSTANDER INTERVENTION INFORMATION

Be an active bystander and intervene! Stop these incidents before they occur and talk to your friends about it so that they will intervene as well. Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up or do something about it. The school wants to provide a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Notices the Incident - Bystanders first must notice the incident taking place. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Interpret the incident as an emergency - Bystanders also need to evaluate the situation and determine whether it is an emergency—or at least one in which someone needs assistance. Again, if people do not interpret a situation as one in which someone needs assistance, then there is no need to provide help.
- Assume Responsibility - Another decision a bystander can make is whether they should assume responsibility for giving help. One repeated finding in research studies on helping is that a bystander is less likely to help if there are other bystanders present. When other bystanders are present, responsibility for helping is diffused. If a lone bystander is present, he or she is more likely to assume responsibility.
- Attempts to Help - Whether this is to help the person, leave the situation, confront a behavior, diffuse a situation, or call for other support/security.

- The best way bystanders can assist in creating an empowering climate free of interpersonal violence is to diffuse the problem behaviors before they escalate.
- Educate yourself about interpersonal violence AND share this info with friends
- Confront people who make excuses for other people's abusive behavior. Speak up against racist, sexist, and homophobic jokes or remarks.
- Believe someone who discloses sexual assault, abusive behavior or experience with stalking.
- Speak up when someone discusses plans to take advantage of another person.

Tips for Intervening In a situation potentially involving sexual assault, relationship violence, or stalking:

- Approach everyone as a friend
- Do not be antagonistic
- Avoid using violence
- Be honest and direct whenever possible
- Recruit help if necessary
- Keep yourself safe
- If things get out of hand or become too serious, contact the police

WARNING SIGNS OF AN ABUSIVE PERSON

This is a list of behaviors that are seen in people who abuse their partners. The first four behaviors (past abuse, threats of violence, breaking objects and any force during an argument) are almost always seen in an abusive person. If someone exhibits more than three of any of these warning signs, there is a strong potential for abuse in the relationship. An abuser may exhibit only a few of these behaviors, but they may be quite exaggerated.

Past abuse

An abuser may say, "I hit someone in the past, but she made me do it." An abusive person who minimizes what happened with a previous partner is likely to be violent with their current partner. Abusive behavior does not just go away; long-term counseling and a sincere desire to change are necessary.

Threats of violence or abuse

Threats can involve anything that is meant to control the victim. For example, "I'll tell your parents about your drug use if you don't do what I want." Healthy relationships do not involve threats, but an abusive person will try to excuse this behavior by saying that "everybody talks like that."

Breaking objects

An abuser may break things, beat on tables or walls or throw objects around or near the victim. This behavior terrorizes the victim and can send the message that physical abuse is the next step.

Use of force during an argument

An abuser may use force during arguments, including holding the victim down, physically restraining the victim from leaving the room, and pushing and shoving. For example, an abuser may hold a victim against the wall and say, "You're going to listen to me."

Jealousy

An abuser will say that jealousy is a sign of love. In reality, jealousy has nothing to do with love. It is a sign of insecurity and possessiveness. An abuser may question the victim about whom they talk to or be jealous of time spent with other people. As the jealousy progresses, the abuser will call the victim frequently, stop by unexpectedly or monitor the victim's activities.

Controlling behavior

An abuser will claim that controlling behavior is out of concern for the victim's welfare. They will be angry if the victim is late and will frequently interrogate the victim. As this behavior gets worse, the abuser will control the victim's appearance and activities.

Quick involvement

An abuser will often pressure someone to make a commitment after a very short amount of time. The abuser comes on quickly, claiming "love at first sight," and will tell the victim flattering things such as "You're the only person I could ever love."

Unrealistic expectations

The abuser is dependent on the victim for everything and expects perfection. The victim is expected to take care of everything for the abuser, particularly all emotional support. The abuser will say things like, "You're the only person I need in my life."

Isolation

The abuser will attempt to diminish and destroy the victim's support system. If a female victim has male friends, she is accused of being a "whore." If she has female friends, she is accused of being a "lesbian." If she is close to her family, she is accused of being "tied to the apron strings." The abuser will accuse people who are close to the victim of "causing trouble."

Blames others for problems

Abusers will rarely admit to the part they play in causing a problem. He/she will blame the victim for almost anything that goes wrong.

Blames others for their feelings

An abuser will tell the victim, "I hurt you because you made me mad," or "You're hurting me when you don't do what I ask." Blaming the victim is a way of manipulating them and avoiding any responsibility.

Hypersensitivity

An abuser can be easily insulted. The slightest setbacks are seen as personal attacks. An abuser will rage about the everyday difficulties of life as if they are injustices -- such as getting a traffic ticket or not doing well on an exam.

Cruelty to animals or children

An abuser may brutally punish animals or be insensitive to their pain or suffering. Pets can be used to control the victim or to emotionally abuse them.

"Playful" use of force during sex

The abuser may like to hold the victim down during sex. They may want to act out sexual fantasies in which the victim is helpless. An abuser may show little concern about whether the victim wants to have sex and use sulking or anger to manipulate the victim into compliance. They may demand sex or start having sex with the victim when they are sleeping or very intoxicated.

Rigid sex roles

Male abusers often expect women to serve and obey them. They view women as inferior to men and believe that a woman is not a whole person without a relationship with a man.

Jekyll-and-Hyde personality

Explosiveness and mood swings are typical of abusers, and these behaviors are related to other traits such as hypersensitivity. This is not always a sign of mental health problems but may be a way of controlling the victim by being unpredictable.

Help Reduce Your Risk and Avoid Potential Attacks

No victim is ever to blame for being assaulted or abused. Unfortunately, a person who is the victim of sexual or dating violence is more likely to be re-victimized. Below are some tips to help reduce your risk, and how to avoid potential attacks.

If you are being abused or suspect that someone you know is being abused, speak up or intervene.

- Get help by contacting the Campus Security Authorities for support services
- Learn how to look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners
- Consider getting a [protective order](#) or stay away order
- Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported.
- Trust your instincts—if something doesn’t feel right in a relationship, speak up or end it.
- Get to a place of safety and obtain medical attention immediately.

Confidentiality of Victims

MCI will protect the confidentiality of victims of sexual assaults, domestic violence, dating violence and stalking to the fullest extent of the law.

All victims must report any of these crimes to the Director of Education, Campus Security Authority and the McAllen Police Department.

Preparation of Disclosure of Crime Statistics

MCI prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act. The Clery Act requires that schools and colleges maintain records of crimes reported to campus officials and/or local police authorities. Schools are further required to make statistics covering the last three calendar years of reporting available to current and prospective students. MCI abides by all the above policies when preparing the annual report prior to October 1 of each year. Crime Statistics for the MCI campus are noted on the following page of this document.

This report is prepared in cooperation with the local McAllen Police Department. The sole campus is located at 304 South Colonel Rowe Boulevard, McAllen, Texas 78501 and does not have student housing.

The designated Campus Security Authority gathers all incident reports and reaches out to all school officials on an annual basis to determine statistics for crime reporting. This includes contacting the Registrar and Director of Education when necessary.

New students are informed about campus security procedures and policies during a mandatory orientation. Instructors and staff also receive an electronic copy of the ASR at the beginning of each fiscal year in January. Instructors and staff are informed and reminded of campus security at faculty and/or departmental meetings.

In addition to the annual publication of the campus security information found in this report, constituents are exposed to campus security policies, procedures and practices through email communications throughout the year.

All students, staff and instructors may request a hard copy of this report by contacting the Director of Education and/or Campus Security Officer. Prospective students, staff and instructors may also request a hard copy from the Director of Education and/or Campus Security Officer. When updates are made the entire school community receives electronic updates.

The report may also be found on the school's website at:

<https://www.mcallencareersinstitute.edu/consumer-information.asp#>

Annual Security Report Crime Grid

Criminal Offenses – On Campus

Criminal Offense	2019	2020	2021
a. Murder/Non-negligent manslaughter	N/A	0	0
b. Negligent manslaughter	N/A	0	0
c. Rape	N/A	0	0
d. Fondling	N/A	0	0
e. Incest	N/A	0	0
f. Statutory rape	N/A	0	0
g. Robbery	N/A	0	0
h. Aggravated assault	N/A	0	0
i. Burglary	N/A	0	0
j. Motor vehicle theft	N/A	0	0
k. Arson	N/A	0	0

Criminal Offenses – Public Property

Criminal Offense	2019	2020	2021
a. Murder/Non-negligent manslaughter	N/A	0	0
b. Negligent manslaughter	N/A	0	0
c. Rape	N/A	0	0
d. Fondling	N/A	0	0
e. Incest	N/A	0	0
f. Statutory rape	N/A	0	0
g. Robbery	N/A	0	0
h. Aggravated assault	N/A	0	0
i. Burglary	N/A	0	0
j. Motor vehicle theft	N/A	0	0
k. Arson	N/A	0	0

Continued on next page

Hate Crimes - On Campus

Criminal Offense

Category of Bias for Crimes reported in 2019

	Total	Race	Religion	Sexual	Gender	Gender	Disability	Ethnicity	National
				Orientation		Identify			Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggrvated assult	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vadalism prop.	0	0	0	0	0	0	0	0	0

Hate Crimes - Public Property

Criminal Offense

Category of Bias for Crimes reported in 2019

	Total	Race	Religion	Sexual	Gender	Gender	Disability	Ethnicity	National
				Orientation		Identify			Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggrvated assult	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vada lism prop.	0	0	0	0	0	0	0	0	0

Hate Crimes - On Campus

Criminal Offense

Category of Bias for Crimes reported in 2018

	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggrvated assult	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vadalism prop.	0	0	0	0	0	0	0	0	0

Hate Crimes - Public Property

Criminal Offense

Category of Bias for Crimes reported in 2018

	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggrvated assult	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vadalism prop.	0	0	0	0	0	0	0	0	0

Hate Crimes - On Campus

Criminal Offense

Category of Bias for Crimes reported in 2017

	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggrvated assult	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vadalism prop.	0	0	0	0	0	0	0	0	0

Hate Crimes - Public Property

Criminal Offense

Category of Bias for Crimes reported in 2017

	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggrvated assult	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vadalism prop.	0	0	0	0	0	0	0	0	0

VAWA Offenses – On Campus

Crime	2019	2020	2021
l. Domestic violence	N/A	0	0
m. Dating violence	N/A	0	0
n. Stalking	N/A	0	0

VAWA Offenses – Public Property

Crime	2019	2020	2021
l. Domestic violence	N/A	0	0
m. Dating violence	N/A	0	0
n. Stalking	N/A	0	0

Arrests – On Campus

Law Violation	2019	2020	2021
a. Weapons: carrying, possessing, etc.	N/A	0	0
b. Drug abuse violations	N/A	0	0
c. Liquor law violations	N/A	0	0

Arrests – Public Property

Law Violation	2019	2020	2021
a. Weapons: carrying, possessing, etc.	N/A	0	0
b. Drug abuse violations	N/A	0	0
c. Liquor law violations	N/A	0	0

Disciplinary Actions – On Campus

Law Violation	2019	2020	2021
a. Weapons: carrying, possessing, etc.	N/A	0	0
b. Drug abuse violations	N/A	0	0
c. Liquor law violations	N/A	0	0

Disciplinary Actions – Public Property

Law Violation	2019	2020	2021
a. Weapons: carrying, possessing, etc.	N/A	0	0
b. Drug abuse violations	N/A	0	0
c. Liquor law violations	N/A	0	0

Unfounded Crimes

	2019	2020	2021
a. Total unfounded crimes	N/A	0	0