



BROOKLINE COLLEGE

YOUR SUCCESS STARTS HERE

Campus Crime & Security Information
Oklahoma

Family Educational Rights & Privacy Act
(FERPA)

Revised October 2011

Introduction

Brookline College is concerned about the safety and welfare of all campus members and guests. The following information has been prepared to increase your awareness of current programs that exist to protect your safety and well-being.

All student body, faculty and staff are encouraged to take responsibility for maintaining a secure campus environment by participating in the campus security programs and by reporting all suspected criminal actions and emergencies.

SECURITY INFORMATION

Policies

The Cleary Act (Public Law 101-542 amended by P.L. 102-26) requires Brookline College to create campus security policies and distribute crime statistics annually to all current students and employees. When a crime is reported, the situation will be evaluated and the proper authorities will be contacted. All information will remain confidential. The institution will respond administratively if a criminal offense involves a student or employee as an alleged offender. Brookline College campuses are open and available to students from 7:30 am to 10:00 pm. For safety reasons, it is not recommended that students stay on campus after hours. Students and employees are subject to Brookline College's Policies and Procedures.

Reporting Criminal Activity and Emergencies

The security authorities at each of the campuses are the following: student service department, the receptionist, and the campus director. The campus director who oversees everything, takes action to ensure that timely notification is provided to students, faculty and the police department to prevent similar crimes from occurring. In addition, students can anonymously report illegal acts they have witnessed at school by calling SAFECall, 1-877-723-3225, ext: 651. This program is funded by Title IV Safe and Drug-Free School Program and the Oklahoma State Department of Education.

Non-Emergencies

To report non-emergency criminal offenses occurring on campus, please notify one of the above individuals or your instructor as soon as a crime is committed or discovered.

Emergencies

In an emergency situation in which the response of the police department, the fire department or medical assistance is required first dial 911, then notify the appropriate security authority as soon as the crime had been committed or discovered.

Crime Awareness & Prevention

Brookline College takes advantage of many opportunities to remind students and employees of campus security issues. Students are informed of Brookline College's campus security policy during orientation. Employees are informed during faculty meetings and all-staff meetings. In order to protect the health and safety of students and employees, Brookline College may have to disclose the identity of the individuals who have been involved in criminal activities on campus. Students involved in criminal activities on campus will be referred to a disciplinary committee made up of student services, faculty members, student council members and the campus director. Victims or witnesses' voluntary or confidential reports will be included in the annual disclosure of crime statistics.

Auto Theft

Never leave your keys in an unattended car or attach a tag with your name and address to a key ring. Never leave the title in your vehicle. At night, park in a well-lit area with pedestrian traffic.

Domestic Violence

It is important to remember that family violence is a crime and that there is no need to suffer in silence. Help is available for both the victim and the offender. Oklahoma's Protection from Domestic Abuse Act (Oklahoma Statutes Title 22, Chapter 2, Section 60) applies to family or household members, defined as:

- Spouses or Ex-spouses
- Parent or Grandparents
- Children, grandchildren, stepchildren, adopted children, foster children
- Persons otherwise related by blood or marriage

Offenses covered under this law include any act of physical harm, or the threat of imminent physical harm; the willful, malicious, and repeated following of a person with the intent of placing the person in reasonable fear of death or great bodily injury; a knowing and willful course or pattern of conduct which seriously alarms or annoys a person, serves no legitimate purpose and causes a reasonable person to suffer substantial emotional distress.

What You Can Do When Abused or Threatened?

If you are being beaten or anticipate an attack, leave the scene immediately. Go to a neighbor, friend, relative or a temporary shelter and notify the police.

Seek Medical Attention

It may be necessary to move away from your abuser for a while. There are a number of family shelters in the Oklahoma City area that can provide safe, supportive, short-term housing for you and your children. Contact the Oklahoma Safeline - 1-800-522-7233 (SAFE).

A final step to safeguarding you and your family against repeated violence is to ask for an Order of Protection. The police department can assist you. An Order of Protection is an official court document notifying the offender that he or she has been placed under specific restrictions.

Sexual Assault

Should a sex offense occur on campus, notify any campus security personnel immediately. The security staff are trained to follow specific procedures prescribed for this type of crime. The school will change the academic situation if requested by the victim and if accommodations are reasonably available. Both the victim and the accused will be entitled to the same opportunities to have others present during a disciplinary proceeding. They both will be informed of the school's final determination including any sanctions imposed against the accused. The school will also make an additional determination to see if additional sanctions need to be made regarding rape, acquaintance rape, or other forcible or non forcible sex offenders.

How to Prevent Sexual Assault

Most sexual assaults occur outside, on the street, in a park, playground or school yard. Be alert to your surroundings and the people around you when you're outside - try these tips:

- Stay in well-lit areas as much as possible.
- Walk on the side of the street facing traffic.
- Walk close to the curb.
- Avoid doorways, bushes and alleys.
- If you think you are being followed, walk quickly to areas where there are lights and people.

What Should You Do If You Are A Victim?

Call the police right away, get help from a friend, your doctor, or a hospital emergency room, or contact a rape or other crisis service. The most important thing to remember after an attack is that you should not touch anything, change your clothes, wash or douche until you have contacted the police and have been to a hospital.

Feel free to visit the Oklahoma Sex and Violent Crime Offender Registry to check for registered sex offenders who might be present on campus: http://docapp8.doc.state.ok.us/servlet/page?_pageid=190&_dad=portal30&_schema=PORTAL30

In Your Car

Be cautious when driving your car. Reduce your risk by taking these precautions:

- Always lock your car.
- Check the back seat before you get in.
- Park in well-lit places.
- If you think that you are being followed, drive to a public place or a police station.
- If your car breaks down, open the hood. If someone stops to help, stay in your locked car and ask them to call the police or a garage.

Resources Available

OKLAHOMA CITY

Alcoholics Anonymous	405.947.3834
Child or Adult Abuse and Neglect Hotline	800.522.3511
Crisis Intervention Services	405.947.4506
Department of Mental Health & Substance Abuse Services	800.522.9054
Domestic Violence Safeline	800.522.7233
Legal Aid Services of Oklahoma	405.488.6825
Oklahoma Coalition Against Domestic Violence & Sexual Assault	405.524.0700
Oklahoma Community Health Services	405.632.6688
Rape Hotline	405.943.7273
Salvation Army	405.246.1133
YWCA Women's Crisis Center/Domestic Violence Hotline	405.917.9922

Alcohol and Drug Policies

Brookline College supports the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-225). For a full description of our drug free policy, please refer to the school catalog.

Campus Statistics and Reporting

The following statistics represent criminal activities which have taken place on the Brookline College campus (formerly OTI) between January 2008 - December 2008, January 2009 - December 2009, and January 2010 - December 2010.

	Oklahoma City		
	2008	2009	2010
Murder/Non-negligent Manslaughther	0	0	0
Negligent Manslaughter	0	0	0
Manslaughter	0	0	0
Non-forcible Sex Offenses	0	0	0
Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	1
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0

Arrests for liquor law violations, drug law violations, and illegal weapons possession:

Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

Persons sent for disciplinary action for liquor law violations, drug law violations, and illegal weapons possession:

Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

NOTICE OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

(1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to an appeal regarding the request for amendment. Additional information regarding the appeal procedures are provided in the College Catalog.

(3) The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent (i.e., directory information*). The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5901

*Directory Information is information on a student that the College may release to third parties without the consent of the student. Brookline has defined directory information as the student's name, address (es), telephone number(s), email address, birth date and place, program undertaking, dates of attendance, honors and awards, and credential awarded. If a student does not want some or all of his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the Campus Director within 10 days after the date of the student's initial enrollment or by such later as the institution may specify.

Any questions regarding the aforementioned notice should be directed to the Campus Director or Director of Education at the school the student is attending.

FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS

A student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance for conduct that occurred during a period of enrollment in which federal student aid was received shall not be eligible to receive federal student aid (including any grant, loan, or work assistance) during the period beginning on the date of such conviction and ending after the interval specified in the following table:

If convicted of an offense involving		
The possession of a controlled substance:		
Ineligibility period is	First offense	1 year
	Second offense	2 years
	Third offense	Indefinite
The sale of a controlled substance:		
Ineligibility period is	First offense	2 years
	Second offense	Indefinite

Rehabilitation - A student whose eligibility has been suspended may resume eligibility before the end of the ineligibility period if the student satisfactorily completes a drug rehabilitation program that is approved by the U.S. Secretary of Education.