

## **Sami Halaseh Institute Safety and Security Information**

Campus safety and security are of the utmost importance at Sami Halaseh Institute (SHI). One of our top goals is to provide students with a safe environment in which to learn and to keep students, parents and employees well informed about campus security. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (originally the Crime Awareness and Campus Security Act of 1990), or Clery Act, requires institutions of higher education in the United States to provide students and families with the information they need to make informed decisions. It was first enacted by Congress in 1990 and amended in 1992, 1998, 2000 and 2008.

To comply with these regulations, we are providing basic information as follows:

- Annual Security Report
- Disclosure of Institution's Security Policies
- Report of Crime Statistics
- Encouragement of prompt reporting of crimes

To find this information, utilize any of the following resources:

- The School Director's office
- The Student Resources Notebook located in the student breakroom area

### **POLICY STATEMENTS**

#### **Procedures for Reporting Crimes and Emergencies**

SHI encourages anyone who is the victim or witness to a crime or other emergency to report the incident as soon as possible. Contact the Director of Operations at (316) 260-8228 (non-emergencies) or dial 9-1-1 (emergencies only). Any suspicious activity or person seen loitering inside or outside the SHI building should be reported to the Director of Operations.

Reports may also be made to SHI's Campus Security Authorities (CSAs). Under Federal law, the definition of CSAs includes individuals/offices designated by SHI as those to whom crimes should be reported, and officials with significant responsibility for student and campus activities. If an Institute staff member has "significant responsibility" for students and campus activities outside of the classroom, and students potentially could report a crime/incident to that staff member, then they are a CSA. CSAs are defined by function, not title. For the SHI, CSAs include the Director of Operations or the Manager of Operations.

Every crime that is reported to SHI's CSAs will be investigated and reported to the Andover Police Department. Please note that due to the public nature of police reports, SHI cannot ensure the complete confidentiality of any crime report. All incident reports are reviewed by the Director of Operations.

For off-campus options, you may contact the Andover Police Department at (316) 733-5177 for non-emergencies. You should always dial 9-1-1 for emergency situations.

The Andover Police Department encourages anyone who is a victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the Andover Police Department cannot hold reports of crimes in confidence.

### **Timely Warnings**

If a situation arises, either on or off campus, that in the judgement of the Director of Operations constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The Director of Operations will immediately notify SHI community upon the conformation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring at SHI, unless issuing a notification will compromise efforts to contain the emergency. In the Director of Operations' absence, the Manager of Operations will notify the appropriate security authority and determine the content of the notification. The warning will be issued through the most effective and efficient means available and may include email, text message or phone call to the students and Institute employees. Notices may also be posted in the common areas throughout. Anyone with information warranting a timely warning should report the circumstances to the Director of Operations by phone at (316) 260-8228 or in person at SHI.

### **Annual Disclosure of Crime Statistics**

SHI prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Students, parents, and staff may access this report in full at any time by contacting the Director of Operations. A complete copy of this report is available in the Student Resources Notebook located in the student breakroom area. This report is prepared in cooperation with local law enforcement.

Campus crime, arrest and referral statistics include those reported to the Director of Operations or Administration at SHI as well as local law enforcement.

Annually, an announcement will be made at the SHI morning meeting to all enrolled students and staff members that the Annual Security Report has been updated and released. Copies of this report may also be obtained from the Director of Operations' office, the Student Resources Notebook, or by calling (316) 260-8228.

All prospective students and employees at SHI are provided access to this information during the pre-enrollment process.

SHI does not recognize any off-campus student organizations.

### **Documenting Crimes and VAWA Violations**

Crime occurring on campus are to be documented in the Campus Crime Log with a brief narrative. Violence Against Women Act (VAWA) crimes occurring both on and off campus that are reported must be documented in the Campus Crime Log and have the complaint submitted to the Title IX Deputy (Manager of Operations) to begin investigating the crime incident.

**A crime, emergency or safety concern may also be reported to the following campus officials:**

- Butler County Sheriff's Department - (316) 322-4254
- Reports may also be made by calling 911.

### **Voluntary and Confidential Reporting Procedures**

If you are the victim of a crime and do not want to pursue action through SHI or the criminal justice system, you may still want to consider making a voluntary, confidential report. With your permission, the Director of Operations can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the academy can keep an accurate record of the number of incidents involving students, educators, staff and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community of potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for SHI.

### **Security of and Access to Campus Facilities**

SHI operates no on- or off-campus housing facilities.

During normal business hours, SHI is open to students, parents, employees, prospective students, clients and guests. All facilities are locked during non-business hours. During these hours, access to SHI is by key and security code, if issued. An SHI staff member will unlock the premises and terminate the alarm each morning. Academic and administrative areas on campus are normally locked after business hours unless they are being used for legitimate evening or educational purposes. An SHI staff member will lock up and set the alarm in the evening at closing time. If the alarm system is activated, the police are summoned automatically. Maintenance personnel are also subject to the above restrictions.

Emergencies may necessitate changes or alterations to any posted schedules. Students, educators, and staff will be notified of any changes via text message. If in lock down mode, the front desk staff will post notices on the front doors (if time allows).

### **Maintenance of Campus Facilities**

Throughout the year, maintenance is performed weekly at the school. The maintenance personnel and administrators survey the security issues such as parking

lots, landscaping, locks, alarms, lighting and communications to make necessary changes when needed.

### **Campus Law Enforcement**

SHI does not employ any private security personnel or have a campus police department. SHI works with local law enforcement agencies if an issue arises at the school. All incident reports involving students are forwarded to the Director of Operations or Manager of Operations for review and potential disciplinary action. If assistance is required from other law enforcement, local fire departments, or other emergency agencies, the Director of Operations will contact the appropriate unit.

No written MOUs are in place with local law enforcement agencies. Assistance is requested on an as-needed basis.

### **Accurate and Prompt Reporting of all Crimes**

Community members, students, educators, staff, and visitors are encouraged to report all crimes, emergencies, and safety concerns to the Director of Operations in a timely manner.

### **Pastoral and Professional Counselors**

SHI does not employ any pastoral or professional counselors. If deemed appropriate, students and staff are referred to outside professional agencies. A list of these agencies is available in the Student Resource Binder located in the Student Breakroom and includes up-to-date online contact information for Andover area health and human services sites.

### **Programs to inform students and employees about campus security procedures and practices for the prevention of crimes and to encourage students and employees to be responsible for their own security and the security of others**

SHI has programs in place to inform students and employees about campus security procedures and practices. During new student orientation, new employee orientation and regular staff meetings as well as periodically in morning meetings, students and employees are informed about the importance of maintaining secure premises, including the following safety tips:

- Stay alert to your surroundings, wherever you are.
- If you feel uncomfortable in a place, leave right away.
- Keep your eyes and ears open and hands free.
- Choose busy streets and avoid going through deserted areas.
- At night, walk in well-lit areas in groups whenever possible.
- Try not to walk or jog alone. Take a friend or walk in groups.
- Avoid carrying large sums of cash.
- When in public spaces, keep valuable items including jewelry, mobile phones and wallets out of sight.
- Avoid returning to campus after dark, or walk in groups to and from buildings.

Staff is also reminded that they can assist in crime prevention by ensuring that all doors are locked at the appropriate times. Also, they must report any suspicious situation to the Director of Operations.

### **Monitoring Criminal Activity at Off-Campus Locations**

SHI operates no off-campus housing and does not recognize any off-campus student organizations.

### **Possession, use and sale of alcoholic beverages and illegal drugs and enforcement of state and federal underage drinking and drug laws**

The sale or use of alcohol and illegal drugs are not permitted at the school or its adjacent parking facilities. Anyone observed using illegal drugs and any underage alcoholic consumption should be reported to the Director of Operations and will be referred to the local police authorities.

Any student who is convicted of the unlawful manufacture, distribution, dispensation, possession, use or abuse of illicit drugs or alcohol is subject to criminal penalties under local, state, or federal law. The exact penalty assessed depends upon the nature and the severity of the individual offense.

Students or staff members who use prescription drugs should follow the prescribing physician's directions for use and all prescriptions are to be kept in the prescription bottle with the appropriate name of the user. If use of a prescription may impair your performance or affect safety while performing course-related services, you should notify an educator or staff member immediately so the appropriate action can be taken to protect your safety and the safety of other students and clients.

Any student who violates this policy is subject to suspension or expulsion from the program. Any staff member who violates this policy is subject to discipline up to and including termination.

### **Drug and Alcohol Treatment Facilities**

If you or someone you know is struggling with drug or alcohol abuse, please call 877-335-HOPE (4673) or one of the treatment centers listed below:

AA Abuse Helpline – 24 hours  
800-299-6310

Addiction Counseling Services  
1101 N West Ave  
Wichita, KS 67230  
316-263-4822

Christian Counseling Center of Wichita

333 S Greenwood St  
Wichita, KS 67211  
316-264-8800

Women's Recovery Center  
8901 E Orme St  
Wichita, KS 67207  
316-262-0505

Sedgwick County Addiction  
4035 E Harry St  
Wichita, KS 67230  
316-660-9110

Wichita Drug Treatment Center  
505 S Broadway Ave, Ste 206  
Wichita, KS 67202  
316-768-4392

Substance Abuse Center of Kansas  
731 N Water St  
Wichita, KS 67203  
316-267-3825

Valley Hope of Wichita  
901 W Douglas Ave  
Wichita, KS 67213  
316-264-7369

### **Security Training**

SHI periodically, during the academic year, provides an on-site drug and alcohol prevention presentation by local law enforcement. Theft and vandalism will be discussed during orientation with students.

### **Emergency Response and Evacuation Procedures**

SHI has established procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring on campus. These procedures provide for rapid notice to local law enforcement and administration to evaluate and confirm an emergency or dangerous situation.

SHI will, without delay, and considering the safety of the community, determine the content of emergency/dangerous situation notifications and initiate the notification system, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a complainant or to contain, respond to, or otherwise mitigate the emergency.

Fire alarms systems are present and active at SHI. In the event of an emergency and/or fire alarm, occupants must evacuate from the building. It is helpful to have reviewed and practiced the building evacuation procedures prior to an evacuation. As a general guideline, stop working as soon as it is safe to do so and gather personal belongings, such as glasses, keys and purse or handbag. Use the nearest door with an EXIT sign to leave the building. Proceed to your designated assembly area, report for a head count and stay in the area until you receive directions from emergency responders or authorized staff.

The following are the titles of the persons responsible for carrying out the actions/procedures describe in the above paragraphs: Director of Operations, Manager of Operations, Director of Finance, Admissions Coordinator, Front Desk Coordinator, Local Law Enforcement Officers, and Educators.

The dissemination of emergency information to the larger community shall be coordinated by the Director of Operations and the SHI owner in cooperation with local law enforcement agencies.

The Director of Operations is responsible for testing the emergency response and evacuation procedures on at least an annual (calendar year) basis and for documenting such testing. Documentation for each test shall include a description of the exercise, the date, the time, and whether the test was announced or unannounced. Such testing may include a review of procedures by the Director of Operations and local law enforcement officers, meetings with responsible persons to review and walk-through procedures, and tests of communications equipment.

The SHI is located at 1034 N Andover Rd, Suite A, Andover, KS 67002. SHI consists of a standalone one-story building. Procedures provide for educators/staff on site to evaluate and confirm an emergency or dangerous situation and, if confirmed, to verbally provide notice to the campus, local law enforcement, and senior administration. The designated assembly area is by the LED sign at the northwest corner of the parking lot.

### **Missing Student Notification**

SHI does not have any on- or off-campus housing facilities.

### **Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault and Stalking**

SHI prohibits the crimes of dating violence, domestic violence, sexual assault and stalking as those terms are defined for purposes of the *Clery Act*. New student orientation, new employee orientation, staff meetings, as well as periodic presentations in morning meetings, inform students and employees about the importance of maintaining awareness for the prevention of dating violence, domestic violence, sexual assault, and stalking.

### **Definitions**

**Sex Offenses – Forcible** – any sexual act directed against another person forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

**Sex Offenses – Non-forcible** – unlawful, non-forcible sexual intercourse. The *Clery Act* only includes two types of offenses in this category: incest and statutory rape.

**Sexual Assault** – a sex offense that meets the definition of rape or non-consent, fondling, incest or statutory rape as used in the uniform crime reporting system of the Federal Bureau of Investigation.

- Rape – the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration of a sex organ of another person, without the consent of the complainant.
- Fondling – the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the complainant, including instances where the complainant is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest – sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape – sexual intercourse with a person who is under the statutory age of consent.

**Consent** – words or actions that show an active, knowing, and voluntary agreement to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, by ignoring or acting despite the objections of another or by taking advantage of the incapacitation of another, where the actor knows or reasonably should have known of such incapacitation.

**Dating Violence** – violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- The existence of such a relationship shall be determined 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.
- For purposes of this definition:
  - 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** – a felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the crime;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabited with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. Kansas law protects "family and household members," which includes persons 18 years of age or older who are



spouses, former spouses, parents, stepparents and children or stepchildren and persons who are presently residing together or have resided together in the past.

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

- Fear for the person's safety, or the safety of others; or
- Suffer substantial emotional distress. For the purposes of this definition,
  - Course of conduct means two or more acts, including but not limited to, acts in which the stalker directly or indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or threatens with a person's property.
  - Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.
  - Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. For purposes of reporting hate crimes, sexual assaults, domestic violence, dating violence or stalking, when more than one criminal offense is committed during a single incident, each offense must be included in SHI's *Clery Act* crime statistics.

**Abuse** – intentionally or recklessly causing or attempting to cause bodily injury or placing another person in reasonable apprehension of imminent serious bodily injury to himself or herself, or another.

### **Bystander Intervention Techniques**

Bystander intervention is when someone chooses to take action when witnessing an uncomfortable situation. It encompasses safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking.

- Interrupt – ask a question that's not related to what's going on. "Excuse me, where is the bathroom?"
- Distract – draw attention to something else. "Hey, your car is getting towed."
- Engage Peers – involve a friend or someone else around you. "Let's do something."
- Alert Authorities – in some situations, authorities may be the best source for help (e.g., Police, campus administrators, party hosts, bar staff, and/or designated drivers.)
- Safety First – keep your safety and the safety of others in mind and let that determine how you respond.

### **Risk Reduction and Awareness**

SHI offers guest speakers, posters, and/or a variety of events throughout the year to bring about awareness to these issues.

### **Procedures to follow in the case of alleged dating violence, domestic violence, sexual assault, or stalking.**

**Preserving Evidence** – It is important that complainants take steps to preserve and collect evidence; doing so preserves the full range of options available, be it through the institute's administrative complaint procedures or criminal prosecution. To preserve evidence:

- Do not wash your hands or face
- Do not shower or bathe
- Do not brush your teeth
- Do not change clothes or straighten up the area where the assault took place
- Do not dispose of clothes or other items that were present during the assault, or use the restroom
- Seek a medical exam immediately

If the complainant has already cleaned up from the assault, he/she can still report the crime, as well as seek medical or counseling treatment.

**Reporting** – Any person who believes he or she has been the victim of sexual harassment or violence by a student, faculty member, administrator or other SHI personnel should report the occurrence to any agent or responsible employee of SHI. An employee may be required to only report the harassment to other school officials who have the responsibility to take appropriate action or to take the appropriate action themselves if they are a designated official. The typical procedure for reporting an incident is:

- Report to the police
- Tell the first person you see and point out the attacker
- Don't bathe or shower
- Preserve as much evidence as possible
- Remember all you can about the attacker such as age, height, weight, race, color of eyes-hair-clothes, type of complexion

The complainant has the option to notify proper law enforcement authorities, including local police. The complainant has the option to be assisted by campus authorities in notifying law enforcement authorities if the complainant chooses. The complainant also has the option to decline to notify such authorities.

**Rights of Complainants** – Victims of dating violence, domestic violence, sexual assault, and stalking have the right to choose whether they want to pursue criminal or civil remedies in court and/or administrative remedies through the institute. Complainants also have the right not to pursue a criminal, civil or administrative remedy.

**Procedures the Institute Will Follow in Reporting** – SHI will protect the confidentiality of complainants and other necessary parties in cases of alleged dating violence, domestic violence, sexual assault, or stalking.

**Clery Act Reporting** – SHI does not publish the names of complainants or other personally identifiable information regarding complainants in the Daily Crime Log or in the crime statistics that are disclosed in the Annual Security Report. Furthermore, if a Timely Warning is issued based on a report of dating violence, domestic violence, sexual assault or stalking, the name of the complainant and other personally identifiable information about the complainant will be withheld.

**Confidentiality** – SHI will protect the privacy of everyone involved in a report of sexual violence to the greatest degree possible under applicable law and institute policy. Personally identifiable information about the complainant and other necessary parties will be shared only on a need-to-know basis, e.g., to those who are investigating the

report or those involved in providing support services to the complainant, including interim measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institute will maintain as confidential any interim measures and remedies provided to the complainant, to the extent that maintaining such confidentiality would not impair the ability of the institute to provide interim measures and remedies.

### **Awareness Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault and Stalking**

Currently, SHI does not have on-campus resources for victims of sexual assault. The following organizations are available to the community for assistance.

- WASAC – 316-236-0185
- STEPSTONE – 316-265-1611
- YWCA Family Crisis Center – 316-267-SAFE (7233)
- Catholic Charities Harbor House – 316-236-6000
- Family Life Center – 316-321-7104, 24-hour hotline 800-870-6967

### **Procedures for Disciplinary Action**

**Types of Disciplinary Proceedings** – If you believe that you have experienced or witnessed harassment or sexual violence, notify an Educator, Director of Operations, Manager of Operations, Director of Finance or Admissions Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with the institute is exempt from the prohibitions in this policy. To facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

In response to all complaints, SHI promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses and other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. The institute shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a complainant does not give consent for an investigation, the institute will weigh the complainant's request for confidentiality against the impact on institute safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged crime.

**Standard of Evidence** – The preponderance of the evidence standard will apply to investigations and disciplinary proceedings arising from an allegation of dating violence, domestic violence, sexual assault, or stalking, meaning SHI will evaluate whether it is more likely than not that the alleged conduct occurred.

**Sanctions** – If a student or staff member is convicted of a sexual offence, domestic violence, dating violence, sexual assault or stalking, regardless of whether or not the

action took place on the SHI campus, that individual is subject to disciplinary actions by the institute. Any student or staff member may be subject to sanctions leading up to and including termination if convicted of any domestic violence, sex offense, including rape, acquaintance rape, any other forcible or non-forcible sex offenses or stalking.

**Protective Measures** – During the investigation, SHI will provide interim measures, as necessary to protect the safety and wellbeing of students and/or employees involved. Examples of temporary and permanent measures to protect the complainant as necessary are:

- No contact order
- Change academic situations as appropriate with minimum burden on the complainant
- Counselling
- Health and mental services
- Escort services
- Academic support
- Retake a program or withdraw without penalty

**Proceeding Will Accomplish the Following** – SHI will follow a prompt, fair and impartial process from the initial investigation to the final result, conducted by officials who receive training on issues related to dating violence, domestic violence, sexual assault and stalking and on how to conduct an investigation and hearing process that protects the safety of the complainants and promotes accountability.

**Notification** – Both the accuser and the accused will be informed in writing of the result of any disciplinary proceeding related to any allegation of dating violence, domestic violence, sexual assault or stalking; the procedures for appealing the results of the disciplinary proceeding; any change to the results that occurs before the results become final; and when such results become final.

### **Sex Offender Registration**

In accordance with the Campus Sex Crimes Prevention Act of 2000 (CSCPA), which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974 (FERPA), the state of Kansas is required to provide information as to the location, enrollment and/or employment of a sex offender at a post-secondary institution to local law enforcement authorities. SHI is required to inform both staff and students of resources where this information can be found. The law also requires sex offenders already required to register in a state to provide notice to each higher education institution in that state at which the person is employed, carries a vocation, or is a student. In Kansas, convicted sex offenders must register with their local Sheriff's Office.

A list of all registered offenders in Kansas is available from the Kansas Bureau of Investigation at <https://www.kbi.ks.gov/registeredoffender/SearchOffender.aspx>. The SHI campus address is 1034 N Andover Rd, Andover, KS 67002. Andover is located in Butler county.

### **Hate Crimes**

SHI does not condone violence or hate crimes of any kind. Further, SHI endeavors to safeguard the rights of American citizens that are mandated by the Constitution of the United States, regardless of ethnicity, national origin, religion, gender, sexual identity, disability and political or religious beliefs.

## **Security Tips**

### **Personal Safety: Protect Yourself**

Prevention is the best protection against crime.

- Don't dismiss suspicious people or situations
- Don't put yourself in harm's way; avoid dangerous situations
- Lock your car doors
- Use common sense
- Don't walk alone at night; stay in lighted areas
- Park your vehicle in lighted areas; lock doors
- Keep valuables out of sight; don't tempt a thief
- Don't give out your keys; they can be copied
- Report all crimes and suspicious acts

### **Things To Do To Reduce the Risk**

- Lock doors
- Avoid out-of-the-way places
- Vary your routine
- Learn about people's attitudes before becoming friendly
- Watch alcohol intake
- Leave lights on in rooms
- Have transportation or use public transportation

### **Auto Theft Prevention: Securing Your Vehicle**

- Always lock your car, even if you're leaving it for a short time.
- Remove the key, and do not keep a spare key hidden somewhere on the frame or body of the vehicle in a magnetic box.
- All windows should be rolled up completely. One slightly open window can render all other precautions useless.
- Park as close to the building as possible when parking at shopping malls and stores.
- Park in well-lit areas. When possible, park in an attended parking lot or garage. At home, park your vehicle in the garage.
- When parking in a public lot, never tell anyone how long you'll be (including the attendant). If a key must be left with an attendant, leave only the ignition key.
- Don't leave valuables visible in your car. Radios, cameras, packages, etc. attract attention and can tempt thieves to break in. Lock all valuables in the trunk.
- Never leave credit cards, checkbooks, or papers pertaining to the vehicle in the glove box. It could aid the thief in selling your car.
- Do not attach a name tag or plate to your key ring. It could lead a thief directly to your house or car if you lose your keys.

**Annual Security Report**  
**Sami Halaseh Institute**  
**1034 N Andover Rd, Suite A**  
**Andover, KS 67002**  
**October 1, 2025**

SHI provides its students and employees with an Annual Security Report. In accordance with the Crime Awareness and Campus Security Act of 1990, the school has gathered crime statistics from January 1, 2021 through December 31, 2023. Included below are reportable criminal offenses and violations that occurred on campus and/or public property. "On campus" is defined as buildings or property owned or controlled by the institution within the same reasonable contiguous geographic area and used by the institution in a manner related to the institution's educational purpose. "Public property" is defined as property that is located within the same reasonable contiguous geographic areas of the campus, like a sidewalk, street or public parking lot, that is adjacent to the facility owned or controlled by the institution for purposes related to the institution's educational purposes. SHI does not have any non-campus buildings or property. The campus security policy is available for review or copy during normal business hours by submitting a request to the Director of Operations or the Manager of Operations.

Offenses	On Campus Property 1034 N Andover Rd, Andover, KS 67002			On Public Property		
	2022	2023	2024	2022	2023	2024
Murder/non-negligent manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

Hate Crimes	On Campus Property 1034 N Andover Rd, Andover, KS 67002			On Public Property		
	2022	2023	2024	2022	2023	2024
Murder/non-negligent manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0

Robbery		0	0	0		0	0	0
Aggravated assault		0	0	0		0	0	0
Burglary		0	0	0		0	0	0
Motor vehicle theft		0	0	0		0	0	0
Arson		0	0	0		0	0	0
Larceny-theft		0	0	0		0	0	0
Simple Assault		0	0	0		0	0	0
Intimidation		0	0	0		0	0	0
Destruction/damage/vandalism of property		0	0	0		0	0	0

VAWA Offenses	On Campus Property 1034 N Andover Rd, Andover, KS 67002			On Public Property		
	2022	2023	2024	2022	2023	2024
Domestic violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

Arrests and Referrals for Disciplinary Action	On Campus Property 1034 N Andover Rd, Andover, KS 67002			On Public Property		
	2022	2023	2024	2022	2023	2024
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0
Drug Abuse Violations	0	1	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Unfounded Crimes	0	0	0	0	0	0