



**Gupton-Jones College of Funeral
Service**

2022 – 2023

Clery Handbook

Annual Security Report

Office Responsible:	Administration
Area Information is located:	Online and Hardcopy available to students
Date Document was last updated:	June 2023
Date Policy and Procedure was last updated:	June 2023

The following are reported and disclosed in the 2021-2022 school year at the Gupton-Jones College of Funeral Service campus in Decatur, GA.

Crime Statistics

Criminal Homicide	Murder and nonnegligent manslaughter	0
	Negligent Manslaughter	0
Sex Offenses	Rape	0
	Fondling	0
	Incest	0
	Statutory Rape	0
Robbery	Robbery	0
Aggravated Assault	Aggravated Assault	0
Burglary	Burglary	0
Motor Vehicle Theft	Motor Vehicle Theft	0
Arson	Arson	0
Arrests and Referrals for Disciplinary Actions	Arrest for Liquor Law Violations	0
	Arrests for Drug Law Violations	0
	Arrests for Illegal Weapons Possession	0
	Discipline for Liquor Law Violations	0
	Discipline for Drug Law Violations	0
	Discipline for Illegal Weapons Possession	0
Hate Crimes	Larceny-Theft	0
	Simple Assault	0
	Intimidation	0
	Destruction/Damage/ Vandalism of Property	0
Dating Violent, Domestic Violence, Stalking	Dating Violence	0
	Domestic Violence	0
	Stalking	0

Hate Crime Victim Statistics

Race	0
Gender	0
Gender Identity	0
Religion	0
Sexual Orientation	0
Ethnicity	0
National Origin	0
Disability	0

Crimes by Location

On campus	0
In or on a non-campus building or property	0
On public property	0

Reporting Process: Crime

Office Responsible:	0
Area Information is located:	0
Date Document was last updated:	0
Date Policy and Procedure was last updated:	0

Disbursing Information to Students, Staff, and Faculty

Clery Act Report, Crime Statistic Report, and Biennial Report will be distributed to students at time of Orientation and to staff/ faculty as part of initial onboarding and training. The reports will also be posted on the campus website <https://www.gupton-jones.edu/student-life/health-safety> an annually every July by the campus compliance officer or campus president.

Reporting Misconduct

Gupton-Jones College of Funeral Service offers online reporting which allows the reporter to remain anonymous (unless they wish to receive follow-up information).

<https://www.gupton-jones.edu/student-life/health-safety/report-incident>

Report an Incident

Please use this form to report an incident on campus that is suspicious or harmful in nature. You may submit an anonymous entry. But if you wish to receive follow-up information, please submit your contact information as well. Thank you.

Incident Details

Please provide as many details as possible.

Name

First Name

Last Name

Email

example@example.com

Powered by Jotform

When a complainant reports misconduct (that occurred on or off campus) to the Title IX Compliance Officer or another employee; they have the right to expect GJCFS to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

GJCFS STRONGLY ENCOURAGES COMPLAINANTS TO REPORT VIOLENCE OR DISCRIMINATION DIRECTLY TO THE CAMPUS TITLE IX COMPLIANCE OFFICE.

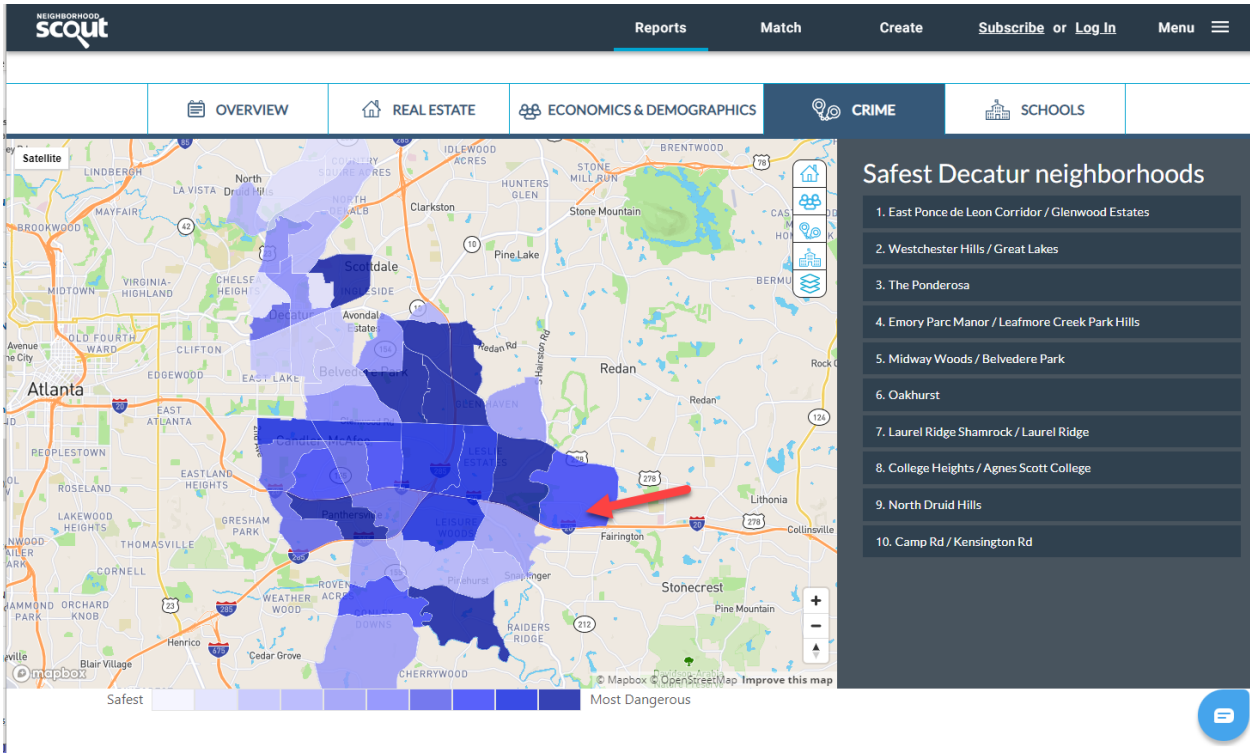
The Title IX Compliance Officer will inform the complainant of the initiation of an investigation prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling GJCFS’s response to the incident. The Title IX Compliance Officer will remain mindful of the complainant’s well-being and will take ongoing steps to protect the complainant from retaliation or harm, and work with the complainant to create a safety plan. Retaliation against the complainant, whether by students, employees or third parties, will not be

tolerated. After the initial report, the Title IX Compliance Officer will notify the complainant and the accused of the outcome of the investigation within 60 calendar days. Possible sanctions or protective measures may result from the institutional investigation. Complainants, accused, and bystanders will be asked to complete a Harassment/Discrimination incident Report.

Person or organization to whom students and employees should report the criminal offenses:

Sharon Samuel: Compliance Officer, President
 Gupton-Jones College of Funeral Service (770) 593-2257

Map <https://www.neighborhoodscout.com/ga/decatur/crime>



Security Report Updated and Posted by October 1 Annually

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Gupton-Jones College of Funeral Service annually releases a security report each year by the October 1 deadline.

Gupton-Jones College of Funeral Service submits the crime statistics portion of the annual security report via the ED Web site (<http://surveys.ope.ed.gov/security>) by the required deadline established each year.

Security and Access to Campus Facilities

Key and Building Security Guidelines

Gupton-Jones College of Funeral Service (GJCFS) shall maintain a locking system for the protection of its community members, facilities, college property, and information. All locks, keys, electronic access key-fob/cards, and access codes are the sole property of Gupton-Jones College of Funeral Service (GJCFS) and will be issued to students and employees based on their need for access. The college reserves the right to change locks, keys, and access codes as needed.

Gupton-Jones College of Funeral Service (GJCFS) campus is equipped with a security system and cameras. The campus is locked 24 hours per day. Each student, staff, and faculty are issued a key fob to allow access to specific external and internal doors. GJCFS regularly monitors the maintenance of the facilities, landscaping, and lighting on campus. All lights are on timers and employees are told to notify the President of the campus if any lights are out.

Recording cameras operate 24 hours a day, 7 days a week, and are located throughout the campus.

Local Law Enforcement

Gupton-Jones College of Funeral Service (GJCFS) campus is in Decatur, GA where the Decatur Police Department provides services. The officers patrol the campus and surrounding areas regularly. GJCFS also has on campus a security officer hired through a third party.

Gupton-Jones College of Funeral Service (GJCFS) does not have resident housing for students.

The Daily Crime Log

Gupton-Jones College of Funeral Service (GJCFS) does NOT maintain a campus police or security department. Therefore, it does not maintain a daily crime log.

Office Responsible:	NA
Area Information is located:	NA

Date Document was last updated:	NA
Date Policy and Procedure was last updated:	NA

Missing Student Notification Policy: NA no housing

Office Responsible:	NA
Area Information is located:	NA
Date Document was last updated:	NA
Date Policy and Procedure was last updated:	NA

Drug Free Campus Policy and Report

Office Responsible:	Administration
Area Information is located:	Online and Hardcopy available to students
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Gupton-Jones College of Funeral Service (GJCFS) in compliance with the Higher Education Act and its Amendments, offers drug abuse information for the purpose of educating and providing help in dealing with the nation-wide drug abuse problem. The program is provided to all students, faculty, and staff associated with the Institution.

Gupton-Jones College of Funeral Service (GJCFS) recognizes the seriousness of drug abuse on campuses and in workplaces today. Drug abuse is defined not only as the use of controlled substances, but also as the abuse of alcohol or any mind/attitude altering substance. The following are grounds for administrative withdrawal from any Pierce Mortuary College.

1. Being found in possession of a controlled substance or alcohol while On-Campus
2. Being found under the influence of a controlled substance or alcohol while On-Campus
3. Being found in possession of a controlled substance or alcohol at any school sponsored event
4. Trafficking of a controlled substance with the intent to sell will result in immediate termination and the offender will be reported to proper authorities for legal sanctioning.

Disciplinary actions for being in violation of this policy, depending on the severity of the situation, are as follows:

First Offense: For suspicion of being under the influence of a controlled substance or alcohol at school or a school function, individual advising with the Dean or President will be mandatory.

Second Offense: For suspicion of being under the influence of a controlled substance or alcohol at school or a school function will result in referral to applicable advising, treatment, and/or rehabilitation. It may also result in suspension from school or employment.

Third Offense: For suspicion of being under the influence of a controlled substance or alcohol at school or a school function will result in termination of the student or employee.

Students or employees terminated after a third offense of this policy may be reinstated in school or employment upon the successful completion of a rehabilitation program and/or, through their individual merit, have illustrated they are well on their way to recovery.

Drug & Alcohol Abuse Education Programs and Support

If you feel that you may have a drug or alcohol problem, there are numerous organizations in the Atlanta/Decatur, GA area that can offer assistance. For a referral to an appropriate agency

Gupton-Jones College suggest contacting:

Nursing and Behavioral Health Sciences

4525 Flat Shoals Pkwy #401

Decatur, GA

(800) 214-2611

Alcoholics Anonymous

4405 Hugh Howell Rd.

Atlanta, GA

(770) 938-7759

Gupton-Jones College and Pierce Mortuary Colleges cooperate with all law enforcement agencies in the prevention of drug abuse and drug trafficking. Persons caught in the possession of a controlled substance will be turned over to the appropriate legal authorities and may face severe consequences. Some of these, as prescribed by local, state, and federal law, are costly fines and/or incarceration. Before a problem becomes overwhelming, Pierce Mortuary Colleges encourage its students and faculty to seek help from a qualified counselor with an appropriate agency.

Code of Conduct, Dating Violence, and Domestic Violence Policy & Report

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Gupton-Jones College of Funeral Service (GJCFS) is committed to a campus free from violence and threats of violence. As an academic community and responsible employer, GJCFS will provide an academic environment and workplace that fosters learning, teaching, work, study, and growth. GJCFS will not tolerate threats of violence, harassment, intimidation, and any other form of disruptive behavior. There is zero tolerance for any form of violence. Violation of this policy will lead to immediate administrative withdrawal from GJCFS.

Prohibited Conduct

1. Causing physical harm to any person, or causing reasonable apprehension of such harm
2. Engaging in conduct directed at a specific person or persons that seriously alarms or intimidates such person or persons and that serves no legitimate purpose. Such conduct may include explicit or implicit threats, including gestures that place a person in reasonable fear of unwelcome physical contact, harm or death.
3. Engaging in sexual conduct with another person without the consent of that person
4. Engaging in sexual harassment
5. Engaging in bullying
6. Use, possession and storage of any weapons
7. Theft or misuse of property or services of the College

Violence Against Women’s Act (VAWA)

The Violence Against Women Act (VAWA) creates and supports comprehensive, cost-effective responses to domestic violence, sexual assault, dating violence and stalking. Since its enactment in 1994, VAWA programs, administered by the U.S. Departments of Justice (DOJ) and Health and Human Services (HHS), have dramatically improved federal, tribal, state, and local responses to these crimes. The original Violence Against Women Act, passed in 1994 was the first federal legislation acknowledging domestic violence and sexual assault as crimes and provided federal resources to encourage community-coordinated responses to combating violence against women. Up for renewal every five years, each VAWA reauthorization has built on existing protections and programs to better meet the needs of survivors.

College Commitment

Gupton-Jones College of Funeral Service (GJCFS) students, faculty, staff, guests, and visitors have the right to be free from all violence, on and off the campus community, as it relates to GJCFS's sexual discrimination and misconduct policy. All members of GJCFS are expected to conduct themselves in a manner that does not infringe upon the rights of others. GJCFS is committed to eliminating sexual misconduct in all forms to include, but not limited to, sexual discrimination, stalking, relationship violence, and domestic violence. GJCFS provides reporting options, investigations, disciplinary processes, and prevention training to ensure the safety of students, faculty, staff, and visitors.

Confidentiality

Gupton-Jones College of Funeral Service (GJCFS) will respect the confidentiality of the complainant and the accused as much as possible. Students who wish to report sexual misconduct should be aware that employees On-Campus have reporting responsibilities and are required to contact GJCFS's Title IX Compliance Officer when they become aware of sexual misconduct. The Title IX compliance officer, with the complainant's consent, may contact and discuss the criminal issues surrounding the case if it becomes apparent that a criminal offense has occurred.

Reporting Policy: Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Gupton-Jones College of Funeral Service (GJCFS) offers online reporting which allows the reporter to remain anonymous (unless they wish to receive follow-up information).

<https://www.gupton-jones.edu/student-life/health-safety/report-incident>

When a complainant reports sexual misconduct (that occurred on or off campus) to the Title IX Compliance Officer or another employee; they have the right to expect GJCFS to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

Gupton-Jones College of Funeral Service (GJCFS) STRONGLY ENCOURAGES COMPLAINANTS TO REPORT SEXUAL VIOLENCE OR DISCRIMINATION DIRECTLY TO THE CAMPUS TITLE IX COMPLIANCE OFFICE.

The Title IX Compliance Officer will inform the complainant of the initiation of an investigation prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling GJCFS's response to the incident. The Title IX Compliance Officer will remain mindful of the complainant's well-being and will take ongoing steps to protect the complainant from retaliation or harm, and work with the complainant to create a safety plan. Retaliation against the complainant, whether by students, employees or third parties, will not be tolerated.

After the initial report, the Title IX Compliance Officer will notify the complainant and the accused of the outcome of the investigation within 60 calendar days. Possible sanctions or protective measures may result from the institutional investigation.

Complainants, accused, and bystanders will be asked to complete a Sexual Harassment/Discrimination incident Report.

Bystander – Duty to Report

GJCFS students and employees have a “duty to report” sexual misconduct that occurs on or off campus. Bystanders are required to:

- Report what you know to the Title IX Compliance Officer
- As a bystander (witness) they are responsible for giving accurate and truthful information about what was witnessed
- Maintain documentation regarding any matters involving sexual misconduct, discrimination, or harassment.
- Do their best to maintain impartiality. Avoid expressing opinions about the accused or other people involved.
- Maintain privacy; however, they should not make promises regarding complete confidentiality.
- Any act by a GJCFS/PMC employee or student of retaliation against an employee or student for using the applicable policies responsibility interferes with free expression and openness and violates GJCFS/PMC policy. Accordingly, members of the college community are prohibited from acts of retaliation against those who file or are involved as bystanders. Those who feel they have been retaliated against because of their participation in this process, it is their right to file a complaint of retaliation to the Title IX Compliance Officer.

Person or organization to whom students and employees should report offenses:

Sharon Samuel: Compliance Officer, President

Gupton-Jones College of Funeral Service (GJCFS) (770)593-2257

Preventing Sexual Harassment

GJCFS strives to create an academic community conducive to the development of each student by fostering an educational process committed to excellence and equity. Students, faculty, and staff are citizens of the local, state, and national governments and of the academic community and are therefore expected to conduct themselves as law abiding members of each community at all times.

Admission to a college carries with it special privileges and imparts special responsibilities apart from those rights and duties enjoyed by non-students. Students are expected to behave in a manner that is conducive to the mission of GJCFS. In recognition of the special relationship that exists between

GJCFS and the academic community, GJCFS has authorized the President to take such action that may be necessary to maintain campus safety and preserve the integrity of GJCFS.

Services and Support

If you feel that you may need help with dating violence or domestic violence, help is available.

Women’s Resource Center to End Domestic Violence

24-hour hotline: (404) 688-9436

Community Office: (404) 370-7670

115 E. Maple St., Decatur, GA 30030

Monday – Friday 9:00 am to 5:00 pm

Email: info@wrcdv.org

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

National Domestic Violence Hotline

800-799-7233

SMS: Text START to 88788

24 hours per day, 7 days per week, English, Spanish and 200+ through interpretation service.

Definitions: Sexual Harassment and Violence

Sexual Assault: An actual, attempted, or threatened sexual act with another person without the person’s consent.

Sexual Harassment: Conduct of a sexual nature that includes unwelcomed sexual advances, requests for sexual favors, and/or joke’s about sex or sexual orientation, other verbal, non-verbal, physical conduct of a sexual nature that creates a hostile environment.

Sexual Discrimination: Actions that subject individuals to improper and unequal treatment on the basis of their sex, including but not limited to the improper exclusion of individuals from PMC activities.

Sexual Misconduct: Refers to sexual discrimination, assault, harassment, and/or other sexual violence.

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

Relationship Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant; 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.

Domestic Violence: Crimes of violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, or by a person who is cohabitating with or has cohabitated with the complainant as a spouse.

Non-Consensual Sexual Contact: Any intentional sexual touching by a man or woman and with any object that is without consent and/or by force (no matter how slight the contact)

Sexual Contact: Intentional contact with the breasts, buttocks, groin, or genitals such as touching another with any of these body parts or making another person touch you with or on any of these body parts. Or any intentional bodily contact in a sexual manner, though not necessarily involving contact with breasts, buttocks, groin, genitals, mouth, or other orifice.

Non-Consensual Sexual Intercourse: Any sexual intercourse by a man or woman and with any object that is without consent and/or by force (no matter how slight the contact). Intercourse includes vaginal or anal penetration by a penis, object, finger, or tongue and/or oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the contact.

Sexual Exploitation: Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited.

Sexual exploitation examples include: Invasion of sexual privacy, prostituting another person, non-consensual video or audio-taping sexual activity, going beyond the boundaries of consent such as letting a friend hide in the closet while you have sex, voyeurism, knowingly transmitting an STD or HIV to another student, exposing one's genitals in non-consensual circumstances or asking another person to expose their genitals, and sexually based stalking or bullying such as e-mailing sexually explicit photos to another person or making sexual jokes at the expense of another person

Complainant Rights

The Title IX Compliance Officer will have 60 calendar days to complete an investigation. A complainant may file a police report at any time during the duration of a Title IX investigation. The Title IX investigation will continue to move forward during a criminal investigation. The complainant will be encouraged to submit a written formal complaint against the accused. GJCFS will protect the complainant and take immediate action to protect individuals in the educational

setting. The Title IX Compliance Officer will verbally notify the accused that they are to have no contact with the complainant. If the complainant does not wish to proceed with a formal written complaint, the Title IX Compliance Officer will continue the formal investigation should the preliminary facts warrant. The Title IX Compliance Officer will explain to the complainant that without their cooperation, a full investigation will be limited. The Title IX Compliance Officer will also explain GJCFS's obligation to investigate and document the allegations. The Title IX Compliance Officer may decide that provisions will need to be put in place to ensure that the complainant remains safe from retaliation or harm during the investigation. The complainant will be given guidance at the start of the investigation. GJCFS will ensure due process rights for all parties. Should the Title IX Compliance Officer find that a conflict of interest exists, before the investigation has begun, they will provide the student with a secondary individual to assist with the intake process. The Title IX Compliance Officer will abide by GJCFS/ PMC's FERPA standards in all intake and investigative processes as it relates to student-on-student Title IX cases. All parties will be provided with a resolution that is supported by substantial evidence. Sexual Misconduct & Discrimination 122 The Title IX Compliance Officer will provide a written summary of resolution to all parties within 10 business days following the completion of the investigation. Upon completion of the investigation, all parties will have the right to appeal within 14 calendar days.

Accused Rights

The Title IX Compliance Officer will have 60 calendar days to complete an investigation. The accused will be given guidance at the start of the investigation. The accused will have the right to bear witnesses. GJCFS will ensure due process rights for all parties. Should the Title IX Compliance Officer find that a conflict of interest exists, before the investigation has begun, they will provide the student with a secondary individual to assist with the intake process. The Title IX Compliance Officer will abide by the colleges FERPA standards in all intake and investigative processes as it relates to student-on-student Title IX cases. All parties will be provided with a resolution that is supported by substantial evidence. The Title IX Compliance Officer will provide a written summary of resolution to all parties within 10 business days following the completion of the investigation. Upon completion of the investigation, all parties will have the right to appeal within 14 calendar days.

Emergency Response and Evacuation Policy and Procedure

Office Responsible:	Administration
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Date Policy and Procedure was last updated:	June 2023



Fire Safety Report

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Date Policy and Procedure was last updated:	June 2023

Timely Warning and Emergency Notification

Gupton-Jones College of Funeral Service (GJCFS) will immediately notify campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

The President or designee will confirm that there is a significant emergency or dangerous situation before any notification is sent, this is keeping in mind that the goal is to have a productive day of learning for students and disrupt as little as possible.

Gupton-Jones College of Funeral Service (GJCFS) will notify students via our Student Information System Instant Alert. This alert will go to all student emails. The President shall be responsible for emailing all staff and contacting any needed authorities. The Dean is responsible for sending notifications to the students and faculty.

After the emergency has passed, the President or designee will then send a follow up communication to all necessary parties.