Annual Security Report 2020
for data year 2019

As required by the US Dept of Education and in compliance with 34 CFR 688.46, the Jeanne Clery Act
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1. Introduction

The New England College of Optometry’s Annual Security Report is released by October 1st of each year. For purposes of this report, “College” refers to both the New England College of Optometry (“NECO”) and its clinical teaching affiliate, NECO Center for Eye Care. The report is issued in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Title II of Public Law 101-542, as amended through 2008, as well as the Violence Against Women Act (Public Law 113-4). For further details, please refer to 34 CFR 668.46 and the related subsections found therein.

For the purposes of this document, the College Community consists of: internal and external faculty, staff, members of the corporation, students, independent contractors, patients, and visitors to the College’s various properties.

The report includes the College’s policies concerning campus safety and security, such as alcohol and drug use, crime prevention, the reporting of crimes, domestic violence, dating violence, sexual assault, stalking, and other matters.

The College’s Annual Security Report also includes crime statistics for the previous three years on campus, on property owned or controlled by the College, and on public property within, or immediately adjacent to and accessible from, the campus. The College maintains crime statistics for its main campus, as well as two NECO Center for Eye Care clinical and clinical teaching facilities under lease or other occupancy arrangements:

Main Campus
New England College of Optometry
424 Beacon Street
Boston, MA 02115

Teaching Clinic and Clinical Training Center
NECO Center for Eye Care Commonwealth
930 Commonwealth Avenue
Boston, MA 02215

Teaching Clinic
NECO Center for Eye Care Roslindale
4199 Washington Street
Roslindale, MA 02131

1 On July 10, 2020, the Department of Education announced an extension from October 1, 2020 to December 31, 2020, “in accordance with President Trump’s declaration of a national emergency due to Coronavirus/COVID-19 on March 13, 2020 and the authority provided to the Secretary of Education in the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Pub. L. No. 116-136, signed by the President on March 27, 2020.” See the extension announcement here:
The Office of Operations and Administration (also known as “Operations”) is responsible for the preparation of the Annual Security Report, including collecting crime statistics from Campus Security Authorities, the City of Boston Police Department Office of Research and Development, and the Brookline Police Department. Since the College does not maintain residence halls on or off campus, the statistics should not be relied upon for any reportable events related to areas where students might reside.

By the deadline each year, all employees and enrolled students receive an email regarding the content and availability of the annual security report. The email provides information regarding how to access the report via the NECO website and NECO’s intranet (“the Portal”), and how to request a printed copy of the report as outlined below.

Prospective students and employees receive information regarding the availability and access to the report from Admissions and Human Resources, respectively.

1.a Accessing the Report

The Annual Security Report 2020 is posted on the NECO website for public access, as well as the NECO Portal. The Report may be printed in its entirety at the following link on the NECO website:


To request a printed copy by mail or for more information regarding campus safety, contact the Office of Operations and Administration at 617-266-2030 or email facilities@neco.edu.

1.b Clery Geography

Maps Key:
- Red: On Campus
- Green: Public Property

Note: The two NECO Center for Eye Care locations are leased spaces within larger buildings. Thus, the Clery Geography represented below is an approximation. For detailed floorplans of the leased space, please contact the Office of Operations and Administration at 617-266-2030 or email facilities@neco.edu.
1. Main Campus: 424 Beacon Street, Boston, MA 02115
2. NECO Center for Eye Care Commonwealth: 930 Commonwealth Avenue, Boston, MA 02215 (approximation; see note)
3. NECO Center for Eye Care Roslindale: 4199 Washington Street, Roslindale, MA 02131 (approximation; see note)
2. Campus Safety and Security

The College is committed to creating and maintaining a working, learning, and social environment that is free of violence, and has zero tolerance for threats or acts of violence against members of the campus community, either on campus or at sites hosting College events or programs. Such conduct is subject to disciplinary action up to and including dismissal from employment, expulsion from the College, or civil and/or criminal prosecution, as appropriate.

In the event of an emergency on campus, individuals should immediately dial 911. If 911 is dialed from a NECO landline, designated responders within the organization automatically receive a notification, which allows them to assess the situation and prepare for the arrival of emergency services.

The Office of Operations and Administration maintains an emergency contact list, which is available to the community on the Portal.

2.a Physical Security

The College makes campus safety a priority. Its professional staff and campus community actively participate in shared responsibilities to help protect personal safety, as well as personal property. ID cards are issued to current students and employees, and must be worn at all times while on campus. Visitors to the Beacon Street campus must be cleared at the front desk and are issued a temporary visitor badge which must also be worn at all times while on campus.

Critical doors on campus—including 424 Beacon Street’s exterior doors, doors to research labs containing hazardous materials, clinic doors, and more—are accessible only by individuals with appropriate ID card access, and heavily-vetted leadership with master keys. The Office of Operations and Administration manages the card access system, as well as the inventory and distribution of master keys.

The College contracts with a professional security guard agency to provide a roving and stationary security guard during evenings and weekends at the 424 Beacon Street and 930 Commonwealth Avenue locations. An in-house Lead Security Guard trains and oversees all contracted guards.

Security cameras are installed at strategic points in all three campuses.

In addition to the Annual Security Report, the Office of Operations and Administration makes every effort to issue timely warnings and inform the campus community about incidents of crime as follows:

- When circumstances warrant, crime alerts are distributed via email to the entire College community, posted on the NECO Portal in a timely manner, and/or broadcast over the Emergency PA System at Beacon Street.
2. The Office of Operations and Administration maintains a daily log of all incidents. The log is available for inspection upon written request.

2.b Emergency Notifications

Emergency notifications are used to, “immediately notify the campus community upon the 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” (34 CFR 668.48(g)). These situations include, but are not limited to:

- Human behavior; campus or community violence
- Natural disasters; severe snow, severe storm, flood, earthquake
- Utility outages and leaks; gas, electric, water
- Hazardous events; toxic substance spills or releases
- Unexpected building closures
- Any other event posing an immediate threat to the campus

The College has an Emergency Notification System (ENS) that is designed to send mobile, voice, and text notifications to students, faculty, staff, and the Board of Trustees during catastrophic events. This system complements other communication protocols used during emergencies, such as email, the emergency public address system, and fire alarms. The ENS will be initiated as quickly as possible to ensure the safety of the NECO community, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Upon notification of an emergency, the Office of Operations and Administration is responsible for evaluating the situation, informing College leadership, and initiating the ENS. The ENS message contains the location(s) affected, actions needing to be taken by the community, and, if necessary, a promise of follow-up.

Faculty, staff, and students are automatically enrolled in the ENS upon commencement of studies or employment at the College, but may opt out at any time by notifying the Office of Operations and Administration in writing.

The Office of Operations and Administration tests the ENS system twice a year.

2.c Emergency Evacuations

The College’s Emergency Action Plan is available in its entirety on the Portal. Below are the evacuation procedures for each of the College’s three locations. Evacuations are initiated through activation of the fire alarm, an announcement over the emergency public address system, and/or an ENS notification.

Due to the COVID-19 pandemic and the number of employees working from home, Operations staff would take on the responsibility of floor captains, final pass monitors, and exit monitors in
the event of an evacuation.

The College performs emergency evacuation drills at least once annually.

2.c.1 Final Pass Monitors, Floor Captains, and Exit Monitors

Final pass monitors and floor captains are responsible for ensuring that the building is fully evacuated before emergency services arrive. Final pass monitors and floor captains must:

- Respond to their assigned floor and begin a “final pass” to ensure that everyone has evacuated. Check all classrooms, labs, offices, bathrooms, and public areas.

- Leave all lights on, doors closed and unlocked.

- Should a person refuse to evacuate, do not argue. Take note of the individual and their location, continue your final pass, and exit the building.

During an evacuation, exit monitors must station themselves at building exits, direct those exiting to the designated evacuation zone, and record the names of the people exiting the building. Once a safe distance away, they will consult with department heads and faculty to ensure all known occupants of the building have evacuated.

Evacuation officials are responsible for keeping community members in the designated evacuation zone a safe distance from the property until Fire Department officials announce the all clear.

2.c.2 Evacuation Procedures

During a fire evacuation from Beacon Street, community members are encouraged to avoid the stairways in the Rotunda and Atrium, as these areas are likely to fill with smoke quickly in the event of a fire. The emergency exits are designated to provide clear spaces for people to escape from the building.

Evacuees should follow evacuation routes depicted on the fire exit signs located on the wall next to each stairwell door. Once a classroom or lab is evacuated, the primary faculty member should turn off all electrical and gas devices, and make sure the classroom corridor door is unlocked and closed. The lights should be left on.

No one may re-enter any building until receiving the “all clear” from the Fire Department.

2.c.2.i 424 Beacon Street Exits

- **Beacon Street Exits**: For all exits that bring you onto Beacon St (424, 422, 420, 418 Beacon Street) please exit the building and turn left up Beacon Street and walk past the adjacent building (Delta Tau Delta MIT Fraternity, 416 Beacon Street).
- **Hereford Street Exit**: After exiting onto the parking lot, cross Hereford Street and wait at the corner of Hereford Street and Beacon Street, in front of the Hooper Mansion (448 Beacon Street).

- **Back Street Exit**: After exiting onto Back Street, please turn left and walk towards Hereford Street. Be aware of cars while crossing the street and parking lot. Cross Hereford Street and wait at the corner of Hereford Street and Beacon Street, in front of the Hooper Mansion (448 Beacon Street).

**2.c.2.ii 930 Commonwealth Avenue Exits**

- **930 Commonwealth Avenue Exit**: Exit building, turn left and walk up Commonwealth Avenue. Cross Pleasant Street and stay on the sidewalk.

- **Dummer Street Exit**: Exit building, turn right and walk up Drummer Street. Cross Pleasant Street and stay on sidewalk.

- **Pleasant Street Exits**: Exit building and cross Pleasant Street, stay along sidewalk.

**2.c.2.iii 4199 Washington Street Exits**

- **Washington Street (Main Entrance)**: Exit onto Washington Street/South Street and turn right to walk up South Street. Once at the corner of South Street and Taft Hill Terrace, make your way up Taft Hill Terrace to the rear parking lot.

- **Taft Hill Terrace (Back Entrance)**: Exit onto Taft Hill Terrace and make your way to the rear parking lot.

**2.c.3 Evacuating People With Disabilities**

Human Resources and Academic Affairs keep the Office of Operations and Administration aware of community members with permanent or temporary disabilities that would impact their ability to evacuate safely without assistance. In an emergency evacuation, the Operations team is responsible for locating these individuals and aiding them throughout the evacuation event. Individual circumstances and the situation should dictate the best means for evacuating the person(s) needing assistance.

- Where possible, Operations will use communication devices to alert emergency responders to their location and allow them to provide assistance down the stairwells.

- If the situation dictates immediate evacuation, Operations will use the evacuation chairs located between floors in the emergency exit stairwells to lower the person down the stairs and out of the building.
3. Reporting Crimes on Campus

The Office of Operations and Administration encourages all community members to report crimes and unsafe conditions directly to the Office. Additionally, if you are the victim of a crime, witness a crime or suspicious activity, or observe a potential security problem or safety hazard, and do not require emergency services, immediately notify the Office of Operations and Administration. Individuals can do so by calling 617-266-2030 or emailing facilities@neco.edu.

Witnesses or victims of crimes, emergencies, or injuries are encouraged to complete an incident report form, which the Office of Operations and Administration keeps on file for use in preparing this report and for identifying potential trends of unsafe occurrences. All incident reports are kept strictly confidential. The incident report form is available on the NECO Portal and public website:

http://www.neco.edu/pdfs/general/INCIDENT_REPORT_FORM.pdf.

3.a Campus Security Authorities

While the College prefers that community members report crimes directly to the Office of Operations and Administration or local law enforcement, the College also recognizes that some individuals might be more comfortable contacting other individuals or offices.

Under the Clery Act, Campus Security Authorities (“CSAs”) include members of an institution’s security department, as well as any, “official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings” (34 CFR 668.46(a)). The 2016 Handbook for Campus Safety and Security Reporting defines an official as, “any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution” (2016 Handbook, 4-3).

CSAs are required to provide resources to victims and report crimes listed under the Clery Act to the Office of Operations and Administration, though they are not required to report the identity of the victim. In cases where the community may be at risk, NECO strongly encourages full reporting even if the information is otherwise privileged. In any event, the College respects the victim’s choice under such circumstances.

CSAs receive training for their role at least once annually. This training includes a summary of their responsibilities, resources for crime victims, and an overview of many of the policies included in this Report.

At the time of publication, the following individuals act as the New England College of Optometry’s CSAs:
While CSAs are the primary officials responsible for the health and safety of the community, it is the responsibility of every administrator, faculty member, staff member, and student to take any threat of violence or danger seriously. Each threat must be reported to the appropriate authority. Failure to do so may result in disciplinary action.

3.b Whistleblower Policy

Any person, who in good faith files a complaint, testifies, assists, or participates in any manner in an investigation, proceeding, or hearing, shall not be intimidated, threatened, coerced, or discriminated against, no matter how the matter is resolved. The College has instituted a Whistleblower Policy that outlines certain procedures to be followed by any employee who, in good faith, wants to report inappropriate behavior relating to financial or other matters. The Whistleblower Policy is available on the website at:

http://www.neco.edu/pdfs/general/Whistleblower_Policy.pdf.
The contact person is the Chair of the joint Audit and Compliance and Finance Committee of the Board of Trustees, Richard N. Small. He can be reached by email at r.small@neurotechusa.com.

4. Title IX and VAWA Protections

NECO takes sexual harassment, gender discrimination, and sexual violence seriously. As a student, faculty member, staff member, or visitor, you are protected under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Violence Against Women Reauthorization Act (VAWA) of 2013.

The decision to file a formal report or complaint about sexual violence and sexual assault is a personal choice. The College is here to help you understand your options and the resources available, whether you decide to report or not. If you decide not to file a formal report, resources are still available to you for counseling, academic support, and other needs. Behavior that is covered by Title IX/Title VII/VAWA includes, but is not limited to:

- Sexual assault
- Sexual harassment
- Domestic/Dating Violence
- Stalking
- Unwelcome/Non-Consensual Sexting
- Cyberbullying

The New England College of Optometry seeks to foster an environment that supports its educational mission and is committed to providing a safe learning and working environment for all members of the college community that is free from all forms of discrimination, harassment, sexual misconduct, and related violence. NECO does not discriminate on the basis of sex, gender, or sexual orientation in its education programs or activities and prohibits specific forms of behavior that violate Title IX of the Educational Amendments of 1972 (“Title IX”) and/or all other applicable state and federal laws.

4.a What is Title IX

Title IX of the Education Amendments of 1972 (Title IX) states that, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance” (20 USCA § 168(a)). It protects individuals from sexual or gender-based bullying, discrimination, harassment, and violence. This includes protection from being retaliated against for filing a complaint of discrimination or harassment.

The law covers sex-based discrimination against students, faculty, and staff.

NECO provides a variety of confidential and non-confidential support resources, reporting
options, and complaint procedures to those persons who believe they have been subjected to sexual misconduct, relationship violence, and stalking. NECO will work closely with those persons to provide referrals to law enforcement and support resources. The college prohibits retaliation and provides appropriate interim measures including changes to academic and co-curricular activities, transportation, dining, and employment situations as well as no-contact orders.

In keeping with its obligations under Title IX, the College is committed to promptly, fairly, and equitably investigating complaints, ensuring the safety of the Complainant, and providing remedies and resources. Sanctions (Students and Student Organizations) and Discipline (Employees) for violations of this policy will be administered after an investigation by the College and a finding that an individual or student organization is responsible for violating the policy. The Title IX Coordinator/Deputy Coordinator will oversee the initial response and assessment of reports, the investigation and resolution process.

NECO also complies with Massachusetts laws that protect individuals from discrimination on the basis of sexual orientation, as well as on the basis of gender identity. Questions or concerns about possible discrimination based on sexual orientation and/or gender identity under state law may also be directed to a Title IX Coordinator or Deputy Coordinators as listed below:

<table>
<thead>
<tr>
<th>Joanna Hurier</th>
<th>Mollie Forman</th>
<th>Dr. Gary Chu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Director</td>
<td>Manager</td>
<td>Vice President</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Compliance and Safety</td>
<td>Professional Affairs</td>
</tr>
<tr>
<td>Title IX Coordinator</td>
<td>Deputy Title IX Coordinator</td>
<td>Deputy Title IX Coordinator</td>
</tr>
<tr>
<td><a href="mailto:hurierj@neco.edu">hurierj@neco.edu</a></td>
<td><a href="mailto:formanm@neco.edu">formanm@neco.edu</a></td>
<td><a href="mailto:chu@neco.edu">chu@neco.edu</a></td>
</tr>
<tr>
<td>Phone: 617-587-5787</td>
<td>Phone: 617-587-5618</td>
<td>Phone: 617-587-5541</td>
</tr>
<tr>
<td>Mobile: 617-775-8650</td>
<td>Mobile: 857-301-2777</td>
<td>Mobile: 617-834-3245</td>
</tr>
</tbody>
</table>

You may also report concerns to the following confidential hotlines:
- NECO Confidential telephone hotline: 617-587-5753
- NECO Confidential email: voice@neco.edu

All training provided to Title IX coordinators by Institutional Compliance Solutions: http://icslawyer.com/community-access/community-access-higher-ed/

Please use this link to view further information on Title IX:
https://www.neco.edu/pdfs/general/Title_X_2020_NECO_web.pdf

4.b Definition of Consent

Massachusetts state law does not explicitly define consent. The legal definition can be extrapolated from the standards set in sexual assault statutes, which define an act of rape as one in which someone, “compels [a] person to submit by force and against [their] will, or compels such person to submit by threat of bodily injury” (Mass. Gen. Laws. Ann. Ch. 265 §22).
For the purposes of this policy, NECO defines consent as an explicitly communicated, reversible, and mutually agreed upon decision to engage in sexual activities, with all parties being capable of making this decision. Capability requires the absence of influence from incapacity or impairment, including but not limited to intoxication, unconsciousness, and a victim being underage.

4.c Definition of Sexual Harassment

“Sexual harassment” means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or
- Such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

The definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to workers of all genders may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances - whether they involve physical touching or not;
- Sexual epithets, jokes, written or verbal references to sexual conduct, innuendoes of a sexual nature; comments on an individual’s body, comments about an individual’s sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one’s sexual experiences; and
- Discussion of one’s sexual activities.

4.d Adjudication Policy and Process

When the College is notified of an alleged violation of this policy, it will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances; the College cannot promise complete confidentiality or that it will do nothing. The College’s investigation
will include an interview with the person reporting the possible violation of this policy and with witnesses when appropriate.

The College will also interview the person alleged to have committed the violation. When the College has completed its investigation it will, to the extent appropriate, inform the person reporting the violation and the person alleged to have committed the violation of the result of that investigation.

If it is determined that inappropriate conduct has occurred, then the College will act promptly to eliminate the offending conduct and, where appropriate, will impose disciplinary action. Such action may range from counseling to termination of employment, and may include such other forms of disciplinary action as the College deems appropriate under the circumstances.

The College recognizes that, in some instances, an investigation of a report of discrimination, harassment, or retaliation may result in a determination that no such conduct occurred and may even have been intentionally falsely made. If an investigation reveals that an employee has maliciously or intentionally made a false accusation, such employee will be subject to appropriate disciplinary action, up to and including termination of employment.

Retaliation against an individual who has reported in good faith any conduct prohibited by this policy, and retaliation against individuals for participating in or cooperating in good faith with an investigation of a violation of this policy is unlawful and will not be tolerated by the College.

Any individual found to have engaged in retaliation that is prohibited by this policy may be subject to discipline, up to and including termination of employment. Employees are encouraged to report any retaliation promptly.

4.e Community Resources

In addition to resources at NECO, survivors are encouraged to utilize community organizations for support:

Boston Police
   - 617-343-4250

Boston Area Rape Crisis Center (BARCC)
   - 24-hour hotline: 800-841-8371
   - BARCC offers free, confidential services to sexual assault survivors, their friends and families. It also operates a 24-hour confidential hotline that provides survivors of sexual assault with telephone counseling and personal support. The Center also maintains a referral network of survivor support groups (call 617-492-RAPE or 617-492-7273).

Victim Rights Law Center (VRLC)
   - 617-399-6720
- 115 Broad Street, Boston, MA 02110
- VRLC is dedicated to serving the legal needs of sexual assault victim. The VRLC provides free legal services, legal training and technical assistance.

Jane Doe Inc. (Massachusetts Coalition Against Sexual Assault and Domestic Violence)
- 617-248-0922
- C/O WeWork 8th floor Suite 800, 745 Atlantic Avenue, Boston, MA 02111
- Jane Doe Inc. is an interactive service locator tool to find sexual assault and domestic violence resources in your area and a map of service providers across Massachusetts.

Casa Myrna Vasquez
- 617-521-0100
- 451 Blue Hill Ave, Boston, MA 02121
- Casa Myrna provides Boston’s most comprehensive range of programs to address domestic and dating violence.

Fenway Health Violence Recovery Program (VRP)
- 617-927-6202
- VRP provides counseling, support groups, advocacy, and referral services to Lesbian, Gay, Bisexual and Transgender (LGBT) victims of bias crime, domestic violence, sexual assault, and police misconduct.

Asian Task Force Against Domestic Violence
- 24-hour multilingual helpline: 617-338-2355
- Multilingual helpline is staffed by trained advocates who together speak a total of 12 Asian languages and dialects including Chinese (Cantonese, Mandarin, and Toisanese), Hindi, Japanese, Khmer, Korean, Nepali, Punjabi. Callers to ATASK receive crisis intervention, safety planning, emotional support, and information about domestic violence and restraining orders.

Fenway Health Helpline
- Through Fenway’s Helplines, you can receive help, information, referrals, and support for a range of issues including anti-gay/lesbian harassment and violence.

4.f Formal Complaints

NECO has designated grievance procedures designed to provide prompt and equitable methods of investigation into concerns regarding sexual harassment and other sexual misconduct.

You may file a formal complaint alleging a violation of the college policies by submitting the complaint to the NECO Title IX Coordinator at voice@neco.edu.

Please remember that your formal complaint must be in writing. In addition, your formal
complaint must:

- Be a document or electronic submission.
- Contain your physical or digital signature, or otherwise indicate that you are the person filing the formal complaint.
- Allege sexual harassment against an alleged harasser and request that the college investigate the allegation(s).
- State the name of the alleged harasser (if known) and describe with reasonable specificity the incident(s) of alleged harassment, including the date and place of such incident(s).
- Be in your own words, and may not be authored by others, including family members, advisors, or attorneys.
- Have an attached list of any sources of information (for example, witnesses, correspondence, records, and the like) that you believe may be relevant to the investigation. Your complaint should not be delayed if such sources of information are unknown or unavailable.
- If a student, at the time of filing your formal complaint, you must be participating in or attempting to participate in the education program at NECO.

In addition to the College’s internal investigation procedures, an employee may file a formal complaint with the Equal Employment Opportunity Commission or other state or local antidiscrimination agency, listed below. Using the College’s internal discrimination, harassment, or retaliation investigation process will likely result in a quicker resolution and does not prohibit an employee from filing a complaint with outside agencies (300 days to file a claim for each agency below).

United States Equal Employment Opportunity Commission (EEOC)
- 800-669-4000
- JFK Federal Building, Room 475 Government Center, Boston, MA 02203

Massachusetts Commission Against Discrimination (MCAD)
- 617-994-6000
- One Ashburton Place, Room 601, Boston, MA 02108

United States Department of Education Office for Civil Rights
- Phone: 617-289-0111
- Fax: 617-289-0150
- TTY: 1-800-877-8339
- 5 Post Office Square, 8th Floor, Boston, MA 02109

The Commonwealth of Massachusetts’ Sexual Offender Registry Board can be contacted at 978-740-6400 or http://www.mass.gov/eopss/agencies/sorb/.

5. Drug and Alcohol Abuse Prevention
As a recipient of federal monies, the New England College of Optometry maintains a Drug and Alcohol Abuse Prevention Policy, in compliance with The Drug Free Schools and Communities Act Amendment of 1989. The purpose of the policy is to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol, and the abuse of alcohol, by students and employees.

In accordance with federal regulations, the policy contains information about the use of drugs and alcohol in relation to:

- The standards of conduct expected by the College;
- Disciplinary actions for violations of the standards;
- Legal sanctions for violating corresponding laws;
- Potential health risks;
- Accessible counseling and treatment services.

This policy is distributed annually to all students and employees. There is a biennial review of the policy to determine its effectiveness, to implement any necessary changes, and to ensure the consistent application of sanctions for violations of the policy.

5.a Standards of Conduct

NECO supports, promotes, respects, and expects adherence to federal and state laws regarding alcohol and drugs. The NECO community is composed of students, faculty, staff, and alumni. The entire community must assume responsibility for providing a climate that respects personal rights, federal and state laws, promotes safety, and models appropriate and normally acceptable behavior.

The College strictly prohibits, on its premises and at all College-sponsored functions off-campus:

- The possession, use, or distribution of illicit drugs, including the inappropriate possession, use, or distribution of pharmaceutical drugs;
- The possession or consumption of alcohol by, or distribution to, persons under 21 years old.

The College reserves the right to restrict the use, distribution, or possession of alcohol on College premises or at any College-sponsored functions by persons 21 years old or older. The College also reserves the right to request documentation of age before serving alcohol.

Functions planned in which alcohol will be served must be pre-approved at least one month in advance of the event. At all College functions, non-alcoholic beverages must be provided and located in a visible area separate from alcoholic beverages. Food must always be available at all College functions where alcohol is served.

- For Employees: Approved by President’s Office
Additionally, NECO prohibits the unlawful use, possession, sale, distribution, or manufacture of controlled substances as part of college activities. NECO also prohibits the use, possession, sale, distribution, or manufacture of other substances, even though they may not be illegal, including, but not limited to, whipp-its, 2-C’s, molly, ecstasy, NBOME, Spice, K-2, and non-prescribed performance enhancing drugs (“prohibited substances”).

The College expects employees and students to create and maintain a professional and educational environment that is safe and healthy and encourages responsible conduct. Furthermore, the College holds employees and students responsible for the consequences of using or distributing illicit drugs and serving or consuming alcohol.

**5.b Policy on Recreational Marijuana**

Although the Commonwealth of Massachusetts has legalized recreational use of marijuana by people at or over the age of 21, NECO must abide by federal laws, including the Drug-Free Schools and Communities Act, in order to remain eligible for federal funding, including funding for student financial aid. Therefore, NECO must continue to maintain and enforce its prohibition on the use of marijuana. This means that for all students, regardless of age, NECO prohibits the use, sale, manufacture, distribution, possession, or facilitation of the use of marijuana on campus.

Student members of the NECO community who are in violation of this policy are subject to local, state, and federal law as well as disciplinary adjudication under the Code of Conduct in the Student Handbook.

**5.c Disciplinary Action: Student Violations**

Reports of suspected violations of the Drug & Alcohol Abuse Prevention Policy by students will be responded to by the Vice President of Academic Affairs and the Student Affairs Committee.

Disciplinary action will be imposed on students who violate the Drug & Alcohol Abuse Prevention Policy and may include immediate suspension or dismissal from the College as well as affect the student’s eligibility for financial aid. Please see [www.FAFSA.gov](http://www.FAFSA.gov) for further information.

Students violating local, state, or federal laws regarding drugs and alcohol on College premises or at College functions are not exempt from the corresponding legal sanctions. Disciplinary action taken by the College for legal violations may include a referral to local authorities for prosecution, the sanctions listed above, and/or mandatory completion of an appropriate rehabilitation program as a condition of continued student status.

**5.d Disciplinary Action: Employee Violations**
Reports of suspected violations of the Drug & Alcohol Abuse Prevention Policy by employees will be responded to by the College administration. Disciplinary action will be imposed on employees who violate the Drug & Alcohol Abuse Prevention Policy and may include immediate suspension or termination of employment.

Employees who are convicted of drunk driving or driving to endanger due to drug or alcohol use, who have responsibilities which include driving College vehicles or transporting College students/employees, jeopardize their employment if such conviction or circumstances surrounding the conviction pose a risk to the College community. The College will enforce strict sanctions as warranted by the circumstances.

Employees violating local, state, or federal laws regarding drugs and alcohol on College premises or at College functions are not exempt from the corresponding legal sanctions.

Disciplinary action taken by the College for legal violations may include a referral to local authorities for prosecution, the sanctions listed above, and/or mandatory completion of an appropriate rehabilitation program as a condition of continued employment.

5.e Legal Sanctions for Violating Alcohol Laws

A minor in possession of alcohol, who is not accompanied by a parent or legal guardian, may be subject to a fine and arrested without a warrant by a police officer and if convicted may have their driver’s license suspended for a period of time.

A person who falsifies age documentation or misrepresents their age for the purpose of possessing or consuming alcohol is subject to a fine.

Anyone delivering or serving alcohol to a person under 21, or for the use by someone under 21, is subject to a fine or imprisonment.

The consequences for operating a motor vehicle while drinking an alcoholic beverage may result in a fine and/or imprisonment.

A person suspected by authorities of driving under the influence of alcohol will be stopped and given a sobriety test. Failure of the test can result in immediate arrest and revocation of one’s driver’s license. A first conviction for driving under the influence of alcohol may result in a fine, imprisonment for up to two years, mandatory completion of an alcohol education or rehabilitation program and revocation of one’s license. Sanctions for driving under the influence increase in severity with each successive conviction.

A person suspected of public intoxication may be taken into protective custody.

5.f Legal Sanctions for Violating Drug Laws

Criminal penalties for offenses vary according to the particular substance and the quantity of
the substance. Generally, the penalties for manufacturing or distributing controlled substances are greater than for simple possession.

Illegal possession with the intent to manufacture or distribute is subject to the same penalties as illegal manufacture or distribution. Possessing relatively large quantities of illicit substances will be considered possession with intent to distribute.

In general, persons suspected of possessing, using, or distributing illicit drugs will be arrested and will remain in jail until bail is met. A court date for arraignment will be set within a reasonable timeframe.

Convictions for some offenses include mandatory minimum terms of imprisonment. A person sentenced to a mandatory term is not eligible for parole, furlough, or work release. Penalties for repeat offenses are increasingly harsher.

A person convicted of a drug offense may be declared ineligible for any or all federal benefits for up to one year, or longer for repeat offenses. Federal benefits include grants and contracts, and professional licenses.

5.g Health Risks

Alcohol Abuse:

- Nausea and headaches
- Fatigue
- Malnutrition disorders
- Brain cell damage
- Cirrhosis
- Memory loss
- Poor concentration
- Liver and stomach cancer
- Increased heart rate
- Blackouts
- Muscle degeneration
- Heart disease
- Ulcers
- Bone degeneration
- Personality changes
- Alcoholism
- Death

Illicit Drug Use:

- Brain/nerve/liver damage
- Respiratory arrest
- Convulsions
- Hypertension
- Lowered blood pressure
- Personality disorders
- Addiction
- Heart failure
- Pulmonary edema
- Cardiac arrhythmias
- Psychosis
- Coma
- Malnutrition
- Death

5.h Counseling and Treatment Services

All students are required to purchase the student health insurance or have an equivalent health insurance plan. Mental health services are considered essential health benefits and should include behavioral health treatment, behavioral health inpatient services, and substance abuse treatment. Please visit the Center for Academic and Professional Achievement to discuss insurance plans purchased through the school and local agencies providing behavioral health
treatment options. For emergency service, call 911 or go to the closest emergency room.

Employees have counseling, treatment, and rehabilitation programs available to them. Please see the Office of Human Resources for information and resources on substance abuse.

The NECO EAP program provides employees with confidential professional counseling and referral services. All inquiries and discussions occur outside of College premises and are strictly confidential. This service is available 24 hours per day at 1-800-316-2797 or www.mutualofomaha.com/eap.

In addition, a number of community organizations exist in the Boston area. Listed below are agencies providing referrals and/or rehabilitation services. The list does not represent recommendations for any particular programs. It is advisable to check with your doctor and health insurance provider for individual referrals.

**National Council on Alcoholism and Drug Dependence, Inc. (NCAD)**
- Telephone: 1-800-NCA-CALL (622-2255)

**Substance Abuse and Mental Health Services Administration (SAMHSA)**
- Telephone: 1-800-662-HELP (4357)
- Website: [http://www.samhsa.gov/](http://www.samhsa.gov/)
- Treatment Finder: [https://findtreatment.samhsa.gov/](https://findtreatment.samhsa.gov/)

**National Institute on Alcohol Abuse and Alcoholism (NIAAA)**
- Telephone: 1-800-662-HELP (4357)
- Website: [http://www.niaaa.nih.gov](http://www.niaaa.nih.gov)

**National Institute on Drug Abuse (NIDA)**
- Telephone: 1-800-662-HELP (4357)
- Website: [http://www.drugabuse.gov/](http://www.drugabuse.gov/)

**Alcoholics Anonymous (AA)**
- Telephone: see local telephone directories
- Website: [http://www.aa.org/](http://www.aa.org/)

**Al-Anon**
- Telephone: 1-888-425-2666

**National Cocaine Hotline**
- Telephone: 1-800-COCAINE (262-2463)

6. Crime Statistics
Each October the College files a campus crime data report for the preceding calendar year with the U.S. Department of Education. This report is required of all postsecondary institutions that receive Title IV funding (i.e. those that participate in federal student aid programs) as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and the Violence Against Women Act.

The College’s reports may be found at http://ope.ed.gov/security/Index.aspx. Then click “Get data for one school.” There are separate reports for each of the following locations:

- Main Campus: 424 Beacon Street, Boston, MA 02115
- NECO Center for Eye Care Commonwealth: 930 Commonwealth Avenue, Boston, MA 02215
- NECO Center for Eye Care Roslindale: 4199 Washington Street, Roslindale, MA 02131

The statistics represent alleged criminal offenses, both on campus and on public property, reported to the Office of Operations and Administration and/or the Boston or Brookline Police Department. Therefore, the data collected does not necessarily reflect prosecutions or convictions for crime. The site contains a glossary that provides definitions for the various crime and the geographic categories presented in the reports.

For the calendar years 2017, 2018, and 2019 the statistics for crimes as reported to the Office of Operations and Administration are as follows:

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Main Campus Crime Statistics: Criminal Offenses

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**Caveat:** The Boston Police Department recorded a Motor Vehicle Theft from the College address (424 Beacon Street) on August 18, 2019. This incident was not included in the above data because while the incident was called into the police and property recovered on public property adjacent to the College, the crime itself occurred outside of the College's Clery Geography.
Main Campus Crime Statistics: Hate Crimes

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### Main Campus Crime Statistics: VAWA Offenses

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### Main Campus Crime Statistics: Arrests and Disciplinary Actions

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### Commonwealth Campus Crime Statistics: Arrests and Disciplinary Actions

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Roslindale Campus Crime Statistics: Hate Crimes

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## Roslindale Campus Crime Statistics: VAWA Offenses

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## Roslindale Campus Crime Statistics: Arrests and Disciplinary Actions

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## Roslindale Campus Crime Statistics: Unfounded Crimes

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