



ANNUAL SECURITY REPORT

PREVENTION | RESPONSE

PUBLISHED October 1, 2022

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PURPOSE

The purpose in the development of the Annual Security Report is to set forth general reporting, detection, notification and response guidelines and to provide the Hussian College community with campus crime rates and statistics.

The information contained in this publication is compiled in cooperation with Los Angeles Center Studios (LACS) building security, the school and local law enforcement agencies. This publication is prepared in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act) the “Clery Act”) and is provided as a safety service to the Hussian College community. Each member of the Hussian College community receives an electronic notification of the report through e-mail with a direct link to this report. The report can also be accessed electronically through the Hussian College website at [https:// laprod.wpengine.com/policies/crime-reporting-emergency-procedures/](https://laprod.wpengine.com/policies/crime-reporting-emergency-procedures/)

Prospective students and prospective employees will be directed to the Annual Security Report. Printed copies are available upon request by calling the school at 310.622.4136 or through e-mail at info@hussiancollege.edu

All criminal incidents occurring on campus at Hussian College should be reported to Dean Walker’s Office for effective response and documentation. In emergency situations, community members are encouraged to call building security at 213.534.2398 or 911 for immediate assistance. Non-emergency incidents can be reported to Dean Walker’s Office, 310.622.4136. The school works closely with local police and building security for yearly statistical data.

On a daily basis, a daily crime log is located within Dean Walker’s Office. This log is available during normal hours of operation, Monday-Friday 9:00 AM-6:00 PM.

CAMPUS SAFETY SERVICES OVERVIEW

Hussian College does not employ a private security or policy force due to the small size of the institution. In non-emergency situations, individuals should contact either Dean Walker’s Office or LACS Building Security. In emergency situations, individuals should contact either LACS Building Security or the local law enforcement.

LACS Building Security
24 Hour Security Desk
Tower Lobby
1201 West 5th Street
Los Angeles, CA 90017
213.534.2398

Non-Emergency
Hussian College
1201 West 5th St.,
Suite F-10
Los Angeles, CA 90017
310.622.4136

EMERGENCY: 9-1-1
Hussian College is located in
LA Center Studios
at 401 S. Boylston St., Los
Angeles, CA 90017

MONITORING CRIMINAL ACTIVITY ON CAMPUS

The school works closely with the LA Center Studios Security Team to monitor all criminal activity on campus. For statistical purposes, all criminal activity should be reported to Dean Walker's Office 310.622.4136.

CAMPUS CRIME LOG

A daily campus crime log is kept in Dean Walker's Office. Anyone can request access to the daily crime log during normal business hours, Monday–Friday, 9AM-6PM.

MONITORING CRIMINAL ACTIVITY AT OFF-CAMPUS LOCATIONS

Hussian College contacts local law enforcement to communicate any serious incidents occurring on or in the immediate neighborhood and business areas surrounding the campus. Hussian College makes every effort to report in the Annual Security Report crimes that occur not only on-campus, but in LACS, neighboring alleys and adjunct streets. The areas that are included in this report are:

- » 400-500 block of S. Bixel St.
- » 1200-1300 block of W Maryland St.
- » 400-500 block of S. Boylston St.
- » 1200-1300 block of W. 5th Street.

REPORTING AN EMERGENCY, CRIME or CRIMINAL ACTIVITY

Most members of the Hussian College administration and staff are trained to receive information regarding a crime, criminal activity, emergency or dangerous situation (including medical emergencies), alert the proper authorities and prepare the appropriate crime or incident report. In the event of a crime, criminal activity, emergency or dangerous situation, be deliberate in physically locating a member of the Hussian College staff or administration, or call 310.622.4136 and the appropriate measures will be taken based on the information provided, which may include one or more of the following: (1) further verification of the reported incident including requesting more information; (2) physically responding to the location of the incident;

(3) referring the incident to the appropriate staff member; and/or (4) contacting local law enforcement. In the case of an emergency (including medical emergencies), students, faculty and staff should not be apprehensive in any way from DIALING 9-1-1.

When calling-in a crime, criminal activity, emergency or dangerous situation (including medical emergencies) to Hussian College at 310.622.4136 or law enforcement by dialing 9-1-1, be prepared to provide the following at a minimum:

- » Your name
- » Telephone number (in case of a dropped call)
- » The location of the incident (e.g. address, cross-streets, landmark)
- » The nature of the incident

For crimes occurring off-campus, contact local law enforcement at 9-1-1.

FOR TIPS REGARDING SUSPECTS OR CRIMES THAT ARE NOT IN PROGRESS: Students, faculty and staff can contact the Los Angeles Police Department TIP LINE by calling 1-877-LAPD-24-7.

TIMELY WARNING NOTIFICATIONS

In the event Hussian College is notified of an actual emergency that poses a danger to the campus community staff, faculty and students will be provided with a Timely Warning Notification through text message, email, campus-wide postings, classroom announcements and, if time permits, the Hussian College website. All staff, faculty and students receive Hussian College email accounts upon enrollment or employment. In order to receive campus-wide Timely Warning Notification email announcements, staff, faculty and students must regularly check their Hussian College email account.

The contact person for providing updated contact information necessary to receive Timely Warning Notifications is the Registrar's office at: Registrar@hussiancollege.edu. Please be sure that they have been provided with updated mobile phone numbers and email addresses. Hussian College will provide at least one test Timely Warning Notification email each semester to ensure the system is functioning properly.

Usually, Timely Warning Notifications are delivered immediately upon receipt of credible information regarding an actual emergency, but in the event that information is not immediately available, the Timely Warning Notifications will be completed within 48 to 72 hours from the date the crime or incident was reported.

In the event that a crime or incident is reported that represents an immediate threat to the health or safety of the Hussian College community on campus, Hussian College will, without delay, take into account the safety of the community, determine the content of the Timely Warning Notification and initiate the Timely Warning Notification measures described in this policy, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency.

If the situation requires further dissemination of emergency information to the larger community, the Hussian College will contact the Los Angeles Police or Fire Department. Hussian College Director of Operations will work in conjunction with the City of Los Angeles first responders to determine the content of the notification to the community at large.

Person responsible for disseminating Timely Warning Notifications is:
Kevin Cordova-Brookey, Director of Operations, Hussian College, Los Angeles, 310.622.4136.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Hussian College recognizes its responsibility to provide accurate and timely information to the campus community during emergencies.

PROCEDURES TO NOTIFY THE CAMPUS COMMUNITY

In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on campus, the Director of Operations or his designee will determine the type and content of the notification to the Hussian College community and will initiate the campus notification procedures.

EMERGENCY NOTIFICATION

Hussian College, Los Angeles Alert: The Hussian College community will receive e-mail messages to Hussian College e-mail accounts regarding the nature of the threat and the security measures in place. Hussian College community members are advised to check e-mail frequently. Administration will also make individualized classroom announcements if time permits.

SPECIFIC EVACUATION AND RELOCATION STAIRWELLS

Building stairwells are not pressurized. The building has two (2) stairwells for emergency use:

1. Stairwell #1 (North): services lower plaza level through Penthouse. Has no roof access.
2. Stairwell #2 (South): services lower plaza level through Penthouse. Has roof access.

Please see "Safe Area Refuge Map" provided within this section for stairwells and emergency exits and outside emergency refuge holding area(s). Upon arriving at your emergency relocation refuge/holding area floor wardens will then take a head count. Remain at the refuge/holding area until further instructions are received by Fire Safety Director and/or the scene Emergency Responders. REMEMBER TO ALWAYS PROCEED NO LESS THAN 300 FEET AWAY FROM THE BUILDING DURING ANY BUILDING FIRE EMERGENCY.

WHEN EVACUATION IS REQUIRED

- » Move quickly but DO NOT RUN.
- » Go to the safest designated stairwell or exit. DO NOT USE ELEVATORS.
 - » Remove high heels to prevent injuries (carry them with you).
 - » Use handrail, which is most continuous (usually center).
 - » Each floor will relocate down a minimum of five floors below the floor of alarm (unless otherwise directed).
 - » Allow room for others to enter into an orderly flow of traffic without holding up others
 - » Gain assistance for those who are slower moving or handicapped.
 - » Dispel any false information or rumors to prevent panic refrain from using the word "FIRE".
 - » Treat any injuries incurred in the stairwell at the nearest floor landing when required and if practical
 - » Complete relocation. DO NOT CONGREGATE IN STAIRWELL.

LOCKED STAIRWELL DOOR INFORMATION

There is always access to the stair shaft from the tenant floor corridors. Building stairwell doors are unlocked from the stair shaft side at all times.

Owner(s) and operator(s) of LACS maintain a list of all permanent building tenants who have disabilities. Building owner(s) or operator(s) shall be notified in writing by those who have disabilities. Information provided in the list shall include any special emergency evacuation needs and permanent work location of such physically disabled persons. The list shall be located in the Building Manager's Office.

SHELTER-IN-PLACE PROCEDURE

Shelter-in-place means to seek immediate shelter and remain there during an emergency rather than evacuate an area. Certain events, such as severe weather or hazardous materials contamination, may necessitate the initiation of Hussian College's shelter-in-place policy. In the event the shelter-in-place protocol is initiated:

1. Stay inside your building.
2. Move to interior rooms with no windows or closed windows.
3. Close any open windows.
4. Await further instruction.
5. Do not evacuate the building until emergency personnel give the "all clear."

LOCKDOWN

A lockdown is a protocol used when there is an immediate threat to the building occupants and there is a need to stop all access or a portion of access to the campus. In the event of a Lockdown, secure yourself in a room and do not leave until the situation is resolved. If the event is an ACTIVE SHOOTER scenario, your best chance of survival may be to get out of the building as quickly as possible, so be aware of the situation.

IF YOU ARE INSIDE THE BUILDING:

1. If the threat is INSIDE the building, leave immediately and try to get others to go with you.
2. Lock exterior doors only if the threat is outside the building and it is safe to reach the doors.
3. Call the police 9-1-1 or building security 213.534.2398.
4. Notify building occupants of "Lock Down" status if possible.
5. Close, lock and barricade interior doors, if possible.
6. Hide in your room or office.
7. Remain quiet.
8. Wait until emergency personnel give you the "all clear."

IF YOU ARE OUTSIDE THE BUILDING:

1. Do not enter the building.
2. Go far away from the building under lockdown.
3. Find a safe location and stay there.
4. DO NOT LEAVE YOUR safe area until you receive the "all clear" from emergency personnel.
5. Do not call the location under lockdown as you may endanger lives. Call the police (9-1-1) if you have relevant information.

EARTHQUAKE PROCEDURES

DURING THE EARTHQUAKE

During an earthquake you will usually be safer inside the building than you are outside. If you feel a tremor:

- » DUCK: Duck or drop down to the floor
- » COVER: Take cover under a sturdy desk, table or other furniture, If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.
- » HOLD: If you take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.
- » DO NOT ENTER OR EXIT: Do not enter or exit the building during the shaking. There is a danger of falling debris.
- » DO NOT USE ELEVATORS: Elevators will automatically move to the next floor in direction of travel and open.
- » IF YOU ARE OUTDOORS: Move away from buildings, falling objects and power lines.

AFTER THE EARTHQUAKE

- » BE PREPARED FOR AFTERSHOCKS: If you are outside, do not return to the building until authorized.
- » CHECK INJURIES: Check injuries and administer first aid if necessary (and if qualified). Do not move victims unless absolutely necessary.
- » REPLACE TELEPHONE HANDSETS: Place handsets on cradle if they have been shaken off, but do not try to use the telephones except to report fires or medical emergencies.
- » DO NOT USE ELEVATORS: When exiting, make sure that the exit is safe to use.

EARTHQUAKE EVACUATION

Determine in advance the safest exit from your location and the route you will follow to reach that exit in the event an evacuation is necessary. Also, establish an alternate route to be used in the event an evacuation is necessary. Additionally, determine an alternate route to be used in the event your first route is blocked or unsafe to use.

- » DO NOT evacuate unless told to do so if danger is imminent.
 - » CHECK DOORS for heat before opening.
 - » FOLLOW INSTRUCTIONS given by emergency personnel.
 - » DO NOT RUN. Walk and keep noise to a minimum.
 - » DO NOT USE ELEVATORS.
 - » DO NOT PUSH OR CROWD. Use handrails in stairwells and move to the right if you encounter emergency personnel.
 - » MOVE to your designated evacuation area unless otherwise instructed.
 - » ASSIST NON-AMBULATORY, visually impaired and hearing-impaired persons if they are present.
- If you have relocated away from the building, DO NOT return until you are notified that it is safe to do so.

WHAT IF YOU ARE IN AN ELEVATOR?

- » If you are in an elevator, you are probably better protected than most people. The elevator is designated to not fall down the shaft and nothing heavy can fall on you.
- » Any elevator will stop in any moderate earthquake. Building maintenance personnel will contact each elevator car as quickly as possible and advise you how rescue will occur. Upon being rescued, take directions from Building Fire Safety Director or designee.
- » If you have a medical or other emergency, pick up the telephone receiver and you will be automatically connected to the Elevator Company.

INOPERABLE ELEVATOR RESPONSE

Hussian College staff will respond immediately upon receipt of a call of an inoperable elevator in which occupants are trapped. Call 213.534.2398 to report an inoperable elevator.

LACS staff will assess the incident to determine if an emergency exists and if it is necessary to contact additional agency support for emergency evacuation, such as the Los Angeles Fire Department. LACS Security staff will notify onsite building management who will coordinate notification and response time with the elevator company.

Occupants should not evacuate from an inoperative elevator unless supervised by the fire department, qualified elevator repair engineer or individuals trained in critical response.

TESTING

On at least an annual basis, LACS and Hussian College will test its emergency response and evacuation procedures.

The tests may be announced or unannounced.

SAFETY AWARENESS PROGRAMS

STUDENT ORIENTATION

All new students will receive training in emergency procedures during new student orientation. Continuing students will receive additional training during orientation prior to the start of the fall semester.

Student orientation also include training and education on strategies for preventing and addressing sexual assault, stalking, domestic violence and dating violence including identification of resources for survivors and strategies for bystander intervention to prevent incidents.

NEW HIRES

New hires will receive training in emergency response procedures during new hire or faculty orientation. All newly hired employees are informed about the Clery Act including information on how to report and assist victims in response to sexual assault, stalking, domestic violence and dating violence.

DRUG AND ALCOHOL USE

In accordance with the Drug-Free Schools and Communities Act amendments of 1989, Public Law 101-226, Hussian College, Los Angeles, is hereby declared a drug and alcohol-free school and workplace.

STUDENT AND EMPLOYEES are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on property belonging to Hussian College and anywhere within the building, or while participating in school-related activities. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination of employment.

Hussian College does permit the consumption, in moderation, of alcoholic beverages during certain approved functions and only by persons of legal drinking age (21 years or above).

A nonalcoholic beverage and food must also be served.

As a condition of enrollment or employment, students and employees must abide by the terms of the policy or Hussian College will take one or more of the following actions within 30 days with respect to any student or employee who violates this policy by:

1. Reporting the violation to law enforcement officials
2. Taking appropriate disciplinary action against such student or employee, up to and including expulsion or termination of employment.
3. To recommend such student or employee to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement or other appropriate agency.

In conformance with the law, Hussian College will make a good faith effort to maintain a drug and alcohol-free school and workplace through implementation of the preceding policy and will establish and maintain a drug and alcohol-free awareness program.

In accordance with California law:

- » The legal drinking age in California is 21: persons under the age of 21 may not consume, purchase or possess alcohol.
- » It is unlawful to sell or furnish alcoholic beverages to persons under the age of 21.
- » It is unlawful for persons under the age of 21 to misrepresent one's age for the purpose of purchasing alcoholic beverages.
- » It is illegal to possess, consume, and or sell illicit drugs including marijuana (even with possession of a California medical marijuana card), narcotics, hallucinogens, amphetamines and barbiturates.

Students and employees should review the college's Personal Conduct policy (<https://la.hussiancollege.edu/academics/catalog/>) for a description of the applicable legal sanctions for the unlawful possession or distribution of illicit drugs and alcohol related health risks.

COUNSELING AND TREATMENT PROGRAMS

The following is a list of resources you can turn to in order to find help for any type of drug or alcohol related problem or crisis. These phone numbers and websites can give information on or refer you to treatment services, counseling, support groups, etc. In case of extreme emergency, you can always dial 9-1-1.

National Institute on Drug Abuse Hotline

800.662.HELP

An information and referral line that directs callers to treatment centers in their local community.

Didi Hirsch Community Mental Health Center

877.727.4747 | didihirsch.org

24-hour hotline, which is strictly confidential.

Los Angeles Substance Abuse Prevention and Control

800.564.6600 | publichealth.lacounty.gov/sapc/

County of Los Angeles Department of Public Health hotline for treatment programs.

Narcotics Anonymous

323.933.5395 | na.org

24 hour hotline, strictly confidential. Provides help and information for anyone who feels they have or may have a problem with any type of drug.

Alcoholics Anonymous

323.936.4343, 800.923.8722 | aa.org

Office and Information Center: 4311 Wilshire Blvd., Suite 104, Los Angeles, CA 90010

Provides 24-hour, confidential hotline for anyone who needs any type of assistance for an alcohol-related problem. AA is able to put callers in touch with many support groups or treatment centers in any geographic area.

Al-Anon Family Groups

818.760.7122 | al-anon.org

Central Office and Information Center: 4936 Lankershim Blvd, Los Angeles, CA 91601

Provides 24-hour, confidential hotline for anyone who knows a family member or friend who is or may be an alcoholic. Provides support groups or referrals for any geographic area.

WEAPONS POLICY

Firearms and other dangerous weapons are strictly prohibited on the campus or in any facility. This prohibition applies to all persons, even those that possess a license to carry such weapons except for law enforcement personnel performing official functions. Reported violations will be investigated and violators will be arrested, cited, and/or disciplined as appropriate.

Hussian College

Title IX Non-Discrimination & Grievance Process Policy

I. INTRODUCTION

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex in any education program or activity operated by a recipient that receives federal financial assistance. As an educational institution subject to Title IX, Hussian College¹ has adopted this Title IX Non-Discrimination & Grievance Process Policy (the "Policy")². As set forth in detail herein, Hussian College:

- Does not discriminate on the basis of sex, including in admissions and employment, and is committed to providing an educational and workplace environment that is free from sex-based discrimination, harassment, and retaliation.
- Prohibits discrimination on the basis of sex in its educational programs and activities, as required by law;
- Is committed to promoting fairness and equity in all aspects its operations; and
- Values and promotes the equal dignity of all community members and is committed to the pursuit of just resolutions with respect the rights of all parties involved.

This Policy is adopted to prevent discrimination prohibited under Title IX and provide a prompt, fair, and impartial process to address complaints of alleged discrimination based on sex.

Inquiries about this Policy or the application of Title IX may be referred to Hussian College's Title IX Coordinator, the Assistant Secretary of the Department of Education's Office for Civil Rights, or both.

II. OVERVIEW OF TITLE IX POLICY AND GRIEVANCE PROCESS: GENERAL PROVISIONS

RESPONSIBILITIES OF THE TITLE IX COORDINATOR

The Title IX Coordinator oversees implementation and enforcement of this Policy, which includes primary responsibility for coordinating the school's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

The School's Title IX Coordinator is identified below and may be contacted with questions about this

¹ Hussian College may be referred to interchangeably as the "School" throughout this Policy.

² All capitalized terms not defined within this Policy are defined in Appendix A.

Policy, to file a report or formal complaint, or to otherwise assist individuals in ensuring equal access to the school's educational programs or activities in compliance with Title IX.

Title IX Coordinator: Kyra Nielsen

Office of Accreditation and
Compliance

Address: 1500 Spring Garden Street, Suite 101, Philadelphia, PA

19130Tel.: 310-622-4136 ext. 115 or 323-448-3888

Email: kyra.nielsen@hussiancollege.edu

Individuals may also contact the U.S. Department of Education's Office for Civil Rights with Title IX questions. *(Please note that inquiries to OCR alone are not sufficient to allow appropriate responsive action by the school. To ensure your concern is appropriately addressed under this Policy, please file a report with the School's Title IX Coordinator).*

Office for Civil Rights (OCR)

U.S. Department of
Education 400 Maryland
Avenue, SW Washington,
D.C. 20202-1100

Customer Service Hotline #: (800) 421-3481

Facsimile: (202) 453-6012

TDD#: (877) 521-2172

Email: OCR@ed.gov

Web: <http://www.ed.gov/ocr>

HOW TO MAKE A REPORT OR FORMAL COMPLAINT OF AN ALLEGED TITLE IX VIOLATION

Any person may report alleged sex discrimination, sexual harassment, or retaliation to the Title IX Coordinator, irrespective of whether the reporting person is the alleged victim of such conduct. A report is differentiated from a Formal Complaint ("Complaint"), which is a document filed/signed by the Complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting that the School investigate the allegation(s) and implement the School's Grievance Process. A report or complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail at any time (including during non-business hours), using the contact information in the section immediately above or as described below:

- 1) To the Title IX Coordinator, Kyra Nielsen:
 - a. Via email at kyra.nielsen@hussiancollege.edu
 - b. Via phone at 310-622-4136 ext. 115 or 323-448-3888
 - c. By mail at 1500 Spring Garden Street, Suite 101, Philadelphia, PA 19130

- 2) Through the School's third-party hotline using one of the following avenues:
 - a. Website: www.lighthouse-services.com/hussiancollege
 - b. Toll free number: English speaking: 833-687-0005;

Spanish speaking: 800-216-1288

c. Email: reports@lighthouse-services.com (must include school name with report)

AFTER MAKING A REPORT OR FORMAL COMPLAINT

Upon receipt of a report or Complaint, the Title IX Coordinator shall undertake an initial assessment to determine appropriate next steps as required under this Policy, including making an initial threat assessment to ensure there is no immediate danger to Complainant or the campus community and, if there is, to take appropriate action, which may include emergency removal of Respondent as described below.

The Coordinator shall contact Complainant to discuss the availability of appropriate supportive measures that may be implemented with input from the Complainant irrespective of, and in addition to, any resolution process including the formal Grievance Process, and will notify Complainant about the right to have an advisor.

If the report has been made without filing a Complaint, the Title IX Coordinator will review the allegations and discuss options with the Complainant, including the option of proceeding with a Complaint. If the Complainant does not want to proceed with a Complaint, the Coordinator may initiate a Complaint if the Coordinator determines that a Complaint is warranted.

If the Complainant files a Complaint, or the Title IX Coordinator initiates a Complaint, the matter will proceed as described under the Grievance Process.

After submission of a Complaint and after notifying the Respondent of the Complaint's allegations, the parties will be notified of the availability of informal resolution, as applicable. All parties must voluntarily consent in writing to any informal resolution process. The parties may withdraw such consent at any time and resume the formal Grievance Process.

At all stages of the process, irrespective of any resolution or grievance process which may be implemented, responsive and reasonable supportive measures will be implemented to ensure continued access to the school's educational program or activities.

EMERGENCY REMOVAL OF RESPONDENT

The school reserves the right to remove a Respondent from its education program or activities on an emergency basis when the Respondent poses an immediate threat to the health or safety of any student or campus community member. The school will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. If an emergency removal is imposed, the Respondent will be given notice of the removal and the option to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the removal should not be implemented. Emergency removal decisions are not subject to appeal.

ADMINISTRATIVE LEAVE OF EMPLOYEE RESPONDENT

Respondents that are School employees may be placed on administrative leave during the pendency of a grievance process as determined by the School and the Title IX Coordinator.

COMPLAINANT'S DECISION TO PURSUE A COMPLAINT

If a Complainant does not wish to be identified, does not wish for an investigation to take place, or does not want a Complaint to be pursued, the Complainant may make such a request to the Title IX Coordinator, who will evaluate the request in light of the duty to ensure campus safety and compliance with state and federal law. The school will comply with Complainant's wishes unless the Coordinator determines that initiating a Complaint is warranted under the circumstances.

If the Coordinator independently initiates a Complaint, the Complainant may have as much or as little involvement in the process as the Complainant desires. The Complainant retains all rights of a Complainant under this Policy irrespective of participation level. Irrespective of whether a Complaint is filed, the school shall offer supportive measures to ensure Complainant's continued access to the School's educational program and activities. If the Complainant elects not to file a Complaint, the Complaint shall retain the right to file a Complaint later.

COMPLAINT DISMISSAL

Mandatory Dismissal

The School must dismiss a Complaint if, at any time during the investigation or hearing, it is determined that:

- 1) The conduct alleged in the Complaint does not constitute sexual harassment as defined in under Title IX; and/or
- 2) The conduct did not occur in an educational program or activity controlled by the School (including buildings or property controlled by recognized student organizations); and/or
- 3) The School does not have jurisdiction over the Respondent; and/or
- 4) The conduct did not occur against a person in the United States; and/or
- 5) At the time of filing a Complaint, the Complainant is not participating in or attempting to participate in the education program or activity of the School.

Discretionary Dismissal

The School may dismiss a formal complaint or any allegations therein if at any time during the investigation or hearing:

- 1) A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Complaint or any allegation therein; or
- 2) The Respondent is no longer enrolled in or employed by the School; or
- 3) Circumstances prevent the School from gathering evidence sufficient to reach a determination as to the Complaint or allegations therein.

Upon any dismissal, the School shall promptly send written notice of the dismissal and its rationale simultaneously to the parties. This dismissal decision is appealable by any party under the procedures for appeal below.

Dismissed Complaints may include conduct that could be considered a potential violation of the School's Student Code of Conduct or Employee Handbook and may be addressed through other applicable, non- Title IX conduct policies and procedures accordingly.

CONSOLIDATED COMPLAINTS

If a Complaint involves one or more Complaint, Complainant and/or Respondent and allegations arising out of the same set of circumstances, the School may elect to consolidate complaints.

TIME LIMITS ON REPORTING

There is no time limitation on making a report or Complaint. However, acting on reports or Complaints is significantly impacted by the passage of time and occurrence of other events (including, but not limited to, the rescission or any revision of this Policy), and is at the discretion of the Title IX Coordinator, who may, among other things, document allegations for future reference, offer supportive measures and/or Remedies, and/or engage in informal or formal action, as appropriate. Additionally, if the Respondent is no longer subject to the School's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide Remedies may be more limited or impossible.

ANONYMOUS REPORT OR COMPLAINT

If a Complainant makes a report anonymously, it will be investigated by the School to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or Remedies can be provided. Anonymous reports typically limit the School's ability to investigate and respond, depending on what information is shared. In some situations, the Title IX Coordinator may proceed with the issuance of a Formal Complaint even when the Complainant's report has been made anonymously.

CONFIDENTIALITY

The School shall undertake reasonable efforts to preserve the confidentiality of reports and Complaints. The School shall not disclose any report or Complaint except as provided herein and as necessary to effectuate this Policy, or as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99, or as required under applicable law.

Certain professionals have a legal and/or ethical responsibility to maintain communications made in the scope of their professional roles in strict confidence³. Some of these roles include licensed professional counselors/mental health providers, licensed medical and health care providers, victim advocates, ordained/licensed clergy, licensed attorneys and rape crisis or domestic violence resources. Complainants or Respondents wishing to speak to someone confidentially are encouraged to seek out such resources. Communications with such professionals are considered legally privileged and cannot be revealed without a party's express written consent.

SUPPORTIVE MEASURES

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the School's education program or activity, including measures designed to protect the safety of all parties or the School's educational environment, and/or deter harassment,

³ In highly limited circumstances, such as when presenting an immediate threat or danger to another, or when subject to a court order, confidential communications may be revealed without the consent of a party

discrimination, and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available upon receipt of a report or a complaint alleging possible sexual harassment. At the time that supportive measures are offered, the School will inform the Complainant, in writing, that they may file a formal complaint with the School either at that time or in the future, if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

The School shall maintain the confidentiality of the supportive measures to the greatest extent reasonably practicable, provided that confidentiality does not impair the School's ability to provide supportive measures or otherwise fulfill its obligations under this Policy. The School will implement measures in a way that does not unreasonably burden the other party.

Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, referral to medical or healthcare services, referral to community-based services, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security, and monitoring of certain areas of the campus, and other similar measures.

A witness or victim of an incident of sexual harassment or sexual violence who reports the incident in good faith will not be sanctioned by the College for admitting in the report to a violation of the institution's student conduct policy on the personal use of drugs or alcohol.

The School encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the School community that Complainants choose to report misconduct to School officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, the School may offer parties and witnesses amnesty from minor violations of other School policies – such as underage alcohol consumption or personal use of illicit drugs – that may be associated with the incident.

Amnesty is not applicable to more serious allegations, such as physical abuse of another or illicit drug distribution.

RIGHT TO AN ADVISOR

The parties have the right to select an advisor of their choice to accompany them to any or all meetings and interviews during the resolution process. There are no limits on who can serve as an

advisor; it may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. Under Title IX, cross-examination is required during the hearing, and must be conducted by the parties' advisors. If a party selects an advisor of their choice, this advisor must perform cross-examination on their behalf during the hearing, as the parties are not permitted to directly cross-examine each other or any witnesses. If a party does not have an advisor, or the advisor does not appear for a hearing, the School will provide one for the limited purpose of conducting cross-examination on behalf of the party.

An advisor who is also a witness to the allegations in the complaint creates potential for bias and conflict-of-interest. A party who chooses an advisor who is also a witness can anticipate that issues of potential bias will be explored by the hearing Decision-maker(s) and may, but will not necessarily, impact the Final Determination.

The School cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not select or retain an attorney or cannot afford an attorney, the School is not obligated to provide the other party with an attorney.

CONFLICT-OF-INTEREST & BIAS

Title IX Personnel are trained to ensure they have no conflict of interest and are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally. To raise any concern involving bias, conflict of interest or other misconduct by any Title IX Personnel contact the School's President, Jeremiah Staropoli, via email at jeremiah.staropoli@hussiancollege.edu to report your concern.

RESOLUTION TIMELINE

The School will make a good faith effort to complete the resolution process fairly and promptly. Duration of a matter that proceeds through the Formal Grievance Process is determined by many factors including, but not limited to, the cooperation and availability of the parties and witnesses, potential concurrent criminal investigations, and the School closures, among others. The School will avoid all undue delays within its control and will grant reasonable extensions of time, upon written request and showing of good cause, by a party. The School shall provide the parties written notice of delays and/or extensions, including appeal, which can be extended as necessary for appropriate cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

NOTIFICATIONS TO PARTIES

All notifications to the parties noted herein will be made by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official School records, or emailed to the parties' School-issued email or otherwise approved account. Once mailed, e-mailed and/or received in-person, notice will be presumptively delivered.

CLERY ACT REPORTING

Reports or complaints of sexual assault, domestic violence, dating violence, and/or stalking that pose

a serious or continuing threat of bodily harm or danger to members of the campus community may trigger a timely warning obligation by the School under the Clery Act. If a warning is deemed necessary, the School will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

In addition, the School is obligated to report and disclose crimes under the Clery Act, including the crimes of sexual assault, domestic violence, dating violence and stalking as defined in this Policy, for statistical reporting purposes only. Reports of these crimes do not include personally identifiable information and therefore preserves the confidentiality of any involved parties.

RETALIATION

The School prohibits retaliation under this Policy. Retaliation may include intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy and procedure. Alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. The School will take appropriate action to protect individuals who fear that they may be subjected to retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this Policy and procedure does not constitute retaliation. Relatedly, a determination of responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

THE SCHOOL'S MANDATORY RESPONSE OBLIGATIONS

Hussian College's mandatory response obligations under this Policy arise when Hussian College has Actual Knowledge of conduct that may constitute sexual discrimination, harassment, or retaliation, as defined herein. Actual Knowledge occurs when the Title IX Coordinator or a School official with authority to implement corrective measures ("OWA")⁴ becomes aware of the potential occurrence of such conduct. Actual notice received by any of these OWAs constitutes Actual Knowledge upon which the School's mandatory response obligations arise under this Policy. Additionally, the School has identified Mandated Reporters⁵ who are required under the School's policy to report known or suspected discrimination to the Title IX Coordinator. In these cases, the School must act to stop, remedy, and prevent future recurrence of prohibited conduct through application of this Policy.

NOTICE, DISSEMINATION AND PUBLICATION OF POLICY

Title IX requires Hussian College to notify applicants for admission or employment as well as students, employees, and, if applicable, unions or professional organizations holding collective bargaining of collective agreements with the School, of this Policy. Hussian College complies with Title IX's notice requirements, including prominently publishing its Non-Discrimination &

⁴ The following have been identified and designated as OWAs: The Campus Dean of Academic Affairs; any Vice President; or any C-level Executive.

⁵ The School has identified the following as Mandated Reporters: The Campus Dean of Academic Affairs

Grievance Process Policy and contact information for the Title IX Coordinator on its website and in other publications.

III. SEXUAL HARASSMENT DEFINED, JURISDICTION & SCOPE OF POLICY

SEXUAL HARASSMENT DEFINED

For purposes of this Policy and the grievance process, Sexual Harassment has the meaning set forth below. Sexual Harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, gender and/or gender identity of those involved.

Sexual Harassment means:

Conduct on the basis of sex that satisfies one or more of the following:

- 1) Quid Pro Quo:
 - a. A School employee,
 - b. conditions the provision of an aid, benefit, or service of the School,
 - c. on an individual's participation in unwelcome sexual conduct; and/or
- 2) Sexual Harassment:
 - a. unwelcome conduct,
 - b. determined by a reasonable person,
 - c. to be so severe, and
 - d. pervasive, and,
 - e. objectively offensive,
 - f. that it effectively denies a person equal access to the School's education program or activity.
- 3) Sexual assault, defined as:
 - a. Sex Offenses, Forcible:
 - i) Any sexual act directed against another person,
 - ii) without the consent of the Complainant,
 - iii) including instances in which the Complainant is incapable of giving consent.
 - b. Forcible Rape:
 - i) Penetration,
 - ii) no matter how slight,
 - iii) of the vagina or anus with any body part or object, or
 - iv) oral penetration by a sex organ of another person,
 - v) without the consent of the Complainant.
 - c. Forcible Sodomy:
 - i) Oral or anal sexual intercourse with another person,
 - ii) forcibly,
 - iii) and/or against that person's will (non-consensually), or
 - iv) not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

- d. Sexual Assault with an Object:
 - i) The use of an object or instrument to penetrate,
 - ii) however slightly,
 - iii) the genital or anal opening of the body of another person,
 - iv) forcibly,
 - v) and/or against that person's will (non-consensually),
 - vi) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - e. Forcible Fondling:
 - i) The touching of the private body parts of another person (buttocks, groin, breasts),
 - ii) for the purpose of sexual gratification,
 - iii) forcibly,
 - iv) and/or against that person's will (non-consensually),
 - v) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - f. Sex Offenses, Non-forcible:
 - i) Incest:
 - 1) Non-forcible sexual intercourse,
 - 2) between persons who are related to each other,
 - 3) within the degrees wherein marriage is prohibited by applicable state law.
 - ii) Statutory Rape:
 - 1) Non-forcible sexual intercourse,
 - 2) with a person who is under the statutory age of consent as established by applicable state law.
- 4) Dating Violence, defined as:
- a. violence,
 - b. on the basis of sex,
 - c. committed by a person,
 - d. who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
 - i. The existence of such a relationship shall be determined based on the Complainant'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 the purposes of this definition—
 - ii. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - iii. Dating violence does not include acts covered under the definition of domestic violence.
- 5) Domestic Violence⁶, defined as:

⁶ To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than two people living

- a. violence,
 - b. on the basis of sex,
 - c. committed by a current or former spouse or intimate partner of the Complainant,
 - d. by a person with whom the Complainant shares a child in common, or
 - e. by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
 - f. by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of applicable state law or
 - g. by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of applicable state law.
- 6) Stalking, defined as:
- a. engaging in a course of conduct,
 - b. on the basis of sex,
 - c. directed at a specific person, that
 - i. would cause a reasonable person to fear for the person's safety, or
 - ii. the safety of others; or
 - iii. Suffer substantial emotional distress.
- For the purposes of this definition—
- (i) Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, 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 interferes with a person's property.
 - (ii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
 - (iii) Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

FORCE, COERCION, CONSENT, AND INCAPACITATION

As used in the offenses above, the following definitions and meanings apply:

Force: Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent.

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

Coercion: Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued

together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship

pressure beyond that point can be coercive.

Consent: Consent is knowing permission to engage in sexual activity that is voluntarily given through clear verbal communication or by unambiguous behavior.

Since individuals may experience the same interaction in different ways, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on Hussian College to determine whether this Policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

Incapacitation: A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. As stated above, a Respondent violates this Policy if they engage in sexual activity with someone who is incapable of giving consent.

It is a defense to an alleged sexual assault violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. "Should have known" is an objective, reasonable person standard which assumes that a reasonable person is both sober and exercising sound judgment.

Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction).

Incapacitation is determined through consideration of all relevant indicators of an individual's state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

This Policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs.

JURISDICTION OF THE SCHOOL

If the Respondent is unknown or is not a member of the School community, the Title IX Coordinator will assist the Complainant as requested in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local or campus law enforcement to file a police report upon request.

Further, even when the Respondent is not a member of the School's community, supportive measures, remedies, and resources may be accessible to the Complainant by contacting the Title IX Coordinator. In addition, the School may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from School property and/or events. All vendors serving the School through third-party contracts are subject to the policies and procedures of their employers, or if applicable, to these policies and procedures to which their employer has agreed to be bound by their contracts.

SCOPE OF THE SCHOOL'S EDUCATIONAL PROGRAM AND ACTIVITIES

For purposes of this Policy, the School's educational program or activities includes locations, events, or circumstances, within the U.S., where the School exercises substantial control over both the Respondent and the context in which the alleged sexual harassment or discrimination occurs and also includes any building owned or controlled by the School or by a student organization that is officially recognized by the School. It also includes online, and cyber manifestations of conduct prohibited by this Policy, when those behaviors occur in or have an effect on the School's education program and activities or use the School networks, technology, or equipment.

IV. FORMAL GRIEVANCE PROCESS

If a Formal Complaint is filed, the matter will proceed through the Grievance Process as outlined below and will include an objective investigation, live hearing with opportunity for cross-examination and the right to appeal. This process will treat complainants and Respondents equitably. Any provisions, rule or practice adopted by the School as part of the grievance process, other than those required under Title IX and its implementing regulations will apply equally to both parties. The process will include an objective evaluation of all relevant evidence (inculpatory and exculpatory), will be conducted by trained Title IX Personnel, free from any known conflict of interest or bias, and presumes Respondent's non-responsibility until and unless demonstrated otherwise by the evidence and after a Final Determination as been rendered. Disciplinary sanctions or punitive measures will not be imposed against a Respondent unless and until there has been a finding of responsibility after application of the process. If at any stage of the investigation it is determined that conditions exist warranting dismissal, the complaint will be dismissed. Complainant will continue to be entitled to appropriate supportive measures in such cases.

The School requires impartiality in the process by ensuring there are no actual or apparent conflicts of interest or disqualifying biases of any Title IX Personnel. The parties may, at any time during the

resolution process, raise a concern regarding bias, conflict of interest, or any irregularity which may taint the impartiality of the process. Such concerns should be reported in writing to the Title IX Coordinator, or President of the College, who will evaluate the concern and take appropriate corrective action to ensure integrity of the process.

NOTICE OF ALLEGATIONS

The Title IX Coordinator will provide written notice of the allegations to the Respondent and Complainant upon receipt of a Formal Complaint. The notice will be provided prior to any initial meeting or interview with the Respondent and their advisor, if applicable, allowing sufficient advanced notice to prepare.

The notice will include:

- A meaningful summary of all allegations,
- The identity of the parties (if known),
- The precise misconduct being alleged,
- The date and location of the alleged incident(s) (if known),
- The specific policies alleged to have been violated,
- A description of the applicable procedures,
- A statement of the potential sanctions/responsive actions that could result,
- A statement that Respondent is presumed not responsible for the reported misconduct unless and until a Final Determination has been rendered at the conclusion of the process,
- Notice that the parties will be given an opportunity to inspect and review all directly related and relevant evidence obtained during the investigation,
- The School's policy on retaliation,
- Information about the privacy of the process,
- The right to have an advisor of their choice, who may be, but is not required to be, an attorney,
- A statement informing the parties that the School's policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process,
- Detail on how the party may request disability accommodations during the interview process,
- An instruction to preserve any evidence that is directly related to the allegations.

INVESTIGATION

Trained Investigators will be assigned to investigate allegations contained in a Formal Complaint and will do so objectively. The burden to collect all evidence related to the allegations, including both inculpatory and exculpatory, rests on the School, and not on the parties. Investigators must be free from bias and conflicts of interest. Depending on the complexity of the case, more than one Investigator may be assigned.

INVESTIGATION TIMELINE

The School will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation. The School may undertake a reasonable delay in its investigation under appropriate circumstances. Such circumstances include, but are not limited to, a concurrent law

enforcement investigation, the need for language assistance, the absence of parties and/or witnesses, and/ or accommodations for disabilities or health conditions. The School will communicate in writing the anticipated duration of the delay and reason to the parties and provide the parties with status updates as warranted. The School will promptly resume its investigation and resolution process as soon as feasible. During such a delay, the School will implement supportive measures as deemed appropriate.

CONCURRENT LAW ENFORCEMENT INVESTIGATION OR CRIMINAL PROCEEDINGS

The School's grievance process is an administrative procedure required under Title IX to address sexual discrimination, and therefore is separate and independent of any law enforcement investigation or criminal proceedings. While a law enforcement investigation may necessitate a temporary delay in the School's grievance process, such law enforcement investigation does not replace the School's grievance process, as the School is legally obligated to address and remedy potential sexual harassment in its educational programs and activities as set forth in this Policy.

THE INVESTIGATION PROCESS

Investigators serve free from conflict of interest, objectively and without bias. All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses and obtaining available, relevant evidence. The School, not the parties, bears the burden of gathering evidence and burden of proof. Parties have equal opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record.

The investigation will be conducted within a reasonably prompt timeframe, allowing for thorough collection and evaluation of all evidence related to the allegations. The investigator will keep the parties informed as to estimated timelines, and any delays.

Prior to the conclusion of the investigation, the parties will be provided with an electronic or prior to the conclusion of the investigation, the parties will be provided with an electronic or of the evidence obtained as part of the investigation that is directly related to the allegations in the Formal Complaint, (whether or not it will be used in reaching a determination. The parties will have a ten (10) business day review and comment period so that each party may meaningfully respond to the evidence.

The Investigator will incorporate any relevant feedback provided by the parties during the review process, and the final report is then shared with all parties and their advisors through electronic transmission or hard copy at least ten (10) business days prior to a hearing.

ROLE AND PARTICIPATION OF WITNESSES IN THE INVESTIGATION

Witnesses who are School employees are expected to cooperate with and participate in the School's investigation and resolution process. Failure of such witnesses to cooperate with and/or participate in the investigation or resolution process constitutes a Policy violation and may warrant discipline.

Interviews may occur in-person or remotely. Skype, Zoom, FaceTime, WebEx, or similar technologies may be used. The School will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

RECORDING OF INTERVIEWS

No unauthorized audio or video recording of any kind is permitted during investigation meetings. If Investigator(s) elect to audio and/or video record interviews, all involved parties must be made aware of and consent to audio and/or video recording.

EVIDENTIARY CONSIDERATIONS IN THE INVESTIGATION

The investigation includes collection of all evidence directly related to the allegations, which is not otherwise privileged. Only evidence which is also deemed relevant is summarized in the investigative report which is considered by the Decision-Maker(s), in rendering a determination of responsibility. All parties are provided the opportunity to review all non-privileged evidence gathered during the investigation which is directly related to the allegations in the complaint, whether or not it is also included in the investigative report. All parties are also provided with a copy of the investigative report summarizing relevant evidence only.

Relevant evidence does not include evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such evidence is offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the evidence concerns specific incidents of the Complainant's prior sexual behavior with respect to the Respondent, and are offered to prove consent.

Privileged evidence is likewise excluded from both the investigation, investigative report, and hearing unless a party expressly waives this privilege in writing and consents to the release of this information during the grievance process.

INVESTIGATIVE REPORT

Upon conclusion of the investigation, the Investigator will create an investigative report that fairly summarizes relevant evidence and, at least ten (10) days prior to a hearing, will send the report to each party and the party's advisor, if any, the investigative report in an electronic format or hard copy, for their review and written response.

THE HEARING

Upon conclusion of the investigation and distribution of the investigative report to the parties, the matter will proceed to the hearing stage of the grievance process. The hearing will be offered live, in real-time and will include cross-examination. A Decision-maker(s) will be appointed to preside over the hearing, evaluate the evidence and make a determination as to each

allegation in the complaint. The Decision-maker will be independent and neutral, and will not have had any previous involvement with the investigation. Investigators, Title IX Coordinator (or designee) or advisors are prohibited from serving as Decision-makers.

The School reserves the right to adopt any hearing protocols, which will be applied and be made available equally to both parties, to ensure the efficiency, order, and decorum of the hearing process. Any such protocols will be provided in writing to the parties, witnesses, and participating individuals at least ten (10) days prior to the scheduled hearing date. The School may designate an administrative facilitator of the hearing, which may include the Title IX Coordinator, as long as they do not have a conflict of interest.

The School may conduct the hearing virtually at their discretion or upon request of a party. Request for remote participation by any party or witness should be directed to the Title IX Coordinator made at least five (5) business days prior to the hearing.

The Decision-maker may question the parties and any witness at the hearing.

Only relevant questions, testimony and evidence may be proffered at the hearing, and the Decision-maker will make determinations as to relevancy of every question posed by an advisor during cross-examination before it is answered, and of any evidence offered.

Privileged evidence or testimony, likewise, may not be proffered during the hearing, without a party's waiver and written consent allowing its consideration at the hearing. Parties may not conduct cross-examination. Advisors only will conduct cross-examination on a party's behalf. Only relevant questions will be allowed.

Parties, advisors, witnesses, and all participating individuals are expected to behave respectfully during the hearing. Harassing, intimidating or disruptive behavior will not be tolerated, and the School reserves the right to exclude anyone from participation in the process that fails to comport themselves accordingly.

An audio or audiovisual recording, or transcript will be made of the hearing, and will be made available to the parties for inspection and review. No other recording of the hearing will be allowed.

EVIDENTIARY CONSIDERATIONS IN THE HEARING

Only Relevant Evidence Allowed

Any evidence that the Decision-maker(s) determine(s) is relevant and credible may be considered. Only evidence, which is directly related to the allegations, not subject to an enforceable legal privilege and not otherwise excludable as described here is considered relevant.

The hearing does not consider the following which are deemed not relevant: 1) incidents not directly related to the possible violation, unless they evidence a pattern; or 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the

Respondent and are offered to prove consent.

Privileged Evidence Must be Excluded

Evidence subject to any recognized legal privilege will not be allowed in the hearing without the prior written waiver of the privilege and consent for its consideration during the grievance process.

When a Party/Witness Refuses to Submit to Cross-Examination

If a party or witness does not attend, or chooses not to submit to cross-examination at the hearing, the Decision-maker may not rely on any prior statement made by that party or witness in the ultimate determination of responsibility. The Decision-maker(s) may not draw any inference solely from a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.

FINAL DETERMINATION AS TO RESPONSIBILITY AND STANDARD OF PROOF

Upon completion of the hearing, the Decision-maker will deliberate privately and will render a finding as to each allegation in the complaint by applying the standard of preponderance of the; whether it is more likely than not that the Respondent violated the Policy as alleged. The decision will be provided simultaneously to the parties through the issuance of a written determination letter, delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official the School records, or emailed to the parties' the School-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The determination letter will include:

1. Identification of the allegations potentially constituting sexual harassment as defined under the Policy;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits methods used to gather evidence, and hearing held;
3. Findings of fact supporting the determination;
4. Conclusions regarding application of the School's code of conduct to the facts;
5. A statement, and rationale for, the results as to each allegation, including a determination regarding responsibility, and disciplinary sanctions the School imposes on the Respondent and whether remedies designed to restore or preserve equal access to the Schools' education program or activity will be provided by the School to the Complainant; and
6. The School's permissible bases for the Complainant and Respondent to appeal.

The determination regarding responsibility becomes final after expiration or exhaustion of any appeal rights.

SANCTIONS, DISCIPLINARY ACTION & REMEDIES

The School may consider a number of factors when determining a sanction and/or remedy and will focus primarily on actions aimed at ending, and preventing the recurrence of, discrimination, harassment, and/or retaliation and the need to remedy the effects its effects on the Complainant and campus community. Sanctions will be imposed upon either expiration of the appeal window, or after

Final Determination on any appeal filed.

Sanctions or actions may include, but are not limited to, those listed below. These may be applied individually or in combination and the School may assign sanctions not listed, as deemed appropriate.

Students:

- *Warning:* A formal statement that the conduct was unacceptable and a warning that further violation of any School policy, procedure, or directive will result in more severe sanctions/responsive actions.
- *Required Counseling:* A mandate to meet with and engage in either School-sponsored or external counseling to better comprehend the misconduct and its effects.
- *Probation:* A written reprimand for violation of School policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any School policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- *Suspension:* Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at the School.
- *Expulsion:* Permanent termination of student status and revocation of rights to be on campus for any reason or to attend School-sponsored events.
- *Withholding Diploma:* The School may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has an allegation pending or as a sanction if the student is found responsible for an alleged violation.
- *Other Actions:* In addition to or in place of the above sanctions, the School may impose any other sanction as deemed appropriate.

Employees:

- *Warning – Verbal or Written*
- *Performance Improvement/Management Process*
- *Required Counseling*
- *Required Training or Education*
- *Probation*
- *Loss of Annual Pay Increase*
- *Loss of Oversight or Supervisory Responsibility*
- *Demotion*
- *Suspension with pay*
- *Suspension without pay*
- *Termination*
- *Other Actions:* In addition to or in place of the above sanctions, the School may impose any other sanction as deemed appropriate.

FALSE ALLEGATIONS AND EVIDENCE

Making deliberately false and/or malicious accusations, knowingly providing false evidence, tampering with, or destroying evidence, or deliberately misleading an official conducting an investigation are policy violations subject to discipline.

LONG-TERM REMEDIES/OTHER ACTIONS

Following the conclusion of the resolution process, and in addition to any sanctions imposed, the Title IX Coordinator may implement additional long-term Remedies or actions with respect to the parties and/or the campus community that are intended to stop the harassment, discrimination, and/or retaliation, remedy the effects, and prevent reoccurrence.

These Remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Education to the individual and/or the community
- Alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification
- Training or awareness campaigns
- Provision of transportation accommodations
- Implementation of long-term contact limitations between the parties
- Adjustments to academic deadlines, course schedules, etc.
- Modified campus security measures

At the discretion of the Title IX Coordinator, certain long-term support or measures may also be provided to the parties even if no Policy violation is found.

The School will maintain the privacy of any long-term Remedies, provided privacy does not impair the School's ability to provide these services.

FAILURE TO COMPLY WITH DISCIPLINARY SANCTIONS OR OTHER REMEDIES

Respondents are expected to comply with any disciplinary sanction or remedy as set forth in the Final Determination or in response to a final outcome. Failure to abide by the sanction(s)/action(s) whether by refusal, neglect, or any other reason, may result in additional disciplinary action, including suspension, expulsion, and/or.

APPEALS

Any party may file an Appeal on the following grounds. Appeals must be submitted in writing to the Title IX Coordinator within five (5) calendar days of the delivery of the Notice of Outcome. After expiration of the appeal window, the determination will be considered final, and any applicable sanctions will be imposed.

Grounds for Appeal

Appeals may be made on the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
3. The Title IX Coordinator, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

Any sanctions imposed as a result of the Final Determination are stayed during the appeal process.

Title IX personnel with prior involvement in the matter will not be permitted to serve as a Decision-maker in the appeal. Appeals will not include a hearing. A decision on the merits will be based on information provided in the appeal document. If an appeal is based on the availability of new evidence, this evidence must be described with specificity and must be available for review within a reasonably prompt timeframe for consideration.

The appeal outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, and the rationale supporting the findings. Appeal decisions will be made within seven (7) business days, barring exigent circumstances,

including the review of new evidence not immediately available for submission with the appeal request. Decisions on appeal will be made by applying the preponderance of the evidence standard.

Notification of the appeal outcome will be made in writing and will be delivered simultaneously to the parties by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official School records, or emailed to the parties' School-issued email or otherwise approved account. Once mailed, e-mailed and/or received in-person, notice will be presumptively delivered. Decisions on appeal are considered final.

RECORD RETENTION

The School shall maintain the following records related to the implementation of this Policy for at least seven years:

1. Reports or Formal Complaints alleging sexual discrimination, including harassment.
2. Records of any dismissal of a Formal Complaint.
3. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation;
4. Any disciplinary sanctions imposed on the Respondent;
5. Any Remedies implemented by the School designed to restore or preserve equal access to the School's education program or activity;
6. Any appeal and the result therefrom;
7. Any Informal Resolution and the result therefrom;
8. All materials used to train Title IX Coordinators, Investigators, Decision-makers, and any person who facilitates an Informal Resolution process. The School will make these training

materials publicly available on the School's website. (Note: If the School does not maintain a website, the School must make these materials available upon request for inspection by members of the public.); and

9. Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:
 - a. The basis for all conclusions that the response was not deliberately indifferent;
 - b. Any measures designed to restore or preserve equal access to the School's education program or activity; and
 - c. If no supportive measures were provided, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

REVISION OF THIS POLICY

This Policy and procedures supersede any previous policy(ies) addressing harassment, sexual misconduct, discrimination, and/or retaliation under Title IX and will be reviewed and updated subject to any relevant change in law or School policy, and on a recurring periodic basis, by the Title IX Coordinator. The School reserves the right to make changes to this Policy as necessary, which become effective when published.

This Policy will not restrict any rights guaranteed against government action by the U.S. Constitution and should be interpreted accordingly and should also be construed to comply with the most recent government regulations or applicable judicial decisions.

This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such policies and codes, generally.

This Policy and procedures are effective August 14, 2020.

V. APPENDIX A: DEFINITIONS

Actual Notice. Notice of sexual harassment or allegations of sexual harassment to the School's Title IX Coordinator or any official of the School who has the authority to institute corrective measures on behalf of the School. The School receives notice when an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge.

Complainant. An individual who is alleged to be the victim of conduct that could constitute harassment, discrimination, or retaliation under Title IX.

Consolidated Complaint. A formal complaint with more than one Complainant or Respondent arising when multiple parties submit formal complaints arising out of the same facts and circumstances and as deemed appropriate for consolidation by the Title IX Coordinator.

Education Program or Activity. Locations, events, or circumstances where the School exercises substantial control over both the Respondent and the context in which the alleged sexual harassment or discrimination occurs and also includes any building owned or controlled by the School or by a student organization that is officially recognized by the School.

Final Determination: A decision rendered and provided in writing to the parties of a Formal Complaint after application of the School's Grievance Process concluding whether or not Respondent is responsible for conduct alleged within a Formal Complaint in violation of this Policy.

Finding: A conclusion within the Final Determination as evaluated under the burden of proof that a specific allegation within a Formal Complaint did or did not occur.

Formal Complaint. A document filed and signed by the Complainant or signed by the Title IX Coordinator alleging a Policy violation by a Respondent and requesting that the School investigate the allegation(s).

Formal Grievance Process. The method of formal resolution designated by the School to address conduct that falls within the scope of this Policy, and which complies with the requirements of 34 CFR Part 106.45.

Decision-maker(s). A trained individual with responsibility for making a Final Determination as set forth in the School's Grievance Process. A Decision-maker must maintain neutrality and cannot perform the function of either the Title IX Coordinator or Investigator.

Informal Resolution Process. An alternative resolution process which may be available to the parties to seek Resolution of a Formal Complaint in lieu of the Formal Grievance Process. Informal resolution is facilitated by appropriately trained individuals, is made available at the discretion of the School, and as deemed appropriate by the Title IX Coordinator, and offered only if informed,

voluntary and written consent is made by all parties to a complaint. Any party may opt-out of the informal process at any time, and the matter will proceed through the Formal Grievance Process. Examples of informal resolution include, but are not limited to, mediation and restorative justice.

Investigator. A trained individual responsible for fulfilling the School' burden of gathering and evaluating all evidence related to allegations within a Formal Complaint as required under the School' Grievance Process.

Mandated Reporter. An employee of the School who is obligated by Policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator.

Official with Authority. An employee of the School explicitly vested with the responsibility to implement corrective measures for Title IX harassment, discrimination, and/or retaliation on behalf of the School.

Parties. The Complainant(s) and Respondent(s), collectively.

Remedies. Post-Finding actions directed to the Complainant and/or the community implemented to address safety, prevent the recurrence of harassment, and ensure continued access to the School's educational program.

Respondent. An individual who has been reported to be the perpetrator of conduct that could constitute harassment, discrimination, or retaliation under Title IX.

Sanction. A disciplinary consequence imposed by the School on a Respondent who is found to have violated this Policy.

Sexual Harassment. Behavior or conduct as defined under Title IX and its implementing regulations at 34 CFR 106, and as more fully articulated in this Policy.

Title IX Coordinator. The School's employee responsible for ensuring compliance with Title IX.

Title IX Personnel. Those individuals collectively tasked with implementation of this Policy and Grievance Process including specifically, the Title IX Coordinator (including any designees as applicable), any Investigator or any Decision-maker.

CRIME RATES AND STATISTICS

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20

U.S.C. § 1092(f)) is a federal law that requires colleges and universities to disclose information about crime on and around their campuses. The following pages provide crime rates and statistics for the School's campus for the 2019, 2020, and 2021 calendar year as required by federal law.

- Murders
- Robberies
- Burglaries
- Arson
- Sex Offenses
- Liquor Law Violations
- Weapons Possessions
- Stalking*
- Manslaughters

- Aggravated Assaults
- Motor Vehicle Thefts
- Domestic Violence*
- Dating Violence*
- Drug Abuse Violations
- Hate Crimes

These crimes are reported by year and location of occurrence.

Crime Reported									
	On-Campus			Non-Campus			Public Property		
	2021	2020	2019	2021	2020	2019	2021	2020	2019
Murder / Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses (Rape)	0	0	0	0	0	0	0	0	0
Sex Offenses (Fondling)	1	0	0	0	0	0	0	0	0
Sex Offenses (Incest)	0	0	0	0	0	0	0	0	0
Sex Offenses (Statutory Rape)	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

Hate Crimes									
	On-Campus			Non-Campus			Public Property		
	2021	2020	2019	2021	2020	2019	2021	2020	2019
Murder / Non-Negligent Manslaughter									
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses (Rape)	0	0	0	0	0	0	0	0	0
Sex Offenses (Fondling)	0	0	0	0	0	0	0	0	0
Sex Offenses (Incest)	0	0	0	0	0	0	0	0	0
Sex Offenses (Statutory Rape)	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0

Violation Arrests									
	On-Campus			Non-Campus			Public Property		
	2021	2020	2019	2021	2020	2019	2021	2020	2019
Liquor Law	0	0	0	0	0	0	0	0	0
Drug Abuse	0	0	0	0	0	0	0	0	0
Illegal Weapons	0	0	0	0	0	0	0	0	0

Disciplinary Referrals									
	On-Campus			Non-Campus			Public Property		
	2021	2020	2019	2021	2020	2019	2021	2020	2019
Liquor Law	0	0	0	0	0	0	0	0	0
Drug Abuse	0	0	0	0	0	0	0	0	0
Illegal Weapons	0	0	0	0	0	0	0	0	0

Violence Against Women Act Crimes									
	On-Campus			Non-Campus			Public Property		
	2021	2020	2019	2021	2020	2019	2021	2020	2019
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

UNFOUNDED CRIMES

Unfounded crimes are those crimes that are removed or withheld from the annual security report after it has been determined the reported crime was false or baseless. Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section only after having fully investigated the reported crime and based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime report.

There were no reported crimes for the years 2019, 2020, and 2021 that are determined to have been unfounded.



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