THANH LE COLLEGE,
SCHOOL OF COSMETOLOGY

Campus Security and Campus Crime Statistics Act-Clery Act

The Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, also known as the Clery Act, requires institutions of higher education to comply with certain campus and security-related requirements as a condition of participating in the federal student financial aid programs authorized by Title IV of the Higher Education Act. This annual report also includes a Fire Safety Report.

The Clery Act requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistic for the period between 01/01/2026 through 12/31/2023. PLEASE NOTE THAT THIS INSTITUTION DOES NOT HAVE ON CAMPUS HOUSING, AND THAT THERE NO POLICE RECORDS THAT PERTAIN DIRECTLY TO THE PROPERTY USED BY THE INSTITUTION, THEREFORE, THE STATISTICS BELOW REPORT ONLY THOSE INCIDENTS REPORTED TO THE INSTITUTIONAL ADMINISTRATION AND/OR TO THE LOCAL POLICE. This annual report also includes a Fire Safety Report.

Purpose of the Clery Annual Security Report for 2026
The Clery Act requires colleges and universities to do the following:

- Publish an annual report every year that contains three years of campus crime statistics and certain campus security policy statements.
- Publish crime statistics for the campus and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement and other university officials having significant responsibility for student and campus activity.
- Publish timely warning notices where crimes have occurred on or near campus that, in the judgment of the Campus Safety Department, constitute an ongoing or continuing threat to the members of the campus community.

Report Distribution Date: October 1, 2026

Occurrences REPORTED within the 2026, 2025 and 2024Calendar Years

Crimes Reported	2026	2025	2024	Location: C=Campus N=Non-campus P=Public Area	* Hate Crime? (see note)
(i) Criminal homicide:					
(A) Murder and non-negligent manslaughter	0	0	0	C	0
(B) Negligent manslaughter	0	0	0	C	0
(ii) Sex Offenses:				C	
(A) Rape	0	0	0	C	0
(B) Fondling	0	0	0	C	0
(C) Incest	0	0	0	C	0
(D) Statutory Rape	0	0	0	C	0
(iii) Robbery	0	0	0	C	0
(iv) Aggravated assault	0	0	0	C	0
(v) Burglary	0	0	0	C	0
(vi) Motor Vehicle Theft	0	0	0	C	0
(vii) Arson	0	0	0	C	0
Arrest and referrals for disciplinary actions including:				C	
(A) Arrests for liquor law violations, Drug law violations, and illegal weapons possession:	0	0	0	C	0
(B) Persons not included in 34 CFR 668.46(c)(1)(ii)(A) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession	0	0	0	C	0
Hate crimes: As listed under 34. CFR668.46 (c)(1)(i)				C	
(A) Larceny-theft	0	0	0	C	0
(B) Simple Assault	0	0	0	C	0
(C) Intimidation	0	0	0	C	0
(D) Destruction, Damage or Vandalism of Property	0	0	0	C	0
(viii) Liquor law violations	0	0	0	C	0
New reporting as of 10/01/2026				C	
Incidents of sexual assault		0	0	C	0
Domestic Violence		0	0	C	0
Dating Violence		0	0	C	0
Stalking		0	0	C	0

NOTE - Crimes reported under any of the category listed in this section that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act.

1	This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing 911.

2	All students and employees are required to report any crime or emergency to their institutional official promptly. (ii) Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's directors who contact the correct police department District for statistics and the institution's Daily Incident Log and then records those statistics.

	If a student or employee wishes to report a crime on a voluntary or confidential basis, the **institutional official** will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her **institutional official** without signature. If the student wishes not to maintain confidentiality, the student will contact his/her **teacher or school official** who in turn will contact the nearest **supervisor** to report criminal actions or emergencies to the **appropriate agency by calling (911).**

	Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and CARRY on them at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours staring at 5 PM. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

Current policies concerning campus law enforcement are as follows:

(i) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.

(ii) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used; as undue risk should not be taken.

(iii) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.

Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.

a. Do not leave personal property in classrooms.
b. Report any suspicious persons to your institutional official.
c. Always try to walk in groups outside the school premises.
d. If you are waiting for a ride, wait within sight of other people.
e. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room
f. The Crime Awareness and Campus Security Act is available upon request to students, employees (staff and faculty) and prospective students.
g. The school has no formal program, other than orientation, that disseminates this information. All information is available on request.
h. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

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	other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.

	All incidents shall be recorded in the Daily Incident Log at the institutional official's station. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.

	This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.

	The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest

	Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff. (Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).

	It is the policy of this institution to have any sexual assaults (criminal offenses) on campus to be reported immediately to the institution's official, who will report it to (911) emergency and police units. The institution during the orientation of given to newly admitted students emphasizes the prevention of sexual crimes by insisting students to work, study and walk outside of the premises in as much as possible, accompanied by other students or in view of other persons, generally, avoiding as much as possible to be alone by themselves at any time. During the daily functioning of the school operations, staff and administrators focus in observing that students are not in any circumstance by themselves. (i) The institutional program to prevent sexual crimes consists in maintaining a continuous lookout for each other to protect and prevent any sexual assaults. The entire staff takes part of this program to protect the students and the staff among themselves. (ii) A person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time when that person can be properly transported to a hospital or rape crisis center for proper treatment. (iii) A victim of a sexual crime has the option of reporting this crime to the institutional authorities or to report it directly to (911) and search for professional assistance from the emergency agencies. If requested, the institutional personnel will be prepared to request assistance calling (911).

(iv) The institution does not have accessibility to professional counseling, mental health or otherwise, students and employees are encouraged to seek such professional assistance at the nearest hospital or health care services.
(v) The institution will offer the victim of a sexual crime, any available options to change the academic schedule in as much as possible to the benefit of the victimized person.
(vi) The institutional disciplinary actions in reference to an alleged sex offence are as follows:
(A) The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceedings: and
(vii) Both the accuser and the accused must be informed of the outcome of any institutional proceeding brought alleging a sex offense
(viii) This institution has zero tolerance of violation of this policy. Once the offense is confirmed the institutional disciplinary action against students or employees may result in expulsion from school, or termination of employment and in accordance to local laws, to an arrest of the offender by the authorities.

The institution provides the following website to obtain information concerning the registration of sex offender's arrest.

Http//www.meganslaw.ca.gov

Description of school's emergency response and evacuation procedures.

Thanh Le College, School of Cosmetology (TLC) is responsible for preparing the annual report. TLC works with the Garden Grove Police Department to gather crime statistics that are part of this report. The college community is encouraged to use this report as a guide for safe practices on the campus. The report is available on the college's web site. Anyone desiring a printed copy of this report can contact the Admission office, 12875 Chapman Ave., Garden Grove, California 92840, 714-740-2755.

Revised **Crime Classification: Burglary vs. Larceny**: An incident must meet three conditions to be classified as a Burglary.

- There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry – no force are counted.
- The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.
- The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper

	classification is Larceny.

	Campus Law Enforcement Policies: All institutions must include a statement of policy regarding campus law enforcement in their Annual Security Report. This statement must contain the following elements: • A description of the law enforcement authority of the campus security personnel. • A description of the working relationship of campus security personnel with State and local law enforcement agencies, including whether the institution has agreements with such agencies, such written memoranda of understanding (MOU), for the investigation of alleged criminal offenses. • A statement of policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate law enforcement agencies. • Students and employees should refer to the person or agency listed at the end of this report when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).

	Daily Crime Log Thanh Le College maintains and publishes a Daily Crime Log of all crimes reported to Public Safety. The log is available in the Admissions office during regular business hours. This log identifies the type, location, and time of each criminal incident reported to Public Safety.

	Definition of On-Campus Student Housing Facility: For the purposes of the Clery Act regulations, as well as the HEA fire safety and missing student notifications regulations, any student housing facility that is owned or controlled by the institution, or is located on property that is owned of controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. This definition clarifies that any building located on campus on land owned or controlled by the institution that is used for student housing must be counted as an on-campus studenthousing facility, even if the building itself is owned or controlled by a third party. TLC does not offer on-campus housing.

	Emergency Notification and Timely Warning Notice Emergency Notification is made to the college community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety to staff or students. Some examples may include earthquakes, terrorist incident, explosion, extreme weather conditions or hazardous material incident.

Timely Warning is a warning of certain Clery reported crimes that are a continuous and ongoing threat to the campus community.The intent of the warning is to enable members of the campus community to protect themselves.

In the case of a serious or ongoing threat to the college community, a "timely warning" or "emergency notification" will be prepared and distributed to students, staff, and faculty, without delay. These alerts may be used to seek information that could lead to arrest and conviction of an offender when violent crime against persons or substantial property crime has been reported.

The information may be disseminated in various forms, including one or more of the following: email and text messages. Every attempt will be made to distribute the timely warning or emergency notification within a reasonable amount of time after the incident is reported to the School Director, Financial Aid Officer (FAO) or school staff; however, the release is subject to the availability of accurate and confirmed facts concerning the incident and investigation restraints. Anyone with information warranting a timely warning or emergency notification should report the circumstances to the college staff. When a determination has been made that a timely warning/emergency notification should be issued, college staff will work collaboratively to ascertain methods of informing the campus community of the incident and to craft an official message. A release will typically include the following information, if known:

- A succinct statement of the incident.
- Any connection to previous incidents.
- The nature and severity of the threat.
- Location of the incident and persons who might be affected.
- Physical description or composition drawing of a suspect, if appropriate.
- Date and time the alert was released.
- Other appropriate safety steps/tips.

The authority for the issurance of a timely warning or emergency notification rests with the following authorized administratorsonly.

- School Director
- Financial Aid Officer
- Chief Instructor
- Instructor

17. **Emergency Preparedness**: The college staff plays a central role in the preparation and management of campus emergency preparedness. The school director or chief instructor will coordinate mock evacuation drills of the entire campus.

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	Emergency Exercises and Drills The college conducts an emergency response drill and exercises each year. These tests may be announced or unannounced. The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents and other interested parties. Individuals who are members of the larger community and interested in receiving information pertaining to emergencies on campus may also access that information by visiting www.thanhlecollege.org If there is an immediate threat to the health and safety of students or employees occurring on campus, TLC will follow its emergency notification procedures. An institution that follows its emergency notifications procedure is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.

	Crime Reporting Procedures (Policy Statement) Campus safety is everyone's responsibility at TLC Students, faculty, staff andvisitors are partners in creating an atmosphere that is safe and conducive to learning. Reporting of a crime can also be accomplished by contacting Garden Grove Police Department. The Garden Grove Police Department is located at: 11301 AcaciaPkwy, Garden Grove, CA 92840, 714- 741-5784. Crime Log Crime log entries include all crimes reported to the Admissions Office. The crime log is located in the lobby of thecollege. Emergency Procedures Addressing Disruptive Student Behavior These emergency procedures are intended for use in acute situations. Acute situations are severe, intense and sudden. On the other hand, chronic situations are continuous, over a period of time and should be dealt with according to the NOCCCD Policy, AP 55003.1.1 for students. Responding to Disruptive or Threatening Behavior Dealing with individuals who are upset, angry or appear to be under the influence of drugs or alcohol can be a frustrating or even frightening experience. Such behavior may disrupt normal work activities and cause those responding to feel defensive or threatened. The following information will help you respond to such incidents: Notify college staff immediately For life threatening situations call 911. o Do not attempt to intervene physically or deal with the situation yourself. It is critical that Campus Safety take care of any disruptive or threatening incident.

- Do not aggravate, annoy or approach the individual. Try to stabilize the individual by speaking in a low and calm non-threatening voice.
- maintain a safe distance; do not turn your back.
- Leave the room or leave the area if the situation escalates. Get yourself and others to safety as quickly as possible.

General Emergency Procedures for Fire, Power Failure, Bomb Threat or Earthquake

College staff will evaluate the situation and take appropriate stepsto insure a safe and timely evacuation.

Fire: Identify a safe exit route and exit building. Power Failure: Notify Edison and await instruction.

Earthquake: Remain calm, drop, cover, hold, and prepare to evacuate building.

Staff shall instruct students to gather all belongings prior to evacuation, if time permits.

Staff will assess the emergency and, when appropriate, direct people to exits.

When Calling For Help

Police and Fire Department Emergencies: 911.

- *Give your name.*
- Give the building number and room number or other specific location.
- (This is crucial because the emergency dispatcher phone may not necessarily
  - display the same information).
  -
  - Give the phone number from which you are calling, including the extension number.
  -
  - Describe the situation or victim's condition clearly and accurately.

    DO NOT HANG UP! Let the person you are talking to end the conversation; other information may be needed.

Evacuation Some emergencies may require evacuation of the building. In this event:

- Verbal notice or fire bells will be used to sound the evacuation.

  - Remain calm and orderly: Walk quickly but do not run. See "Evacuation of Disabled Persons."Follow instructions of the Campus Safety or other emergency personnel.
  - Seek out and give needed assistance to any disabled persons in the

area.
- If time permits, turn off the power to all
- Do Not use elevators.
- Go to an open, outside area away from the building as identified on evacuation color chart. Keep roadways and walkways clear for emergency vehicles.
- Wait for instructions. Do not reenter the building until instructed to do so by emergencypersonnel.
- on-ambulatory persons (persons in wheelchairs):

Evacuation of Disabled Persons

Visually impaired persons: Tell the person the nature of the emergency and offer to guide him/her to the nearest emergency exit. Have the person take your elbow and escort him/her. Hearing-impaired persons: To warn an individual, get the person's attention with a gesture or a light tap on the arm or shoulder, and either write a note telling what the emergency is and the nearest evacuation route, or gesture to indicate that the person should come with you. An example of a note: "Fire—go out the back door,turn right and go down, now!"

To warn a group, get the group's attention by flashing the room lights on and off—then gesture to indicate that the group shouldcome with you. If there is a chalkboard on which you can write a note that all can see, use it.

Persons using crutches, canes or walkers: Carrying options include using a two-person, locked-arm position or having the personsit in a sturdy chair, preferably one with arms.

Disabled persons not able to evacuate: Advise the disabled person that you will notify Campus Safety and that an officer will respond to assist him/her with their evaluation.

Power Outage: If evacuation of the building is required, exit using the stairway. Seek out any disabled persons and provide assistance if possible.

Bomb Threat: If you receive a bomb threat over the telephone, remain calm and ask:

- When is it going to explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb? When? Why?
- Where are you now?
- What is your name? Phone number? Address?
- Pay attention for, and take notes about:
- Exact wording of call.

Explosion: In the event of an explosion in the building, employees should take the following actions:

- Immediately take cover under tables, desks or other such objects which will give protectionagainst flying

	glass and debris. • Evacuate the immediate area of the explosion. • Seek and assist injured and disabled persons to evacuate the building. • Once outside, move at least 150 feet away from the affected building. Keep roadways and walkwaysclear for emergency vehicles. • Wait for further instructions from Campus Safety or other emergency personnel. Do not reenter the building until they instruct you to do so. In the event you are instructed to evacuate, mentally note anything in your area that appears out of place or suspicious, and report it.Fire Know the location of fire extinguishers in your area and how to use them.Upon discovery of a small fire, call the Fire Department, 911 If an appropriate fire extinguisher is available, follow the instructions on it, directing it at the base of the flames.Get help, if necessary.

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	Upon discovery of a large fire, call the Fire Department: Evacuate the building, alerting people as you go. Seek and assist any disabled persons in the area. Exit using the stairway. Do not use elevators to evacuate. Make sure all doors leading to the main hallways are closed to prevent further spread of fire. Do not lock doors. Once outside, move to an open area at least 150 feet away from the affected building. Avoid inner courtyards. Keeproadways and walkways clear for emergency vehicles. Wait for further instruction from Campus Safety or emergency personnel. Do not re-enter the building until instructed todo so. If someone's clothes are on fire, have them drop to the floor and roll. Smother the fire with a blanket, rug or heavy coat. Call for help. Administer first aid.

	Weapons and Dangerous Objects: It is a felony to possess any firearm or firearm replica on school grounds. It is a misdemeanor to possess any dirk, dagger, razor, Taser or stun gun on school grounds length of or greater thantwo and a half inches. It is a misdemeanor to possess any switchblade or gravity activated knife with a blade length of two and a half inches ormore. Any other weapons are either unlawful or in violation of the College**'s Zero Tolerance Policy**. If a student is found inpossession of a weapon(s) or other dangerous object(s):

	• Confiscate the weapon or object if it is safe to do so. • Call for help if necessary

	Substance Abuse, Drugs and Alcoholic: Beverages In accordance with Public Law 101-226 "Drug-Free Schools and Communities Act Amendment of 1989," TLC prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on TLC property. Any student or employee in violation of this policy is subject to disciplinary action up toand including expulsion from TLC, or termination from employment from violations of the standards of conduct. The possession, use, and sale of alcoholic beverages by anyone on TLC property, is a misdemeanor as per California Business Code 25608 and a violation of state law and any person found in violation of the NOCCCD Policies Relating to Students. The use, sale, or possession of any illegal drug is in violation of the state law and any person found in violation may be subject to arrest by federal,state, or local personnel. Criminal prosecution is separate from any administrative discipline that may be imposed by the college. To receive counseling and education for alcohol and substance abuse or sexual abuse contact the O.C. Health Center at 1800- 564-8440

	Sexual Assault Information All forms of sexual assault and all attempts to commit such acts are regarded as very serious. Response to these acts may range from significant college discipline to criminal prosecution. Violation of student conduct, full range of discipline and due process can be found on NOCCCD, Board Policy under sections BP 5500 and AP 5500. Any sexual assault should be reported immediately to the college staff and the Garden Grove Fullerton Police Departments. These reports are confidential in nature and the names of students are confidential. Victims of sexual assault are informed of counseling and referral services through Health Services, 714-992-7093. To receive information and/or counseling regarding sexual abuse contact: •National Domestic Violence Hotline: 1-800-799-7233.•Orange County Rape Crisis Center: 866-WE-LISTEN (866-635- 4783)•RAINN (Rape, Abuse & Incest National Network: 800-656-HOPE.•The LGBT Center OC: 714-953-5428•(LGBT) National Hotline – GLBT National Help Center: 888-843-4564.•SAVS (Sexual Assault Victims Services) Santa Ana: 714-834-4317.•ProjectSister: 909-623-1619 (24-hour hotline; advocacy and accompaniment to local hospitals, law enforcement interviews and legal proceedings; individual group counseling and so much more). http://projectsister.org/•The National Center for Victims of Crime: 855-4-VICTIM (855-484-2846)•https://www.cdc.gov/violenceprevention/index.html•https://nij.ojp.gov/topics/articles/overview-rape- and-sexual-violence•Human Options (Shelter): 949-737-5242. https://humanoptions.org/•Interval House (Shelter): 714-891-8121 & 562-594-4555. http://www.intervalhouse.org/•Laura's House (Shelter): 866-498-1511. https://www.laurashouse.org/

	Violence Against Women Act, (VAWA) TLC is committed to creating and maintaining a community where all individuals who participate in college programs and activities can work together in an atmosphere free of violence, harassment, discrimination, exploitation, or intimidation. Every member of the community should be aware that the college prohibits sexual assault, domestic violence, dating violence, stalking, and retaliation, and that such behavior violates both law and TLC policy. TLC will respond promptly and effectively to reports of sexual assault, dating violence, domestic violence and stalking, and will take appropriate action to prevent, to correct and when necessary, to discipline behavior that violates these policies. Suspected violators may alsobe subjected to arrest and prosecution through the criminal justice system. The rights of the complainant and respondent will be protected. Immediate steps may be taken to protect the complainant pending the outcome of an investigation. The confidentiality of the victim is protected. No public records or announcements (Timely Warning) will identify the victim. Confidentiality will be extended to any accommodation or protective measures to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures. The college is required to comply with the JeanneClery Disclosure of Campus Security Policy and Campus Crime Statistics Act 1998 (Clery Act) and the Violence Against Women Act 2013 (VAWA). The Clery Act adds requirements of the college to campus victims of sexual assault, dating violence, domesticviolence and stalking. Any person who is the target of sexual assault, dating violence, domestic violence and stalking should immediately consult the college staff for advice, options, and information. All reports and complaints of sexual assault, dating violence, domestic violence and stalking, made to any college staff will receive the report, immediately.

	Victims of sexual assault, dating violence, stalking and domestic violence are encouraged to immediately contact Garden Grove PoliceDepartment 714-741-5758. For victims of crimes, it is critical that the crime is reported immediately to Garden Grove Police Department for care, counseling and evidentiary purposes. The Garden Grove Police Department can assist with filing a restraining order. Definitions: Domestic Violence is defined as a felony or misdemeanor crime of violence committed— ·By a current or former spouse intimate partner of the victim; ·By a person with whom the victim shares a child in common; ·By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; ·By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction inwhich the crime of violence occurred; ·By any other person against an adult or youth victim who is protected from that person's acts under the domestic orfamily violence laws of the jurisdiction in which the crime of violence occurred.

	Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involvedin the relationship.

	·Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. ·Dating violence does not include acts covered under the definition of domestic violence. Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to ·Fear for the person's safety or the safety of others; or ·Suffer substantial emotional distress.

	Sexual Assaults (Sex Offenses). Any sexual act directed against another person without consent of the victim, including instanceswhere the victim is incapable of giving consent. a. Rape is the penetration, no matter how slight, of the vagina or anus, with anybody part or object, or oral penetration bya sex organ of another person, without the consent of the victim. b. Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. c. Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage isprohibited by law. d. Statutory Rape is sexual intercourse with a person who is under the statutory age of consent.

	Board Policy, BP 3540 covers sexual assault and other sexual misconduct Consent (California Education Code Section 67386). Defines consent as "Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that heor she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revokedat any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

	Assistance to Victims TLC is committed to ensuring that students, employees and visitors are treated with sensitivity, dignity and confidentiality. Victims will be provided with counseling services and resource information to support the victim. Victim's assistance may include changing academic environment; retake a class without penalty or working situations. Every effort is made to ensure that our educational environment promotes and assists prompt reporting and compassionate support services. This service is provided to both men and women. Discipline Procedures Students are subject to discipline if they violate Domestic Violence, Dating Violence, Stalking, Sexual Assaults. Consideration will be given to recommendations for protection and no contact orders. The allegations of misconduct shall be investigated in a fair, prompt and impartial manner. Both the accuser and accused are entitled to the same opportunity to have others present during internal discipline proceedings, accompanied by an advisor of their choice. Both the accuserand accused will receive written notice of the outcome of the discipline hearing, and the appeal process.

	The burden of proof will be based on the "preponderance of the evidence" standard.

	Weapons Prohibited on Campus Dangerous objects or explosives upon the grounds is prohibited. Firearms or other weapons shall be prohibited at TLC. Any person who believes that he or she may properly possess a firearm or other weapon on campus must promptly notify the administrator in charge. Convicted Sexual Offender Registration Laws Effective October 28, 2002, Penal Code 290.1 was expanded and requires sexual offenders to register with the local police department (Garden Grove Police Department) if the offender is enrolled as a student at TLC, employed by the college, either full-time (includes paid employees or volunteers); or working or carrying on a vocation at the college (e.g. contractors) for more than 14 days or for an aggregate calendar year (including paid workers as well as volunteers). Persons listed above must register with the Garden Grove Police Department (GGPD) within five working days of commencing enrollment or employment at TLC. Registrants are also required to notify the GGPD within five working days of ceasing to be enrolled or employed, or ceasing to carry on a vocation at the college. Any person seeking information on Registered Sex Offenders who are students and/or working at TLC may contact the Garden Grove Police Department at 714-741 5784. The institution does not maintain any special relationship with State and local police and does not have an agreement with thosepolice agencies (such as written memoranda of understanding) to investigate alleged crimes. This Institution encourages students to complete a timely reporting of all crimes to the campus administrators, police and appropriatelaw enforcement agencies This institution encourages students to immediately report an incident where an emergency evacuation will be needed. All studentsshould be familiar with the evacuation procedures posted in several key places around the campus.
	This institution does not provide on-campus housing. Peer to Peer file sharing: Students authorized to utilize the institutional electronic equipment for purposes of conducting research, practical work, writing essays, doing homework assignments or in any general use of the equipment for course related work, are strictly unauthorized to copy or distribute any copyrighted material and any violations will subject the individual violator (staff member, non-staff member or student) to civil and criminal liabilities. The first violation will be punished by removing any authorized privilege use of any institutional equipment, if the violation includes the use of individually owned equipment, the individual will not be allowed to bring in his/her personal equipment into the school premises. Second violation the staff member may be terminated or the student may be expelled from school. This decision will be taken by the school administration. The institution conducts annual evaluations of the procedures in place to prevent any violations of copyrighted materials observing the need of the students to have access to the institutional network. The institution will keep a log summarizing violations reported anddisciplinary actions taken. Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incidents. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).

DRUGS, ALCOHOL, AND SUBSTANCE ABUSE

Thanh Le College (TLC) prohibits the possession, use, or distribution of illicit drugs or alcohol by students or employees on College property during any College-sponsored field trips, activities, or workshops. TLC will impose disciplinary sanctions on students and employees, consistent with local, state and federal law. TLC strives to maintain campus communities and worksites free from illegal use, possession, or distribution of alcohol or of controlled substances as defined in schedules I through V of the Controlled Substances Act, 21 United States Code Sec. 812, and by regulation at 21 Code of Federal Regulations Sec.1308. Unlawful manufacture, distribution, dispensing, possession, use, or sale of alcohol or of controlled substances by TLC employees and students in the workplace, or school premises, at official College functions, or on College business is prohibited. In addition, employees and students shall not use illegal substances or abuse legal substances in a manner that impairs work performance, scholarly activities, or student life. Employees found to be in violation of this policy, including student employees if the circumstances warrant, may be subject to corrective action, up to and including dismissal, under applicable

policies. Students found to be in violation of this policy may be subject to corrective action, up to and including dismissal from the college. Any student who violates this policy is subject to disciplinary action including sanctions as outlined in the Student Code of Conduct in addition to any penalties resulting from violating local, state, and or federal law. Disciplinary sanctions include Disciplinary Warnings, Disciplinary Probation, Suspension, or Expulsion from TLC.

Alcohol

The possession, sale, manufacturing, distribution, or consumption of alcohol by persons under the age of 21 is prohibited and illegal under state law, federal law, and College policy. It is illegal for anyone under 21 years of age to attempt to purchase, purchase, consume, possess, or knowingly and intentionally transport any liquor, malt, or brewed beverage in California. TLC has a zero tolerance policy for students under the age of 21 possessing or consuming alcoholic beverages. It is both against the law and a violation of the student code of conduct. Violators are subject to disciplinary action, criminal prosecution, and imprisonment. It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21. Violation of any other policy while under the influence of alcohol is considered an additional violation.

Alcohol poisoning is a medical emergency. Call for help (714) 274-4555 or 911 immediately to get help for an extremely intoxicated person. Signs of alcohol poisoning are cold, clammy skin, unconsciousness, slowed or irregular breathing, and vomiting (particularly while passed out). Stay with the person and put them in the recovery position to prevent them from choking on their own vomit.

Controlled Substances

Possession, use, manufacture, sale, distribution, or consumption of illegal and/or dangerous drugs is prohibited and illegal under state and federal laws, and is a violation of College policy. Possession of paraphernalia containing controlled substances, or residue of controlled substances, is prohibited. Violation of any other policy while under the influence of a controlled substance is considered an additional violation. Employees who violate this

	policy are subject to TLC sanctions, including dismissal, as well as criminal sanctions provided by federal, state or local law. Employees may be required to participate in a drug abuse or drug rehabilitation program.

	Drug and Alcohol Abuse Education Programs TLC recognizes dependency on alcohol and other drugs as a treatable condition and offers programs and services for TLC employees and students with substance dependency problems. Employees (including student employees) and students are encouraged to seek assistance as appropriate from Employee Support Programs, Student Health, and counseling or psychological services available through Human Resources. Information obtained regarding an employee or student during participation in such programs or services will be treated as confidential, in accordance with federal and state laws.

	Earthquake During an earthquake: 1. Drop, cover, and hold on. 2. Stay in the building. Do not evacuate. 3. Take shelter under tables, desks, in doorways and similar places. 4. Keep away from overhead fixtures, windows, filing cabinets and bookcases. 5. Assist any disabled persons in the area and find a safe place for them. 6. If you are outside, stay outside. Move to an open area away from buildings, trees, power lines and roadways. After an earthquake: 1. Check for injuries; give or seek first aid. 2. Check for safety hazards; fire, electrical, gas leaks, water supply, etc. 3. Do not use telephones and roadways unless necessary. Keep them open for emergency use. 4. Be prepared for aftershocks. 5. Cooperate, keep informed, remain calm and help clean up.

Prevention

1. Avoid excessive use of drugs, alcohol and any other substances that interfere with your ability to think clearly and communicate effectively.
2. Be aware of your surroundings! Stay away from isolated areas, day or night.
3. If you are being followed, walk or run to a crowded area as fast as you can. If you are driving, drive to a lighted, populated place, police or fire station.
4. Lock all doors to your car.
5. Communicate with friends/family so they know when to expect you and where you are supposed to be.
6. Campus Escorts are available at all times and especially during evening hours to assure your safety on campus and in parking lots. Call Campus Safety at 714-992-7080 Ext. 0.
7. Emergency phones are located throughout the campus and parking lots for you to access Campus Safety immediately should you need assistance with any emergency occurrence.
8. Personal safety devices like pepper spray and an Alarm Fob can be purchased in the bookstore.
9. Consider Bystander Intervention when safe. Bystander intervention:
    a. Direct: Step in and address the situation directly. "That's not cool, please stop."
    b. Distract: Distract either person in the situation to intervene.
    c. Delegate: Find others who can help you intervene in the situation.
    d. Delay: Ask them, "Are you ok?" or "Can I help you?"

Assistance to Victims

TLC is committed to ensuring that students, employees and visitors are treated with sensitivity, dignity and confidentiality. Victims will be provided with counseling services and resource information to support the victim. Victim's assistance may include changing academic environment; retake a class without penalty or working situations. Every effort is made to ensure that our educational environment promotes and assists prompt reporting and compassionate support services. This service is provided to both men and women. Counseling services and community references are available at Health Services,
Orange County Health Department: 1800-564-8448

Complaints can also be made at Department of Fair Employment and Housing, www.dfeh.ca.gov, 800-884-1684.

	Weapons and Dangerous Objects If a student is found in possession of a weapon(s) or other dangerous object(s): 1. It is a felony to possess any firearm or firearm replica on school grounds. 2. It is a misdemeanor to possess any dirk, dagger, razor, Taser or stun gun on school grounds. 3. It is a misdemeanor and/or felony to possess, on school grounds, any knife with a blade that either locks into place or has a blade length of or greater than two and a half inches. 4. It is a misdemeanor to possess any switchblade or gravity activated knife with a blade length of two and a half inches or more. 5. Any other weapons are either unlawful or in violation of the college's District's Zero Tolerance Policy. 6. Confiscate the weapon or object if it is safe to do so. 7. Notify Campus Safety personnel 8. Retain the confiscated item until the circumstances are investigated by Campus Safety personnel.

	The institution does not maintain any special relationship with State and local police and does not have an agreement with those police agencies (such as written memoranda of understanding) to investigate alleged crimes. This Institution encourages students to complete a timely reporting of all crimes to the campus administrators, police and appropriate law enforcement agencies. This institution encourages students to immediately report an incident where an emergency evacuation will be needed. All students should be familiar with the evacuation procedures posted in several key places around the campus. This institution does not provide on-campus housing. Therefore, the following disclosures do not apply to this institution: Fire safety (668.49) Missing students (668.46(h)) Emergency notifications 668.46(g)) Hate crimes 668.46(c)

Peer to Peer file sharing: Students authorized to utilize the institutional electronic equipment
for purposes of conducting research, practical work, writing essays, doing homework assignments or in any general use of the equipment for course related work, are strictly unauthorized to copy or distribute any copyrighted material and any violations will subject the individual violator (staff member, non-staff member or student) to civil and criminal liabilities. The first violation will be punished by removing any authorized privilege use of any institutional equipment, if the violation includes the use of individually owned equipment, the individual will not be allowed to bring in his/her personal equipment into the school premises. Second violation the staff member may be terminated or the student may be expelled from school. This decision will be taken by the school administration. The institution conducts annual evaluations of the procedures in place to prevent any violations of copyrighted materials observing the need of the students to have access to the institutional network. The institution will keep a log summarizing violations reported and disciplinary actions taken.

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incidents. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).

When Calling For Help
Garden Grove Police Department: 714-741-5704.
Police and Fire Department Emergencies: 911.

Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs

If you are in immediate danger or seriously injured, call 911

You are encouraged to seek medical attention and support. Medical centers provide treatment of injuries, testing for sexually transmitted disease and pregnancy, and emergency contraceptives.

Even if you are undecided about making a report, it is recommended that you preserve evidence and take a forensic exam. If you later decide to report, the police will be able to access and test the stored evidence. It is recommended to consult with local law enforcement for how long the state may hold evidence.

- Preserve evidence
  - Try not to shower, brush your teeth, urinate, eat or drink, or change clothes.
  - Maintain physical evidence, such as clothing and sheets and keep them in separate paper bags.
  - Maintain other evidence, such as voice messages, text messages, or emails.
- Take a forensic exam
  - Forensic exams keep evidence safe and are FREE at Anaheim Regional Medical Center located in the Emergency Department. Call (714) 774-1450 prior to arrival.
  - You may contact the local Rape Crisis Center to have an advocate present with you. Call (714) 957-2737 or (949) 831-9110.

- Forensic exams may be performed as late as 5 days after the assault. If performed within 72 hours, they may include HIV prevention medication and emergency contraceptives.
- A police officer is required to authorize the forensic exam. The police and hospital will not notify Coast Community College District.

Any person, including students, staff, faculty, visitors, or third parties may file a complaint involving any member of the Coast Community College District. Coast Community College District has a duty to provide a safe and nondiscriminatory environment and will provide a prompt and equitable response to support you. Coast Community College District's primary concern is your safety and the safety of the campus community.

The decision who to report to is entirely yours. The various reporting options available to you are described below. You may pursue one or more of these reporting options and can proceed before, simultaneously with, or after one another. You should not be deterred from reporting the incident out of concern that you might be disciplined for related policy or criminal violations. You have the right to have a person present with you while reporting the incident and throughout future proceedings.

You are encouraged to seek emotional care and support whether that be immediately after an assault or sometime later. Therapy is an open and nonjudgmental space to work through difficulties. You may learn new coping skills or new strategies to manage stress.

Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the college will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options.

Such written information will include:

1. the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
2. information about how the institution will protect the confidentiality of victims and other necessary parties;
3. a statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
4. a statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
5. an explanation of the procedures for institutional disciplinary action

Confidentiality

TLC will keep confidential the identity of any Complainant, any Respondent, or any

	witness except as may be permitted by FERPA, as required by law. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures. Victims may request that directory information on file with the TLC be withheld by request. If you choose to have your information withheld, please notify school Director. TLC does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

Adjudication of Violations

TLC disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution's policy and that is transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within 90 business days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. TLC staff involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Furthermore, each policy provides that:

1. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
2. The accuser, the accused and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings;
    1. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
    2. The accuser and the accused will have the same opportunities to have others present during any institutional disciplinary proceeding. The accuser and the accused each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The College will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding. However, the role of the advisor is limited to observing and consulting with and providing support to the Complainant or Respondent. An Advisor may not participate (speak) in the investigation and hearing processes on the Student's/Complainant's behalf. The advisor should also maintain confidentiality.
    3. The accuser and the accused will be notified simultaneously, in writing, of the any initial, interim and final decision of any disciplinary proceeding; and
    4. Where an appeal is permitted under the applicable policy, the accuser and the accused will be notified simultaneously in writing, of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the accuser and the accused will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved.

Whether or not criminal charges are filed, the college or a person may file a complaint under the following policies, depending upon the status of the accused (student or employee):

How to File a Disciplinary Complaint Under This Policy

Employees are required to report known or reasonably suspected incidents of Sexual Misconduct. The college has an optional form for Students to use in the reporting of Sexual Misconduct complaints.

How the College Determines Whether This Policy Will Be Used

Discipline may be instituted against a Respondent also charged in civil or criminal courts based on the same facts that constitutes the alleged violation of the Student Code of Conduct. In Sexual Misconduct cases, the college shall proceed with investigation without undue delay, typically within 14 Days, in accordance with federal and state law requirements, and TLC Policies and Procedures.

Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking Involving Students

Steps in the Disciplinary Process

Step 1—Notice

Once a complaint of Sexual Misconduct has been received by the school Director, or the staff, will provide a notice in writing to involved Parties with the following information:

1. A description of the alleged violation(s);
2. A description of the applicable policies;
3. A statement of the potential Sanctions/responsive actions that could result; and
4. A required date, time, and location for a review, an interview, or hearing

If any Party does not appear at the scheduled review, investigation, or hearing, the meeting will be held in his/her absence.

Time frames for reviews, investigations, and hearings may vary depending on the details of a case and at certain times of the academic year for possible violations that occur near, during, or after District holidays, breaks, or the end of an academic terms, in which meetings will be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by this policy and procedures.

Step 2—Interim Accommodations and Sanctions

Once the College has received a complaint of Sexual Misconduct, the College will make an interim assessment to determine if any immediate remedies are warranted, pending investigation. The College will work with Students affected by the Sexual Misconduct report to ensure their safety and promote their well-being. Sometimes this assistance will take the form of immediate interim actions or accommodations to support and protect the involved Students in the immediate aftermath of an incident and while an investigation or disciplinary action is pending.

The College may assign a victim's advisor to the person who reported the complaint or the Complainant may choose his/her own. The College staff may determine other remedies, such as, but not limited to, accommodations relating to changing academic schedules, restrictions on the alleged perpetrator pending investigation, and other remedies to

promote the well-being, safety, and restoration of alleged victim.

The College may assign a victim's advisor to the person who reported the complaint or the Complainant may choose his/her own. The College staff may determine other remedies, such as, but not limited to, accommodations relating to changing academic schedules, restrictions on the alleged perpetrator pending investigation, and other remedies to promote the well-being, safety, and restoration of alleged victim.

Interim Actions and Requests to Stay
As set forth in the college's Student Code of Conduct, student may be subject to interim actions pending investigation of a complaint. The College staff may impose interim Sanctions deemed reasonably necessary to protect the student, or the campus community. The student shall be notified of any interim action in accordance with the Student Code of Conduct.

Upon notice of an Interim Suspension by the College staff, the student has 3 calendar Days (from the date of the notice) to submit reason(s) for a Request to Stay. The college staff will render a decision on providing a stay, with or without modifications to the student's request. The staff at the college will provide the student with a decision within 1 business Day of the received Request for Stay. The Interim Suspension remains in effect until a decision from the college staff is rendered.

Step 3—Investigation
The college staff will investigate all reports of alleged violations of Sexual Misconduct. The investigators will interview the Complainant, Respondent, and any witnesses (if appropriate). The staff will also gather information, documents, and materials (if any) that are relevant to the case.

The staff will investigate all reports of alleged violations of Sexual Misconduct. The investigators will interview the Complainant, Respondent, and any witnesses (if appropriate). The college staff will also gather information, documents, and materials (if any) that are relevant to the case.

Once sufficient evidence has been collected, the staff makes a determination of Responsible or Not Responsible based on the preponderance of the evidence that there has been a violation of College's code of conduct.

Informal Resolution Options
If appropriate, the college staff may seek to resolve certain Sexual Misconduct cases through an informal process involving both the Complainant and Respondent, subject the Complainant's agreement to do so.

Declining/Reluctance to Participate in an Investigation
A Complainant and/or Respondent may decline to participate in the investigation and hearing. In these cases, the investigation and adjudication process will continue and a determination of Responsible or Not Responsible will be made without the benefit of the Complainant and/or Respondent's input.

As a Complainant/victim of an incident of Sexual Misconduct, Students may inform the College that they are unwilling to participate further in any investigation and/or disciplinary action against the student(s) who has been accused (Respondent). The college

	has an obligation to investigate to the extent of the information that is available and known. If during the investigation the investigator finds corroborating information, it may be determined that it is necessary to move forward with the student conduct process without the involvement of the Complainant or to implement other appropriate remedies. If a Complainant does not wish to participate in the student conduct process, the college is obligated to record the incident for Clery Act reporting compliance. When a report is being recorded into a document, there will be no personally identifying information about the Complainant within the document. The Complainant will be notified of any actions by the college, coupled with a letter stating the choice to participate in the investigation and/or Student conduct process. *Step 4—Determination of Findings* Once the college has reached to the conclusion their investigation, the staff will make a determination based on the preponderance of the evidence that the Respondent is Responsible or Not Responsible for the alleged violation of Sexual Misconduct. Depending on the case, the staff will determine if a Hearing Panel will be used to determine the findings. *Responsible* If after the conclusion of an investigation, the preponderance of the evidence indicates that it is more likely than not that the Respondent violated the college's Student Code of Conduct, will be found Responsible for the violation. Both the Complainant and the Respondent will be informed of the outcome and the investigatory report will be forwarded to the appropriate authority. Both the Complainant and the Respondent will be advised of their right to appeal. *Not Responsible* If after the conclusion of an investigation, the preponderance of the evidence indicates that it is NOT more likely than not that the Respondent violated the college's Student Code of Conduct policy, the Respondent will be found Not Responsible for the violation. Both the Complainant and the Respondent will be informed of the outcome and advised of their right to appeal. *Step 5—Sanctions* If the College receives an investigation report finding that a Respondent is Responsible for violating the college's Sexual Misconduct Policy, the College staff will follow the College's Student Code of Conduct, or other applicable policy, to impose Sanctions and to notify the Respondent of the imposed sanctions and their right to appeal. Once the Sanctions have been imposed, the staff will notify the Complainant of the imposed Sanctions and their right to appeal. *Impact Statements* The purpose of impact statements is to allow the Complainant and Respondent, during the sanctioning process, to describe to the college staff how this violation has had an impact on them. The college staff may use information from these statements to help determine an appropriate sanction(s). *Step 6—Appeals of the Investigation Process or Imposed Sanctions* Both the Respondent and the Complainant have the right to submit an appeal for review of the Investigation process and/or the imposed Sanctions. Appeals must be submitted in writing to the school director within 7 Days of the notice of findings.

	The **Anticipated Timelines** college will investigate and communicate its findings within 60 Days of the date in which the complaint was filed unless there are extenuating circumstances that prohibit the timeliness of the completion of the investigation. If an extenuating circumstance exists that

	prohibits the completion of an investigation within 60 Days, the College will inform the Complainant and the Respondent in writing of such delay. The college staff shall use reasonable, diligent efforts to resolve Sexual Misconduct reports within 60 Days of an initial report, not including appeals. The College's intended timeline, barring unexpected delay or complex investigations, is as follows: 1. Review and investigation process begins within 7 Days after the date of the initial report 2. Investigation is completed within 25 Days after the investigation begins 3. Hearing, if any is held within 20 Days after the conclusion of the investigation 4. Determination of the hearing is issued within 7 Days after the completion of the hearing 5. Notice of Sanction(s) issued within 7 Days after the completion of the hearing 6. Notice of appeals filed by either or both Complainant and Respondent to the College within 7 Days after the notice of determination and sanction(s) 7. Appeal hearing is held within 20 Days after Complainant and/or Respondent's notice of appeal was received 8. Determination of appeal hearing by the college staff is issued within 7 Days after the completion of the appeal hearing

	Decision-Making Process Use of Hearing Panel for Determination of Findings Depending on the severity and/or pervasiveness of the alleged Sexual Misconduct, the staff may use a Hearing Panel to determine if the Respondent is Responsible/Not Responsible. The Hearing Panel will consist of an odd number or members, typically 3 who will weigh the evidence provided by the designee assigned to the case. The Hearing Panel will make a determination of Responsible/Not Responsible based on a majority vote. The College shall make reasonable efforts to give the student(s) an opportunity to refute the accusation or otherwise provide relevant information to the Hearing Panel regarding the alleged violation(s). The hearing is closed to all persons except the: the staff who conducted the investigation; Respondent members of the Hearing Panel witnesses

	Students will not serve on any Hearing Panel due to the sensitive nature of the subject matter. In cases where the student is a dependent minor, the student's parent or legal guardian must be present at the hearing.
	Guidelines Used During Interviews, Hearings, and Determination of Findings Information regarding romantic or sexual history. The hearing panel will not consider the romantic or sexual history of the either the Complainant or the Respondent in cases

involving allegations of Sexual Misconduct, except for testimony offered by one or the other about the Complainant's and Respondent's shared sexual history that the Hearing Panel deems relevant. The existence of a sexual relationship between the Complainant and Respondent may not support the inference of Consent to alleged Sexual Misconduct.

Prior Conduct Violation. The Hearing Panel will not consider the Respondent's prior conduct violations, unless 1) the Respondent was previously found to be Responsible, and 2) the previous incident was substantially similar to the present allegation(s) and/or the information indicates a pattern of behavior by the Respondent.

To minimize victim reticence, to encourage the reporting of Sexual Misconduct offenses, and to encourage participation in investigations, the use of audio or video recording devices, including, but not limited to cell phones and other devices is prohibited during investigations, hearings, or appeals.

Standard of Evidence

A Student will be found either Responsible or Not Responsible based on a preponderance of the evidence meaning that it is more likely than not that the student has violated the District's BP/AP 5910. The determination of Responsible or Not Responsible shall be based upon the thorough investigation of allegations and the weighing of evidence in totality by the Title IX Coordinator, or his or her designee.

Possible Sanctions

Sanctions issued shall be:
Fair and appropriate given the facts of the particular case;
Consistent with the individual College's handling of similar cases;
Adequate to protect the safety of the District Community; and
Reflective of the seriousness of the Sexual Misconduct.

The relevant factors that are considered, as applicable to the specifics of each type of Sexual Misconduct, when imposing Sanctions are:

1) the specific Sexual Misconduct at issue (such as penetration, touching, unauthorized recording, etc.);
2) the circumstances accompanying the lack of Consent (such as force, threat, coercion, incapacitation, etc.);
3) the Respondent's state of mind (intentional, knowing, bias-motivated, reckless, etc.);
4) the impact of the offense on the Complainant;
5) the Respondent's disciplinary history;
6) the safety of the District Community; and
7) the Respondent's conduct during the disciplinary process.

The District employs a variety of sanctions that can be imposed when necessary in student conduct issues.

These sanctions include but are not limited to short and long-term suspensions and expulsion. The campus will work with the victim to assist in making changes to their

academic schedule to avoid contact with any identified responsible subject(s) or any other adverse impact caused by the incident.

Range of Protective Measures Available to a Complainant Alleging Misconduct

Whatever the outcome of the informal resolution, investigation, or hearing process, a Complainant may request ongoing or additional accommodations. In consultation with other campus departments, a determination will be made on whether such measures are appropriate.

Potential ongoing accommodations include:

1. Providing an escort by Public Safety
2. Changing the Complainant's academic schedule
3. Adjusting the Complainant's on campus job work schedule
4. Allowing the Complainant to withdraw from or retake a class without penalty
5. Providing access to tutoring or other academic support, such as extra time to complete or re-take a class

The college may also determine that additional measures are appropriate to respond to the effects of the incident. Additional responses for the benefit of the College Community may include:

1. Revision of the College's policies and procedures regarding Sexual Misconduct
2. Additional training and education materials for Students, faculty, and staff
3. Increased monitoring, supervision, or security at locations or events where the Sexual Misconduct occurred
4. Ensuring relevant climate surveys that focus on safety, security, and inclusion are gathered to improve on developing a culture that is intolerant of Sexual Misconduct.

Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking Involving Employees

1. How to File a Disciplinary Complaint Under this Policy

To report an incident, individuals are advised to contact Campus Public Safety. For a crime in progress or other emergency, individuals may contact the local police department by dialing 9-1- 1.

If possible, it is recommended that Campus Public Safety also be notified immediately. Any suspicious activity or person(s) on District or Campus property that appear to possibly be involved in criminal activity should be reported to the Campus Public Safety Department immediately.

In addition, individuals may also report an incident to any of the following college administrators:

- Vice President, Administrative Services
- College Student Health Center Dean or Manager
- College Human Resources Officer
- District Risk Services Department

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How the College Determines Whether This Policy will be Used

Pursuant to BP 7365 titled Discipline and Dismissal – Classified Employees, if an employee's conduct presents a threat to the health and safety of the employee or others or disrupts College and/or District operations, or if a critical circumstance needs to be addressed, the Chancellor may approve that the employee be immediately suspended or immediately demoted without compliance with the provisions of this procedure. However, as soon as possible after such suspension or demotion, the employee shall be given Notice of Proposed Disciplinary Action and Statement of Charges as set forth herein.

2. Steps in the Disciplinary Process

Whenever the District intends to suspend an employee, demote the employee, or discharge the employee, the employee shall be given a written notice of intent to discipline which sets forth the following:

- The disciplinary action intended.
- The specific charges upon which the action is based.
- A factual summary of the grounds upon which the charges are based.
- A copy of all written materials, reports, or documents upon which the discipline is based.
- Notice of the employee's right to respond to the charges either orally or in writing to the appropriate manager.
- The date, time, and person before whom the employee may respond in no less than five working days.
- Notice that failure to respond at the time specified shall constitute a waiver of the right to respond prior to final discipline being imposed.

3. Anticipated Timelines

If an employee, having been issued the notice of disciplinary action and evidentiary hearing rights, wants to appeal the action, he/she shall within five calendar days from the date of receipt of the notice, appeal to the Board of Trustees by filing a written answer to the charges and a request to the Human Resources Department for a hearing.

The Board of Trustees shall, within a reasonable time from the filing of the appeal, commence the hearing. The Board may conduct the hearing itself, or it may secure the services of a hearing officer or Administrative Law Judge to conduct a hearing and render a proposed decision for consideration by the Board. However, in every case, the decision of the Board itself shall be final. The Board of Trustees may affirm, modify or revoke the discipline. Any employee, having filed an appeal with the Board and having been notified of the time and place of the hearing, who fails to make an appearance before the Board, may be deemed to have abandoned his/her appeal. In this event, the Board may dismiss the appeal.

4. Decision-Making Process

Should the Board elect to conduct the hearing itself, the following guidelines apply:

- The hearing need not be conducted in accordance with technical rules relating to evidence and witnesses but hearings shall be conducted in a manner most conducive to determination of the truth.
- Any relevant evidence may be admitted if it is the type of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rules which might make improper the admission of such evidence over objection in civil actions.
- hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence that shall not be sufficient in itself to support a finding unless it would admissible over objection in civil actions.
- The rules dealing with privileges shall be effective to the same extent that they are now or hereafter may be recognized in civil actions.
- Irrelevant and unduly repetitious evidence may be excluded.
- The Board shall determine relevancy, weight and credibility of testimony and evidence. Decisions made by the Board shall not be invalidated by any informality in the proceedings.
- During examination of a witness, all other witnesses, except the parties, shall be excluded from the hearing upon motion of either party.

5. Standard of Evidence

In a disciplinary appeal the District has the burden of proof by preponderance of the evidence.

6. Possible Sanctions

Disciplinary action taken by the District against a permanent member of the classified service may include the following:

- Involuntary reassignment – The District may involuntarily reassign an employee whose performance of the required duties falls below standard, or for misconduct.
- Reduction in pay or demotion – The District may reduce the pay or demote an employee whose performance of the required duties falls below standard, or for misconduct. Demotion shall include reduction in pay from a step within the class to one or more lower steps.
- Suspension – An employee may be suspended for disciplinary purposes without pay.
- Discharge – A permanent member of the classified service may be

discharged for just cause at any time. Formal written notice of discharge may be made after considered action during a period of suspension.

7. Range of Protective Measures Available to a Victim Alleging Misconduct

The Campus Public Safety Departments, Health Services Offices on each campus, and if employees, the Human Resources Department, shall provide all victims of domestic violence, dating violence, sexual assault, or stalking with the following, upon request:

- A copy of the BP 3540 titled Sexual and Other Assaults on Campus and this administrative procedure regarding domestic violence, dating violence, sexual assault, or stalking.
- A list of personnel on campus who should be notified and procedures for such notification, if the alleged victim consents.
- A description of available services, and the persons on campus available to provide those services if requested. Services and those responsible for provided or arranging them include:
    - Transportation to a hospital, if necessary.
    - Counseling by College Health Center, or a referral to a counseling center.
    - Notice to local law enforcement, if desired.
    - A list of other available campus resources or appropriate off-campus resources.
- A description of each of the following procedures:

Criminal prosecution

- Civil prosecution (i.e., lawsuit).
- District disciplinary procedures, both student and employee.
- Modification of class schedules.
- Tutoring, if necessary.