

# **The Chicago School - Los Angeles Campus**

## **2026 ANNUAL SECURITY REPORT**

### **Introduction**

The Annual Security Report (“Report”) is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as amended. It provides students and employees of The Chicago School – Los Angeles Campus ("University") with information on: the University's security arrangements, policies and procedures; the University's programming that provide education on drug and alcohol abuse, certain kinds of sex offenses, and the prevention of crime; and to notify the campus community in the event of an emergency. The purpose of the Report is to provide students and employees with information that will help them make informed decisions relating to their own safety and the safety of others.

### **Policy for Preparing the Annual Report**

The University is committed to taking all actions necessary to provide a safe and secure working and learning environment for students and staff. This Report was prepared by the Director of Campus Operations and Real Estate Planning in cooperation with local law enforcement authorities and includes information provided by them as well as by the University's Campus Security Authorities (“CSA”) and other elements of the University. Each year an e-mail notification is made to all enrolled students and employees that provides the website link to access this Report. Prospective students and employees are also notified of the Report's availability. Hard copies of the report may also be obtained at no cost by contacting

Armando Cruz, Campus Operations Manager  
707 Wilshire Boulevard, Suite 600  
Los Angeles, CA 90017

### **General Safety and Security Policies**

#### **Campus Security Personnel & Relationship with Local Law Enforcement**

The University does not have a campus security or police department.



While the University does not have any written agreements with local law enforcement agencies, it does maintain a close working relationship with local police.

### **Campus Security Authorities**

The University has designated certain officials to serve as CSAs. Reports of criminal activity can be made to these officials or to local law enforcement. CSAs ensure that the crimes are reported for collection and inclusion in the University's Annual Security Report. The University has designated the following individuals as CSAs.

- Linda Guerrero, Senior Associate Director of Campus Operations
  - Phone: (714) 922-9611
- Armando Cruz, Campus Operations Manager
  - Phone: (213) 283-4269
- Jennifer Stripe-Portillo, Dean of Student Success and Title IX Coordinator
  - Phone: (213) 615-7264
- Brian La Belle, Executive Director of Campus Operations and Real Estate Planning
  - Phone: (312) 488-6062

### **Reporting a Crime or Emergency**

The University encourages accurate and prompt reporting of all criminal activity, emergencies, or other incidents occurring on campus, on other property owned by the University, and on public property, as defined below. Such reporting is encouraged when the victim of a crime elects to, or is unable to, make such a report.

Whether it happens to you or you are a witness, you have the responsibility to report a crime. If a crime occurs on or near University property, report it immediately to Campus Operations (213-615-7200), [safety@thechicagoschool.edu](mailto:safety@thechicagoschool.edu), or [laoperations@thechicagoschool.edu](mailto:laoperations@thechicagoschool.edu). Incident/Accident forms are available from the 6<sup>th</sup> floor reception area and on our [Emergency Information](#) page.

Crimes in progress and crimes that have just occurred should be reported directly to the local law enforcement by dialing 911. Whenever possible, the actual victim or witness of the crime should call directly. Firsthand information is always more accurate and complete. When calling to report a crime or incident, please be ready to give information, including: a brief description of what occurred, where the incident occurred, did the suspect(s) have a weapon, where and when was the suspect(s) last seen, what did the suspects(s) look like (gender, race, age, height, weight, hair color/length, clothing, facial hair, tattoos, scars, etc.), and any other relevant information. In addition to the importance of reporting, timely information assists us in developing warnings for the campus.

Students, staff, and visitors should also report situations to one of the campus security authorities identified above. Once reported, the individual may also be encouraged to report the situation to the appropriate police agency. If requested, a University staff member will assist in making the report to police.



## Confidential Reporting

The University protects the confidentiality of victims. The identity of the victim will only be provided for purposes of investigating the crime, assisting the victim or disciplining the perpetrator.

Pursuant to the University's Policy Prohibiting Sexual Harassment Under Title IX, when an employee who is not a confidential reporter becomes aware of alleged misconduct under that policy (including, but not limited to, dating violence, domestic violence, sexual assault, and stalking), the employee is responsible for reporting that information, including the status of the parties if known, to the Title IX Coordinator.

If you are the victim of other types of crimes (e.g., aggravated assault, burglary, etc.) and do not want to pursue action within the institutional system or the criminal justice system, you may still want to consider making a confidential report to the school. With your permission, a designee of The Chicago School can file a report on the details of the incident without revealing your identity. In such circumstances, crime victims are encouraged to consider making a confidential report to one of the designated CSAs. At a minimum, crime victims will receive valuable counseling and referral information.

Confidential reports are important because they provide valuable information that will enhance the safety of the community-at-large and the reports will, at least, provide a more accurate portrait of actual campus crime. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the school can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the school.

Anonymous crime reporting is NOT for emergencies. If you need to report an emergency, call 911.

The University does not employ any pastoral or professional counselors and thus does not have procedures for these positions to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

## Clery Geography

The University's required crime statistics reporting areas are defined as the following:

- **On Campus Property** includes violations of law that occurred on campus property.
- **Public Property** includes violations of law that occurred on public property that is within the campus, or immediately adjacent to and accessible from University property (i.e., sidewalks and streets).



- **Non-Campus Property** includes violations of law that occurred at University owned, leased, or controlled locations that are not within the same reasonably contiguous geographic area of main campus.

Please note that statistics for otherwise reportable crimes that do not occur within the Clery Act-specified geography are not included in these statistics even if University students or employees are involved.

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

The Chicago School is a private, nonprofit postsecondary institution offering undergraduate and graduate-level education programs. The Chicago School is located at 707 Wilshire Boulevard on the 6th and 7th floors; and 637 Wilshire Boulevard. The nature of the study, service, and research conducted at The Chicago School requires our facilities to be open at odd hours. Since the campus is relatively open, many individuals find it easy to access the building and grounds. So, regardless of the time of day or night, no matter where you are on campus, be alert and aware of your surroundings and exercise common-sense safety precautions. The operating hours for The Chicago School's Los Angeles Campus are available on the institution's main website under the "Locations" section: <https://www.thechicagoschool.edu/in-the-community/locations/los-angeles/>.

Although the facilities can be locked after business hours, it is imperative that staff, faculty, and students cooperate to keep closed facilities locked. To ensure that unauthorized individuals do not enter the campus building, DO NOT prop doors open or open the door for individuals you do not know. In addition, protect the security of campus keys and IDs, and report immediately the loss or theft of keys or IDs.

Employee and student ID cards may be used to verify the identity of persons suspected to be in campus facilities without permission.

### **Security Considerations in the Maintenance of Facilities**

The University attempts to maintain our facilities in a manner that minimizes hazardous conditions. Regular walk-throughs are conducted by Facilities, and malfunctioning lights or other unsafe physical conditions are reported to facilities management for correction. In addition, The Chicago School invites reports of physical hazards (e.g., a broken stair, broken furniture, spills, plumbing problems, electrical problems, etc.). Contact Campus Operations at 213-615-7200 or [laoperations@thechicagoschool.edu](mailto:laoperations@thechicagoschool.edu) to report facility issues.

### **Educational Programs Related to Security Awareness and Prevention of Criminal Activity**



The University seeks to enhance the security of its campus and the members of the campus community by periodically presenting educational programs to inform students and employees about campus security procedures and practices, to encourage students and employees to be responsible for their own security and the security of others and to inform them about the prevention of crimes. These programs are discussed below.

The Chicago School is dedicated to promoting safety awareness, on its campus and in surrounding areas. The Chicago School encourages students and employees to take responsibility for their own safety by taking proactive steps to reduce the likelihood of crimes on campus or to themselves.

Informational news articles, emergency flyers and safety related brochures are developed and distributed annually by email to students and employees describing incidents impacting campus security or personal safety. Additionally, crime prevention literature is available from the Facilities department and throughout campus.

### **Monitoring Off Campus Locations of Recognized Student Organizations**

The University does not have any officially recognized student organizations with off campus locations and therefore does not monitor or record criminal conduct occurring at such locations.

### **Disclosure of the Outcome of a Crime of Violence or Non-Forcible Sex Offense**

Upon written request, the University will disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the University against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of the paragraph.

The previous paragraph does not apply to victims of dating violence, domestic violence, sexual assault, or stalking.

### **Drug and Alcohol Policy**

The University is committed to creating and maintaining an environment that is free of alcohol abuse. The University prohibits the possession, use, and sale of alcohol beverage on campus or as any part of the University's activities, unless it is done so in accordance with applicable University policies, and it also enforces California's underage drinking laws.

The University also enforces federal and state drug laws. The possession, sale, manufacture or distribution of illegal drugs is prohibited on campus or as any part of the University's activities. Violators of the University's policies or federal and state laws regarding illegal drugs will be subject to disciplinary action and possibly criminal prosecution.

### **Federal Drug Laws (Updated August 3, 2026)**

**Denial of Federal Benefits (21 U.S.C. § 862)** A federal drug conviction may result in the loss of federal benefits, including loans, grants, scholarships, contracts, and licenses, although the U.S. Department of Education no longer disqualifies students from Title IV aid for a federal or state conviction for possession or sale of a controlled substance.

**Forfeiture of Personal Property and Real Estate (21 U.S.C. § 853)** Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation. A warrant of seizure may be issued and property seized at the time an individual is arrested on charges that may result in forfeiture.

**Federal Drug Trafficking Penalties (21 U.S.C. § 841)** Penalties for federal drug trafficking convictions vary according to the type and quantity of the controlled substance involved in the transaction. Penalties for subsequent convictions are more severe. Federally-defined schedules of controlled substances are published at 21 U.S.C. § 812.

In the case of a controlled substance in schedule I or schedule II, GHB (or, “liquid ecstasy”), or flunitrazepam (or, “rohypnol”), a person shall be sentenced to a term of imprisonment of not more than 20 years. If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces the possibility of a life sentence and fines ranging up to \$10 million.

In the case of a controlled substance in schedule III, a person shall be sentenced to a term of imprisonment of not more than 10 years, and if death or serious bodily injury results, shall be sentenced to a term of imprisonment of not more than 15 years or a fine not to exceed \$500,000, or both, for a first offense.

For less than 50 kilograms of marijuana, the term of imprisonment shall not be more than five years, and the fine shall not be more than \$250,000, or both, for a first offense.

In the case of a schedule IV substance, the term of imprisonment shall not be more than five years, and the fine shall not be more than \$250,000, or both, for a first offense.

Persons convicted on federal charges of drug trafficking within 1,000 feet of an elementary school, secondary school, college, or university (21 U.S.C. § 860) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least one year, unless the offense involves five grams or less of marijuana.

**Federal Drug Possession Penalties (21 U.S.C. § 844)** Persons convicted on federal charges of possessing any controlled substance face penalties of up to one year in prison, a mandatory fine of no less than \$1,000, or both. Second convictions are punishable by not less than 15 days but not more than two years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than three years in prison and a minimum fine of \$5,000.

For the most recent and complete Federal Trafficking Penalties information, visit the website of the U.S. Drug Enforcement Administration at <https://www.campusdrugprevention.gov/content/drug-scheduling-and-penalties>.

#### Drug and Alcohol State Laws

| Category                | Summary (California Code)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| Possession of Marijuana | <p>It is legal for persons 21 years of age or older to smoke or ingest cannabis or cannabis products. Cal. Health &amp; Safety Code § 11362.1. It is legal for persons 21 years of age or older to possess, process, transport, purchase, obtain, or give away to persons 21 years of age or older without any compensation whatsoever, not more than 28.5 grams of cannabis not in the form of concentrated cannabis or not more than eight grams of cannabis in the form of concentrated cannabis, including as contained in cannabis products. <i>Id.</i></p> <p>Persons under 18 years of age who are found guilty of a first offense of possession of not more than 28.5 grams of cannabis, or not more than eight grams of concentrated cannabis, or both, will be required to complete four hours of drug education or counseling and up to 10 hours of community service over a period not to exceed 60 days. Cal. Health &amp; Safety Code § 11357. For a second offense or subsequent offense, persons under 18 years of age will be required to complete six hours of drug education or counseling and up to 20 hours of community service over a period not to exceed 90 days. <i>Id.</i> If the offender is at least 18 years of age but less than 21, a fine of not more than \$100 will be imposed. <i>Id.</i> If the offender is over 18 years of age and possesses more than 28.5 grams of cannabis, or more than eight grams of concentrated cannabis, or both, a term of imprisonment for a period of not more than six months and/or a fine of not more than \$500 will be imposed. <i>Id.</i> As the quantity of cannabis increases, the crime classification becomes more severe and related penalties increase. <i>Id.</i></p> <p>Except as otherwise authorized by law, a person aged 18 or older who transports, imports, sells, furnishes, administers, or gives away, or offers to transport, import, sell, furnish, administer, or give away, or attempts to import or transport any cannabis will generally be punished by imprisonment for six months, a fine of not more than \$500, or both. Cal. Health &amp; Safety Code § 11360. However, for a person who transports, offers to transport, or attempts to transport not more than 28.5 grams of cannabis, other than concentrated cannabis, that person will instead be guilty of an infraction and shall be punished by a fine of not more than one hundred dollars (\$100). <i>Id.</i></p> |
| Controlled Substances   | <p>California statutes cover a wide range of offenses related to delivering, selling, furnishing, transferring, possessing, or manufacturing controlled substances formerly classified as “narcotics” and “restricted dangerous drugs.” <i>See</i> Cal. Health &amp; Safety Code §§ 11350 – 11392.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

| Category           | Summary (California Code)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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|                    | <p>Penalties include prison sentences and monetary fines. <i>See</i> Cal. Health &amp; Safety Code §§ 11350, 11377. These penalties can vary widely based on the type of controlled substance involved, the number and type of prior convictions, and the intent of the individual to manufacture, sell, or use the drug. The possession of many drugs, absent other actions, prior convictions, or additional illicit intent, will lead to a penalty of imprisonment of up to one year. Cal. Health &amp; Safety Code §§ 11350, 11377. Possession of controlled substances with intent to sell leads to longer penalties. Cal. Health &amp; Safety Code §§ 11351, 11378. Even more serious punishment can result from transporting, importing into the state, selling, furnishing, administering, or giving away controlled substances. Cal. Health &amp; Safety Code §§ 11352, 11379. Involving a minor in any capacity—such as using or employing a minor, inducing a minor to violate provisions, selling or furnishing to a minor, or acting in locations where minors are present—can also result in lengthy penalties. Cal. Health &amp; Safety Code §§ 11353 – 11354, 11380.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Alcohol and Minors | <p>Any person under 21 years of age who purchases any alcoholic beverage or consumes any alcoholic beverage in any on-sale premises is guilty of a misdemeanor punishable by a fine of \$250 and/or between 24 and 32 hours of community service. Cal. Bus. &amp; Prof. Code § 25658. Second or subsequent offenses are punishable by a fine of up to \$500 and/or between 36 and 48 hours of community service. <i>Id.</i> Additionally, any person under 21 years of age who possesses any alcoholic beverage on any street or highway or in any public place or in any place open to the public is guilty of a misdemeanor and shall be punished by a fine of \$250 or 24 hours to 32 hours of community service. Cal. Bus. &amp; Prof. Code § 25662.</p> <p>Any person who uses false evidence of age or identity for the purpose of ordering, purchasing, attempting to purchase or otherwise procuring or attempting to procure, the serving of any alcoholic beverage, or who possesses any false evidence of age and identity, is guilty of a misdemeanor and will be punished by a fine of at least \$250, 24 to 32 hours of community service, or both. Cal. Bus. &amp; Prof. Code § 25661. It is also a misdemeanor for a person to be intoxicated or under the influence of a controlled substance in public to the extent that the person is unable to exercise care for their own safety or the safety of others or to the extent that they interfere with or obstruct any street, sidewalk, or other public way. Cal. Penal Code § 647(f). This is punishable by a fine of \$1,000, imprisonment for six months or less, or both, although there are circumstances where a person will not be criminally charged. Cal. Penal Code §§ 647(f)-(g), 19.</p> <p>A person who sells, furnishes, gives, or causes to be sold, furnished, or given away any alcoholic beverage to any person under 21 years of age is guilty of a misdemeanor. Cal. Bus. &amp; Prof. Code § 25658. Furnishing an alcoholic beverage to any person under 21 years of age is punishable by a fine of \$1,000</p> |

| Category                          | Summary (California Code)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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|                                   | and at least 24 hours of community service. <i>Id.</i> If the person under 21 years of age subsequently consumes the alcohol and causes great bodily injury or death to himself or any other person, the person who furnished the alcohol will be imprisoned for a term between 6 months and 1 year and/or fined \$3,000. <i>Id.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Driving Under the Influence (DUI) | <p>It is illegal to operate a vehicle while under the influence of alcohol or any drug, or to operate a vehicle or with a blood alcohol content of 0.08 percent or more. Cal. Veh. Code § 23152. It is also illegal to operate a vehicle when addicted to the use of any drug unless the person is participating in an approved narcotic treatment program. <i>See</i> Violation of these provisions is a misdemeanor. Cal. Veh. Code § 40000.15. Punishment for a first offense is between 96 hours to 6 months imprisonment, with at least 48 hours of imprisonment being continuous, as well as a fine of \$390 to \$1,000. Cal. Veh. Code § 23536.</p> <p>It is an infraction punishable by a fine of up to \$250 to drink any alcoholic beverage or smoke or ingest marijuana or any marijuana product while driving or riding as a passenger in a motor vehicle on the highway or on many lands open and accessible to the public. Cal. Veh. Code §§ 23220 – 23221; Cal. Penal Code § 19.8. It is also an infraction punishable by a fine of up to \$250 for a driver or passenger of a motor vehicle on a highway or on many lands open and accessible to the public to possess an opened container of alcohol. Cal. Veh. Code § 23223. With exceptions, it is illegal for a person under 21 to drive a motor vehicle carrying an alcoholic beverage or for a passenger in a motor vehicle under 21 to possess or have under their control an alcoholic beverage. Cal. Veh. Code § 23224(d). This may result in the vehicle being impounded for up to 30 days, as well as a fine of up to \$1,000, imprisonment for up to six months, or both. Cal. Veh. Code § 23224(c)-(d).</p> |

## Drug and Alcohol Abuse Prevention Program

In compliance with the Drug Free Schools and Communities Act, the University has a Tobacco, Drug, and Alcohol prevention program, which includes an annual notification to students and employees regarding certain drug/alcohol related information. The University conducts a biennial review of this program to evaluate its effectiveness and to assess whether sanctions are being consistently enforced. The Drug and Alcohol Free Workplace policy applies to Employees. For more information, see below.

- Tobacco, Drug, and Alcohol Regulations: <https://catalog.thechicagoschool.edu/content.php?catoid=158&navoid=20603#tobacco-drug-and-alcohol-regulations>
- Drug and Alcohol Free Workplace: <https://tcsedsystem.sharepoint.com/sites/tcspp/policies/PoliciesDocuments/Human%20Resources%202023/2023%20Faculty%20and%20Staff%20Handbook%20-%20Posted.pdf>
- Biennial review report: Available on request from Legal Affairs.

## **Policies, Procedures, and Programs Related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking**

Consistent with applicable laws, the University prohibits dating violence, domestic violence, sexual assault, and stalking. The University's policy used to address complaints of this nature, as well as the procedures for filing, investigating and resolving complaints, may be found at:

- Policy Prohibiting Sexual Harassment Under Title IX:  
<https://www.thechicagoschool.edu/wp-content/uploads/2025/08/2025-Policy-Prohibiting-Sexual-Harassment-under-Title-IX-Title-IX-Policy.pdf>

The following sections of this Report discuss the University's educational programs to promote the awareness of dating violence, domestic violence, sexual assault and stalking; provides information concerning procedures students and employees should follow and the services available in the event they do become a victim of one of these offenses, and advises students and employees of the disciplinary procedures that will be followed after an allegation that one of these offenses has occurred.

### **Primary Prevention and Awareness Program:**

The University conducts a Primary Prevention and Awareness Program (PPAP) for all incoming students and new employees. The PPAP advises campus community members that the University prohibits the offenses of dating violence, domestic violence, sexual assault and stalking. They are also informed of the topics discussed below, including relevant definitions, risk reduction, and bystander intervention.

### **Crime Definitions**

| <b>Crime Type<br/>(California Penal Code)</b> | <b>Definitions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Dating Violence                               | The institution has determined, based on good-faith research, that California law does not define the term dating violence. California law does define “dating relationship” as frequent, intimate associations primarily characterized by the expectation of affection or sexual involvement independent of financial considerations. (Cal. Fam. Code § 6210).                                                                                                                                                                                                                |
| Domestic Violence                             | “Domestic violence” is abuse perpetrated against any of the following persons: (a) A spouse or former spouse. (b) A cohabitant or former cohabitant, as defined in Section 6209. (c) A person with whom the respondent is having or has had a dating or engagement relationship. (d) A person with whom the respondent has had a child, where the presumption applies that the male parent is the father of the child of the female parent under the Uniform Parentage Act. (e) A child of a party or a child who is the subject of an action under the Uniform Parentage Act, |

| Crime Type<br>(California Penal<br>Code) | Definitions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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|                                          | <p>where the presumption applies that the male parent is the father of the child to be protected. (f) Any other person related by consanguinity or affinity within the second degree. (Cal Fam. Code. § 6211).</p> <p>California law (Cal. Pen. Code § 243(e)(1)) provides penalties for battery (defined in Cal. Pen. Code § 242 as any willful and unlawful use of force or violence upon the person of another) when it is committed against a spouse, a person with whom the defendant is cohabiting, a person who is the parent of the defendant's child, former spouse, fiancé, or fiancée, or a person with whom the defendant currently has, or has previously had, a dating or engagement relationship.</p> <p>Also, Cal. Pen. Code § 273.5 provides penalties for willful infliction of corporal injury:</p> <ul style="list-style-type: none"> <li>a. A person who willfully inflicts corporal injury resulting in a traumatic condition upon a victim described in subdivision (b) is guilty of a felony, and upon conviction thereof shall be punished by imprisonment in the state prison for two, three, or four years, or in a county jail for not more than one year, or by a fine of up to six thousand dollars (\$6,000), or by both that fine and imprisonment.</li> <li>b. Subdivision (a) shall apply if the victim is or was one or more of the following:             <ul style="list-style-type: none"> <li>1. The offender's spouse or former spouse.</li> <li>2. The offender's cohabitant or former cohabitant.</li> <li>3. The offender's fiancé, or someone with whom the offender has, or previously had, an engagement or dating relationship, as defined in paragraph (10) of subdivision (f) of Section 243.</li> <li>4. The mother or father of the offender's child.</li> </ul> </li> <li>c. Holding oneself out to be the spouse of the person with whom one is cohabiting is not necessary to constitute cohabitation as the term is used in this section.</li> <li>d. As used in this section, "traumatic condition" means a condition of the body, such as a wound, or external or internal injury, including, but not limited to, injury as a result of strangulation or suffocation, whether of a minor or serious nature, caused by a physical force. For purposes of this section, "strangulation" and "suffocation" include impeding the normal breathing or circulation of the blood of a person by applying pressure on the throat or neck.</li> </ul> |

| Crime Type<br>(California Penal<br>Code) | Definitions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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|                                          | <p>e. For the purpose of this section, a person shall be considered the father or mother of another person's child if the alleged male parent is presumed the natural father under Sections 7611 and 7612 of the Family Code.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Stalking (Cal. Pen. Code § 646.9)        | <ul style="list-style-type: none"> <li>Any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for their safety, or the safety of their immediate family, is guilty of the crime of stalking.</li> <li>The following definitions apply to the crime of stalking: <ul style="list-style-type: none"> <li>“harass” means engages in a knowing and willful course of conduct directed at a specific person that seriously alarms, annoys, torments, or terrorizes the person, and that serves no legitimate purpose.</li> <li>“course of conduct” means two or more acts occurring over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of “course of conduct.”</li> <li>“credible threat” means a verbal or written threat, including a threat performed through the use of an electronic communication device, or a threat implied by a pattern of conduct or a combination of verbal, written, or electronically communicated statements and conduct, including threats to a person's pet, service animal, emotional support animal, or horse, made with the intent to place the person that is the target of the threat in reasonable fear for their safety, or the safety of their family, and made with the apparent ability to carry out the threat so as to cause the person who is the target of the threat to reasonably fear for their safety or the safety of their family. It is not necessary to prove that the defendant had the intent to actually carry out the threat. The present incarceration of a person making the threat shall not be a bar to prosecution under this section. Constitutionally protected activity is not included within the meaning of “credible threat.”</li> <li>the term “electronic communication device” includes, but is not limited to, telephones, cellular phones, computers, video recorders, fax machines, or pagers. “Electronic communication” has the same meaning as the term defined in Subsection 12 of Section 2510 of Title 18 of the United States Code.</li> </ul> </li> </ul> |

| Crime Type<br>(California Penal<br>Code) | Definitions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| Sexual Assault                           | <p>The institution has determined, based on good-faith research, that California law does not define the term sexual assault. California prosecutes such crimes as “sexual battery” under Cal. Penal Code § 243.4, defined as:</p> <ul style="list-style-type: none"> <li>a. Any person who touches an intimate part of another person while that person is unlawfully restrained by the accused or an accomplice, and if the touching is against the will of the person touched and is for the purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of sexual battery.</li> <li>b. Any person who touches an intimate part of another person who is institutionalized for medical treatment and who is seriously disabled or medically incapacitated, if the touching is against the will of the person touched, and if the touching is for the purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of sexual battery.</li> <li>c. Any person who touches an intimate part of another person for the purpose of sexual arousal, sexual gratification, or sexual abuse, and the victim is at the time unconscious of the nature of the act because the perpetrator fraudulently represented that the touching served a professional purpose, is guilty of sexual battery.</li> <li>d. Any person who, for the purpose of sexual arousal, sexual gratification, or sexual abuse, causes another, against that person's will while that person is unlawfully restrained either by the accused or an accomplice, or is institutionalized for medical treatment and is seriously disabled or medically incapacitated, to masturbate or touch an intimate part of either of those persons or a third person, is guilty of sexual battery.</li> <li>e. (1) Any person who touches an intimate part of another person, if the touching is against the will of the person touched, and is for the specific purpose of sexual arousal, sexual gratification, or sexual abuse, or any person who, for the purpose of sexual arousal, sexual gratification, or sexual abuse, causes another, against that person's will, to masturbate or touch an intimate part of either of those persons or a third person, is guilty of misdemeanor sexual battery. (2) As used in this subdivision, “touches” means physical contact with another person, whether accomplished directly, through the clothing of the person committing the offense, or through the clothing of the victim.</li> <li>f. As used in subdivisions (a), (b), (c), and (d), “touches” means physical contact with the skin of another person whether accomplished directly or through the clothing of the person committing the offense.</li> <li>g. As used in this section, the following terms have the following meanings: <ul style="list-style-type: none"> <li>1. “Intimate part” means the sexual organ, anus, groin, or buttocks of any person, and the breast of a female.</li> </ul> </li> </ul> |

| Crime Type<br>(California Penal<br>Code)     | Definitions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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|                                              | <ol style="list-style-type: none"> <li>2. “Sexual battery” does not include the crimes defined in Section 261 or 289.</li> <li>3. “Seriously disabled” means a person with severe physical or sensory disabilities.</li> <li>4. “Medically incapacitated” means a person who is incapacitated as a result of prescribed sedatives, anesthesia, or other medication.</li> <li>5. “Institutionalized” means a person who is located voluntarily or involuntarily in a hospital, medical treatment facility, nursing home, acute care facility, or mental hospital.</li> <li>6. “Minor” means a person under 18 years of age.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Rape, Fondling,<br>Incest, Statutory<br>Rape | <p>For purposes of the Clery Act, the term “sexual assault” includes the offenses of rape, fondling, incest, and statutory rape. These definitions under California law are as follows:</p> <p>Rape (Cal. Pen. Code § 261):</p> <ol style="list-style-type: none"> <li>a. Rape is an act of sexual intercourse accomplished under any of the following circumstances: <ol style="list-style-type: none"> <li>1. (A) If a person is at the time incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act. A person with a mental disorder or developmental or physical disability shall not be presumed to be unable to give legal consent to sexual intercourse due to that disability. This paragraph does not preclude the prosecution of the person committing the act under any paragraph of this subdivision or any other law. (B) In determining whether the person is at the time incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, both of the following shall be considered, as applicable: (i) Any mitigating measure in place, as defined in subdivision (n) of Section 11065 of Title 2 of the California Code of Regulations, as that regulation existed on January 1, 2025. (ii) Any voluntary supports in place, as described in Division 11.5 (commencing with Section 21000) of the Welfare and Institutions Code, except subdivisions (a) and (b) of Section 21000.</li> <li>2. If it is accomplished against a person’s will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the person or another.</li> <li>3. If a person is prevented from resisting by an intoxicating or anesthetic substance, or a controlled substance, and this condition</li> </ol> </li> </ol> |

| Crime Type<br>(California Penal<br>Code) | Definitions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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|                                          | <p>was known, or reasonably should have been known by the accused.</p> <ol style="list-style-type: none"> <li>4. If a person is at the time unconscious of the nature of the act, and this is known to the accused. As used in this paragraph, “unconscious of the nature of the act” means incapable of resisting because the victim meets any one of the following conditions: (A) Was unconscious or asleep; (B) Was not aware, knowing, perceiving, or cognizant that the act occurred; (C) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator’s fraud in fact; (D) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator’s fraudulent representation that the sexual penetration served a professional purpose when it served no professional purpose.</li> <li>5. If a person submits under the belief that the person committing the act is someone known to the victim other than the accused, and this belief is induced by artifice, pretense, or concealment practiced by the accused, with intent to induce the belief.</li> <li>6. If the act is accomplished against the victim’s will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat. As used in this paragraph, “threatening to retaliate” means a threat to kidnap or falsely imprison, or to inflict extreme pain, serious bodily injury, or death.</li> <li>7. If the act is accomplished against the victim’s will by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official. As used in this paragraph, “public official” means a person employed by a governmental agency who has the authority, as part of that position, to incarcerate, arrest, or deport another. The perpetrator does not actually have to be a public official.</li> </ol> <p>b. For purposes of this section, the following definitions apply: (1) “Duress” means a direct or implied threat of force, violence, danger, or retribution sufficient to coerce a reasonable person of ordinary susceptibilities to perform an act which otherwise would not have been performed, or acquiesce in an act to which one otherwise would not have submitted. The total circumstances, including the age of the victim, and the victim’s relationship to the defendant, are factors to consider in appraising the existence of duress. (2) “Incapable, because of a mental disorder or developmental or physical disability, of giving legal consent” means that a person is at the time of the intercourse either of the</p> |

| Crime Type<br>(California Penal<br>Code) | Definitions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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|                                          | <p>following: (A) Unable to understand the nature of the act or transaction involved due to a mental disorder or developmental or physical disability. (B) Unable to act freely and voluntarily due to a mental disorder or developmental or physical disability. (3) "Menace" means any threat, declaration, or act that shows an intention to inflict an injury upon another.</p> <p>Fondling: The institution has determined, based on good-faith research, that California law does not define the term fondling. California prosecutes such crimes as "sexual battery" under Cal. Penal Code § 243.4 (defined above).</p> <p>Incest (Cal. Pen. Code § 285): Persons being within the degrees of consanguinity within which marriages are declared by law to be incestuous and void, who intermarry with each other, or who being 14 years of age or older, commit fornication or adultery with each other, are punishable by imprisonment in the state prison.</p> <p>Statutory Rape: The institution has determined, based on good-faith research, that California law does not define the term statutory rape. California prosecutes such crimes as "Unlawful sexual intercourse with person under 18" under Cal. Penal Code § 261.5 (defined below).</p>                                 |
| Other "sexual assault" crimes            | <p>Other crimes under California law that may be classified as a "sexual assault" include the following:</p> <ul style="list-style-type: none"> <li>• Unlawful sexual intercourse with person under 18 (Cal. Pen. Code § 261.5): <ul style="list-style-type: none"> <li>a. Unlawful sexual intercourse is an act of sexual intercourse accomplished with a person who is not the spouse of the perpetrator, if the person is a minor. For the purposes of this section, a "minor" is a person under 18 years of age and an "adult" is a person who is 18 years of age or older.</li> <li>b. A person who engages in an act of unlawful sexual intercourse with a minor who is not more than three years older or three years younger than the perpetrator, is guilty of a misdemeanor.</li> <li>c. A person who engages in an act of unlawful sexual intercourse with a minor who is more than three years younger than the perpetrator is guilty of either a misdemeanor or felony, and shall be punished by imprisonment in a county jail not exceeding one year, or by imprisonment pursuant to subdivision (h) of Section 1170.</li> <li>d. A person 21 years of age or older who engages in an act of unlawful sexual intercourse with a minor who is under 16 years</li> </ul> </li> </ul> |

| Crime Type<br>(California Penal<br>Code) | Definitions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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|                                          | <p>of age is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in a county jail not exceeding one year, or by imprisonment pursuant to subdivision (h) of Section 1170 for two, three, or four years.</p> <ul style="list-style-type: none"> <li>• Unlawful sexual intercourse, sexual penetration, oral copulation or sodomy; consent procured by false or fraudulent representation with intent to create fear (Cal. Pen. Code § 266c): Every person who induces any other person to engage in sexual intercourse, sexual penetration, oral copulation, or sodomy when his or her consent is procured by false or fraudulent representation or pretense that is made with the intent to create fear, and which does induce fear, and that would cause a reasonable person in like circumstances to act contrary to the person's free will, and does cause the victim to so act, is punishable by imprisonment in a county jail for not more than one year or in the state prison for two, three, or four years. As used in this section, "fear" means the fear of physical injury or death to the person or to any relative of the person or member of the person's family.</li> <li>• Aggravated sexual assault of a child (Cal. Pen. Code § 269): Any person who commits any of the following acts [as defined by state law] upon a child who is under 14 years of age and seven or more years younger than the person is guilty of aggravated sexual assault of a child: (1) Rape; (2) Rape or sexual penetration, in concert; (3) Sodomy; (4) Oral copulation; (5) Sexual penetration.</li> <li>• Sodomy (Cal. Pen. Code § 286): Sodomy is sexual conduct consisting of contact between the penis of one person and the anus of another person. Any sexual penetration, however slight, is sufficient to complete the crime of sodomy.</li> <li>• Oral copulation (Cal. Pen. Code § 287): Oral copulation is the act of copulating the mouth of one person with the sexual organ or anus of another person.</li> <li>• Forcible acts of sexual penetration (Cal. Pen. Code § 289): <ul style="list-style-type: none"> <li>A. Any person who commits an act of sexual penetration when the act is accomplished against the victim's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person shall be punished by imprisonment in the state prison for three, six, or eight years.</li> <li>B. Any person who commits an act of sexual penetration upon a child who is under 14 years of age, when the act is accomplished against the victim's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person, shall be punished by imprisonment in the state prison for 8, 10, or 12 years.</li> </ul> </li> </ul> |

| Crime Type<br>(California Penal<br>Code)   | Definitions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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|                                            | <p>C. Any person who commits an act of sexual penetration upon a minor who is 14 years of age or older, when the act is accomplished against the victim's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person, shall be punished by imprisonment in the state prison for 6, 8, or 10 years.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Consent (as it relates to sexual activity) | <ul style="list-style-type: none"> <li>Cal. Pen. Code § 261.6: (a) In prosecutions under Section 261, 286, 287, or 289, or former Section 262 or 288a, in which consent is at issue, "consent" means positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. (b) A current or previous dating or marital relationship is not sufficient to constitute consent if consent is at issue in a prosecution under Section 261, 286, 287, 289, or former Section 262 or 288a.</li> <li>Cal. Pen. Code § 261.7: In prosecutions under Section 261, 286, 287, or 289, or former Section 262 or 288a, in which consent is at issue, evidence that the victim suggested, requested, or otherwise communicated to the defendant that the defendant use a condom or other birth control device, without additional evidence of consent, is not sufficient to constitute consent.</li> </ul> |

### University Definition of Consent

At the University, consent is informed, voluntary, and revocable. Consent cannot be given when a person is incapacitated.

Consent is informed. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity.

Consent is voluntary. It must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.

Consent is revocable. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is

withdrawn, the sexual activity must stop immediately. Any condition on consent imposed by a consenting party must be respected, or the interaction may not be considered consensual.

Consent cannot be given when a person is incapacitated. A person cannot consent if s/he is asleep, unconscious or coming in and out of consciousness. A person cannot consent if s/he is under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if their understanding of the act is affected by a physical or mental impairment. A person cannot consent if the person is incapacitated due to the use of or influence of alcohol or drugs.

### Risk Reduction

With no intent to blame a survivor and recognizing that only rapists are responsible for rape, the following are some strategies to reduce risk related to sexual assault or harassment.

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don't know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you are carrying some cash.
7. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
8. Avoid putting headphones in or on both of your ears so that you stay aware of your surroundings, especially if you are walking alone.
9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.).
11. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, get a new one.
12. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. Watch out for your friends, and vice versa. If a friend seems out of it, is too intoxicated for the amount of alcohol they have consumed, or is acting out of character, get them to a safe place immediately.
14. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

15. If you need to get out of an uncomfortable or scary situation, here are some things to try:
  - Remember that being in this situation is not your fault. You did not do anything wrong.
  - Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - Use a code word with your friends or family so that if you feel uncomfortable, you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to where you are or make up an excuse for you to leave.
  - Lie. If you don't want to hurt the person's feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

### Bystander Intervention

Bystanders play a critical role in the prevention of violence. A bystander is an "individual who observes violence or witnesses the conditions that perpetuate violence. They are not directly involved but has the choice to intervene, speak up, or do something about it." The Chicago School aims to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm.

A bystander may not always know what to do even if they want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 9-1-1. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are okay.
2. Confront people who seclude, hit on, try to kiss, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources for support with health, counseling, or legal services.

### Other Information Covered by the PPAP

The PPAP also provides information on possible sanctions and protective measures that may be

imposed following a determination that an offense of dating violence, domestic violence, sexual assault, or stalking has occurred, an explanation of the disciplinary procedures that will be followed when one of these offenses is alleged, the rights of the parties in such a proceeding, available resources, and other pertinent information. Much of this information is set forth in the upcoming sections of this security report.

### **Ongoing Prevention and Awareness Campaign:**

The University also conducts an Ongoing Prevention and Awareness Campaign (“OPAC”) aimed at all students and employees. This campaign covers the same material as provided in the PPAP, but is intended to increase the understanding of students and employees on these topics and to improve their skills for addressing the offenses of dating violence, domestic violence, sexual assault and stalking.

### **PPAP and OPAC Programming Methods:**

The PPAP and OPAC are carried out in a variety of ways, using a range of strategies, and, as appropriate, targeting specific audiences throughout the University. Methods include but are not limited to presentations, online training courses, and annual distribution of the policy. A summary of this programming is provided below.

- All employees take Title IX training upon hire (online training course).
- All students are required to complete Title IX training within their first year of their academic program (online training course).
- Refresher training for employees managed by Human Resources (online training course).
- Targeted Title IX training for Responsible Employees and Title IX Advisors is provided annually (live presentations).

### **Procedures to Follow if You are a Victim of Dating Violence, Domestic Violence, Sexual Assault, or Stalking:**

The [Title IX Incident Reporting form](#) should be used by any Chicago School Community Member to notify the Title IX Coordinator of a possible violation of The Chicago School's [Policy Prohibiting Sexual Harassment Under Title IX](#)

If you are a student and prefer to speak to an external confidential resource, contact:

- YWCA at 1-888-293-2080
- Student Solutions at 1-855-460-6668

If you are an employee and prefer to speak to an external confidential resource, contact:



- YWCA at 1-888-293-2080
- Employee Assistance Program at 1-800-272-7255

Note that filing this report does not result in a report to local law enforcement. If you would like to file a police report, please contact local law enforcement.

If you have any questions, would like additional information, or would like assistance with completing the online reporting form, contact:

Jennifer Stripe Portillo,

Title IX Coordinator

Phone: 213.615.7264

Email: [titleIX@thechicagoschool.edu](mailto:titleIX@thechicagoschool.edu)

Victims will be notified in writing of the procedures to follow, including:

1. To whom and how the alleged offense should be reported, if applicable.
2. The importance of preserving evidence that may be necessary to prove the offense in a criminal proceeding or disciplinary action or to obtain a protective order.
3. The victim's options regarding notification to law enforcement, which are: (a) the option to notify either on-campus or local police; (b) the option to be assisted by campus security authorities in notifying law enforcement if the victim so chooses (the institution is obligated to comply with such a request if it is made); and (c) the option to decline to notify such authorities.
4. Where applicable, the rights of victims and the institution's responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

### *Preservation of Evidence & Forensic Examinations*

Victims of physical assault are advised to not remove clothing items worn during or following an assault, as they frequently contain valuable fiber, hair, and fluid evidence. Don't bathe, wash, or otherwise clean the environment in which the assault occurred. You can obtain a forensic examination at

LA County USC Medical Center

2051 Marengo St.

Los Angeles, CA 90033

Phone: (323) 409-1000 <https://dhs.lacounty.gov/>.

Completing a forensic examination does not require you to file a police report, but having a forensic examination will help preserve evidence in case you decide at a later date to file a police report.

Victims are also advised to retain evidence in electronic formats (e.g., text messages, emails, photos, social media posts, screenshots, etc.). Such evidence is valuable in all situations, and it may be the only type of evidence available in instances of stalking.

### Security/Law Enforcement & How to Make a Police Report

- The University does not maintain on-site campus security; however, victims are encouraged to contact the Operations Department if they need assistance with reporting to local law enforcement.
- Los Angeles Police Department:  
[http://www.lapdonline.org/central\\_community\\_police\\_station](http://www.lapdonline.org/central_community_police_station) 251 E. 6th Street Los Angeles, CA 90014 Phone: (213) 486-6606 TTY: (213) 485-9819 All Emergencies: 911 X (formerly Twitter): LAPDCentralArea
- Chicago School Community Members are encouraged to report to law enforcement and may pursue the filing of a criminal complaint. An individual considering making a criminal complaint who has questions or concerns about confidentiality is encouraged to contact their local law enforcement agency to obtain additional information about the agency's reporting obligations to other entities, its ability to protect an individual's privacy, and its ability to have confidential communications during the criminal complaint process. Upon notice of sexual harassment within the scope of the Policy Prohibiting Sexual Harassment Under Title IX, The Chicago School will provide the Complainant with information about local, state, and national resources and other relevant supports. The Chicago School will also provide the Complainant with information about the importance of preserving evidence and the availability of a free medical forensic examination service and will assist the Complainant in notifying law enforcement, including local police, if the Complainant elects to do so.

### Information about Legal Protection Orders

Survivors of sexual misconduct have the right to:

1. Notify appropriate law enforcement authorities.
2. Receive assistance from school officials in reporting a crime to law enforcement authorities, if requested.
3. Decline to notify such authorities and/or decline to report to The Chicago School.
4. Request supportive measures, as outlined below.
5. Request assistance from school officials in obtaining and enforcing an institutional no contact directive and, if such measures are reasonably available, an order of protection or no contact order in state court.

6. A clear description of the school's resolution procedures, including the range of possible sanctions.
7. Information regarding available resources for counseling, health care, mental health, or victim advocacy. Upon request, information regarding legal assistance, visa and immigration assistance, student financial aid, and other available services may be provided, where relevant.
8. Seek confidential advocacy and support from an external confidential resource.

Victims may contact local domestic violence and sexual assault advocates for assistance in obtaining a protection order.

When a protection order is granted, it is enforceable statewide. If you have obtained a protection order and need it to be enforced in your area, contact your local police department.

The University will also enforce any temporary restraining order or other no contact order against the alleged respondent from a criminal, civil, or tribal court. Any student or employee who has a protection order or no contact order should notify the Title IX Coordinator and provide a copy of the restraining order so that it may be kept on file with the University and can be enforced on campus, if necessary. Upon learning of any orders, the University will take all reasonable action to implement the order.

The University does not issue legal orders of protection. However, as a matter of institutional policy, the University may impose a no-contact directive between individuals when appropriate.

### **Available Victim Services:**

Victims will be provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to them, both within the University and in the surrounding community. Those services include:

### **University Resources**

The Chicago School offers as a benefit to its students and employees the following resources that provide professional counseling services.

- **For Students:** Student Solutions is a free, confidential, around-the-clock counseling service available to all Chicago School students. 1-855-460-6668 / [www.guidanceresources.com](http://www.guidanceresources.com) / Web Identifier: TCSPP | [Financial Aid](#) | [The Chicago School](#)



- **For Employees:** Chicago School employees may access counseling services through the Employee Assistance Program (EAP), which is available 24 hours per day, 7 days per week. 800.272.7255 / [www.guidanceresources.com](http://www.guidanceresources.com) / Employee Web Identifier: COM589

Counselors who provide services to Chicago School Community Members through EAP programs are not required to disclose reports of sexual harassment to the Title IX Coordinator. While professional and non-professional counselors and advocates may maintain a victim's confidentiality vis-à-vis The Chicago School, they may have reporting or other obligations under state law.

### **External Confidential Resources for All Chicago School Community Members**

YWCA Metropolitan Chicago provides Confidential Advisor services for The Chicago School. YWCA Chicago is a community-based sexual assault crisis center that offers free, confidential services that are available 24 hours per day, 7 days per week.

888.293.2080

[Rape Crisis Hotline](#)

All communications between a confidential advisor and a Complainant pertaining to an incident of sexual harassment, including all records kept while providing the party with services related to the incident of sexual harassment, shall remain confidential.

Counselors from YWCA Metropolitan Chicago who provide services to Chicago School Community Members are not required to disclose reports of sexual harassment to The Chicago School's Title IX Coordinator except to provide annual reports of the number and type of incidents of sexual harassment reported.

Such reports shall not contain any confidential information, including any personally identifiable information.

### **State/Local Resources**

[Peace Over Violence](#) offers services such as sexual and domestic violence, stalking, child abuse and youth violence prevention center offering services in the lines of emergency response, intervention, prevention, education, and advocacy.

1015 Wilshire Blvd. Suite 200  
Los Angeles, CA 90017  
Phone: (213) 955-9090  
24-Hour Hotline: (213) 626-3393  
Fax: (213) 955-9093  
Email: [info@peaceoverviolence.org](mailto:info@peaceoverviolence.org)

[YWCA Greater Los Angeles](#) Seeking to improve the quality of life for those victimized by sexual assault, we strive to expand awareness in the community on issues related to sexual violence. In a



safe, non-judgmental atmosphere, the YWCA GLA offers rape survivors the support they need and extends this support to family and friends. The program also strives to provide information on the rape trauma syndrome and refer survivors to appropriate medical, legal and social services.

1020 S. Olive Street, 7th Floor  
Los Angeles 90015  
Phone: (213) 365-2991  
24 Hour Hotline: (877) 943-5778  
Email: [sheetal.chib@ywcagla.org](mailto:sheetal.chib@ywcagla.org)

[Project Sister](#) provides crisis services offered to women, men and children of all ages who have been sexually assaulted and to their non-offending family members.

[Center for the Pacific-Asian Family, Inc.](#) helps Asian and Pacific Islander (API) survivors of domestic violence and sexual assault and their families. Their services are free, confidential, and available in more than 30 Asian and Pacific Islander languages.

Community Center/Administrative Office (co-located with Roman Catholic Archdiocese of Los Angeles)  
3424 Wilshire Blvd., Suite #1000  
Los Angeles, CA 90010  
Phone: (323) 653-4045  
24 Hour/Multilingual Hotline: (800) 339-3940  
Email: [development@cpaf.info](mailto:development@cpaf.info)

### **Nearest LGBTQ Resource Center**

- [Los Angeles LGBT Center](#) offers programs, services, and global advocacy that span four broad categories: Health, Social Services and Housing, Culture and Education, Leadership and Advocacy.

McDonald/Wright Building  
625 N. Schrader Boulevard  
Los Angeles, CA 90028-6213  
Phone: (323) 993-7400  
Fax: (323) 993-7699

- [Mi Centro](#)\*  
553 S. Clarence St.  
Los Angeles, California, 90033  
Phone: (323) 286-7224

*\*This agency provides general LGBTQ support services.*

### **National Resources**

- [Office on Violence Against Women](#): Established by the Violence Against Women Act, the Office on Violence Against Women is designed to reduce violence against women and strengthen resources for all survivors of sexual assault, domestic violence, dating violence, and stalking.  
Phone: (202) 307-6026
- [National Domestic Violence Hotline](#): Established by the Violence Against Women Act, the National Domestic Violence Hotline provides 24-hour support for people facing domestic violence.  
Phone: (800) 799-7233 or (800) 787-3224 (TTY for deaf/hard of hearing)
- [VictimConnect Resource Center](#) - a weekday phone, chat, and text-based referral helpline operated by the National Center for Victims of Crime. Services are available for all victims of crime in the United States and its territories.

Phone: (855) 484-2846

- [Rape, Abuse & Incest National Network \(RAINN\)](#): This non-profit organization has a 24-hour hotline for anonymous support for people dealing with sexual assault and their friends and families.  
Phone: (800) 656-4673 (National Sexual Assault Hotline)
- [988 Suicide & Crisis Lifeline](#) - Call or text 988 or [chat online](#) 24 hours a day.
- [Love Is Respect](#): The Love Is Respect website offers information on how to recognize dating violence and seek help.  
Phone: (866) 331-9474
- [Pandora's Project](#): Information about working with LGBTQIA and gender-nonconforming students and same-sex sexual violence.  
Phone: (612) 234-4204
- [Child Welfare Information Gateway](#): For information on local state laws regarding mandatory reporting and confidentiality.  
Phone: (800) 394-3366

### **Accommodations and Protective Measures:**

The University will provide written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations or protective measures. If victims request these accommodations or protective measures and they are reasonably available, the University is obligated to provide them, regardless of whether the victim chooses to report the crime to campus security or local law enforcement.

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 Chicago School's Education Program or Activity, including measures designed to



protect the safety of all parties or The Chicago School's educational environment, and/or deter harassment, discrimination, and/or retaliation.

The Title IX Coordinator will make supportive measures available to the parties upon receiving notice/complaint. At the time that supportive measures are offered, The Chicago School will inform the Complainant, in writing, that they may file a Formal Complaint with The Chicago 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 considered with respect to the supportive measures that are planned and implemented.

The Chicago School will maintain the privacy of the supportive measures, provided that privacy does not impair The Chicago School's ability to provide the supportive measures. The Chicago School will act to ensure as minimal an academic impact on the parties as possible. The Chicago School will implement measures in a way that does not unreasonably burden any party.

When determining the reasonableness of such a request, the University may consider, among other factors, the following:

- The specific need expressed by the complainant.
- The age of the students involved.
- The severity or pervasiveness of the allegations
- Any continuing effects on the complainant
- Whether the complainant and alleged perpetrator share the same class or job location.
- Whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders).

The University will maintain as confidential any accommodations or protective measures provided a victim to the extent that maintaining confidentiality would not impair the University's ability to provide them. However, there may be times when certain information must be disclosed to a third-party in order to implement the accommodation or protective measure. Such decisions will be made by the University in light of the surrounding circumstances, and disclosures of this nature will be limited so that only the information necessary to implement the accommodation or protective measure is provided. In the event it is necessary to disclose information about a victim in order to provide an accommodation or protective order, the University will inform the victim of that necessity prior to the disclosure, including which information will be shared, with whom it will be shared and why.

### **Procedures for Disciplinary Action:**

The Chicago School's procedure for disciplinary action under Title IX are explained in detail within the [Policy Prohibiting Sexual Harassment Under Title IX \(Title IX Policy\)](#).

All investigations are thorough, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information (if deemed necessary).



All parties have a full and fair 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 investigator typically takes the following steps, if not completed already (not necessarily in order):

- Determine the identity and contact information of the Complainant.
- In coordination with campus partners (e.g., the Title IX Coordinator), initiate or assist with any necessary supportive measures.
- Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of the specific policies and provisions implicated.
- Meet with the Complainant to conduct an interview, take a statement or to finalize their interview/statement. This meeting will be conducted in accordance with the established reporting party interview protocol.
- Prepare the initial notice of investigation and allegations NOIA. The NOIA will inform the parties of their right to have the assistance of a Title IX Advisor of their choosing or provided by The Chicago School present for all meetings attended by any party.
- If and when additional/material alterations to allegations arise, communicate this promptly to the parties with an amended NOIA. This notice will provide the parties with a summary of the additions to/alterations of the allegations, as well as any changes to the policies implicated.
- Meet with the Respondent to obtain a response to the allegations. This meeting will be conducted in accordance with the established interview protocol.
- Provide each interviewed party and witness an opportunity to review and verify the investigator's summary notes of the relevant evidence/testimony from their respective interviews and meetings.
- When participation of a party is expected, provide that party with written notice of the date, time, and location of the meeting, as well as the expected participants and purpose. Investigators and/or the Title IX Coordinator will provide sufficient advanced notice of such meetings in order to permit the party to prepare to participate.
- Interview all available relevant witnesses and conduct follow-up interviews as necessary.

- Allow each party the opportunity to suggest witnesses and questions they wish the investigator to ask of the other party and witnesses, and document in the report which questions were asked, with a rationale for any changes or omissions.
- Provide regular status updates to the parties throughout the investigation.
- Write an investigation report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence. Appendices including relevant physical or documentary evidence will be included.
- Prior to completing the investigation report, provide both parties and their respective Title IX Advisors (if so desired by the parties) a secured electronic or hard copy of the draft investigation report as well as an equal opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including evidence upon which The Chicago School does not intend to rely in reaching a determination regarding responsibility, for a 10- business-days review and comment period so that each party may meaningfully respond to the evidence prior to the conclusion of the investigation. The parties may elect to waive the full 10 business days. Each copy of the materials shared will be watermarked on each page with the role of the person receiving it (e.g., Complainant, Respondent, Complainant's Title IX Advisor, Respondent's Title IX Advisor).
- The Investigator may choose to respond in writing in the investigation report to the parties' submitted responses and/or to share the responses between the parties for additional responses.
- The Investigator will incorporate relevant elements of the parties' written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report. The Investigator should document all rationales for any changes made after the review and comment period. The final report is then shared with all parties and their Title IX Advisors through secure electronic submission or hard copy at least 10 business days prior to a hearing. The parties are also provided with a file of any directly related evidence that was not included in the report.
- The Title IX Coordinator will provide the Decision-Maker with a copy of the final investigation report, complete with all relevant evidence, the parties' submitted responses, and any relevant subsequent materials, documentation, communications, etc.

The Chicago School investigates reports of sexual harassment independently of local law enforcement.

Absent delay to allow police to gather evidence or agreement by the parties, The Chicago School will make every reasonable effort to complete the resolution process, including notification to the parties of the outcome, within 90 business days, excluding the time for the appeals process, after the Title IX Coordinator's receipt of a report. An extension to this timeframe may be made for good

cause followed by written notice to the parties of the reason for the extension and the projected new timeline. Circumstances that may cause a delay include, but are not limited to, a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, examination periods or school closures, and/or accommodations for disabilities or health conditions. During any delays, The Chicago School will implement supportive measures as deemed appropriate and will notify the parties of any extensions that change the timeframes set forth herein and the reason for such extension.

Investigations are completed expeditiously, normally within 60 business days, although some investigations may take weeks or even months, depending on the nature, extent and complexity of the allegations, availability of witnesses, police involvement, etc. The Chicago 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.

Because this procedure is an institutional process and not a judicial one, the presence of legal counsel other than as a Title IX Advisor for a Complainant or Respondent, is prohibited. The Chicago School's process is not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced

### **Anticipated Timelines:**

The Chicago School will make every reasonable effort to complete the resolution process, including notification to the parties of the outcome, within 90 business days, excluding the time for the appeals process, after the Title IX Coordinator's receipt of a report. An extension to this timeframe may be made for good cause followed by written notice to the parties of the reason for the extension and the projected new timeline. Circumstances that may cause a delay include, but are not limited to, a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, examination periods or school closures, and/or accommodations for disabilities or health conditions. During any delays, The Chicago School will implement supportive measures as deemed appropriate and will notify the parties of any extensions that change the timeframes set forth herein and the reason for such extension.

### **Decision-Making Process:**

The Decision-Maker will deliberate in a closed session to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question. The Decision-Maker will base the Final Determination(s) on a preponderance of the evidence standard (i.e., whether it is more likely than not that the Respondent committed each alleged violation). The hearing facilitator may be invited to attend the deliberation by the Decision-Maker, but is there only to facilitate procedurally, not to address the substance of the allegations.



When there is a finding of responsibility on one or more of the allegations, the Decision-Maker may then consider the previously submitted party impact statements in determining appropriate sanction(s).

The Decision-Maker will ensure that each of the parties has an opportunity to review any impact statement submitted by the other party(is). The Decision-Maker may – at their discretion – consider the statements, but they are not binding.

The Decision-Maker will review the statements and any pertinent conduct history provided by the Title IX Coordinator regarding the Respondent and will determine the appropriate sanction(s) in consultation with other appropriate administrators, as required.

The Decision-Maker will then prepare a written Final Determination and deliver it to the Title IX Coordinator. The Final Determination will include the following:

- identification of allegations potentially constituting sexual harassment;
- description of procedures taken from the receipt of the Formal Complaint through the Final Determination, including any notifications to parties, interviews with parties and witnesses, site visits, methods used to gather other evidence and hearings held;
- findings of fact supporting the determination;
- conclusion regarding application of code of conduct to the facts;
- statement of and rationale for the result for each allegation, including determination regarding responsibility;
- any disciplinary sanctions;
- whether remedies designed to restore or preserve equal access to The Chicago School's educational program or activity will be provided by The Chicago School to the Complainant; and
- the process and permissible bases for appeal.

The Final Determination must be submitted to the Title IX Coordinator within two business days of the end of deliberations unless the Title IX Coordinator grants an extension. If an extension is granted, the Title IX Coordinator will notify the Complainant and Respondent. The Title IX Coordinator will provide the parties and their Title IX Advisors with a copy of the Final Determination within two business days of receipt of the Final Determination from the Decision-Maker, and the Final Determination will be provided via email to the parties' Chicago School-issued email accounts. Once emailed, the Final Determination will be deemed delivered, and the time period for the Appeal process will begin.



#### **How to file a disciplinary complaint:**

The Chicago School Community Members should report incidents of sexual harassment to The Chicago School's Title IX Coordinator. The Title IX Coordinator is:

**Jennifer Stripe Portillo**

Title IX Coordinator

E-mail: [titleIX@thechicagoschool.edu](mailto:titleIX@thechicagoschool.edu)

Phone: (213) 615-7264

Chicago School Community Members may also report incidents by submitting an online [Incident Reporting Form](#).

A Complainant is not required to report to law enforcement to receive assistance from or pursue any options within The Chicago School. A Complainant has the option to notify law enforcement authorities, to receive assistance from The Chicago School in notifying such authorities, or to decline to notify law enforcement authorities. Also, a Complainant may file both a criminal complaint and a Title IX report.

Chicago School Community Members who have experienced sexual assault, dating violence, domestic violence, stalking or other sexual violence or are aware of such incidents experienced by other Chicago School Community Members should make an immediate report to the local police department and should seek medical attention. For information about how to make a report to local law enforcement or campus security or law enforcement for a specific Chicago School location, visit the [Title IX website](#). Information on the nearest medical facility for each campus is located on the [Title IX website](#).

Note that seeking medical attention is necessary to mitigate the risk of sexually transmitted infections and pregnancy and to determine the existence of any physical injuries as well as the extent of any such injuries or required treatment. Additionally, forensic evidence can be collected if criminal action is or may be desired in the future. Note that it is important to preserve evidence as it may be necessary to provide proof of criminal activity or in obtaining a protective order. Evidence is best collected as soon as possible or within 96 hours of an assault. Assistance with evidence preservation can be provided by medical and/or law enforcement personnel. Note that federal law requires that a medical forensic examination be provided free of charge to a person who has been the survivor of sexual violence.

Reporting sexual assault, domestic violence, dating violence, and stalking to the police does not commit the Complainant to further legal action. However, the earlier an incident is reported, the easier it will be for law enforcement to investigate if the Complainant decides to proceed with criminal charges



Discrimination, Harassment, and Retaliation Resolution Process details are found within the [Student DHR Policy](#)

Upon receipt of a student report alleging discrimination, harassment, or retaliation, the Dean for Student Success will determine the appropriate next steps in accordance with the Student DHR Policy. The appropriate process depends on the type of allegation. If the allegations involve sexual harassment within the Title IX definitions, the Resolution Process outlined in the Title IX Policy will be followed. If the allegations involve all other types of discrimination, harassment, or retaliation, the process in the Student DHR Policy will be followed.

These procedures may also be used to address collateral misconduct arising from the investigation of or occurring in conjunction with harassing or discriminatory conduct, e.g., vandalism, physical abuse of another. All other allegations of misconduct unrelated to incidents covered by the Student DHR Policy will be addressed through the procedures elaborated in the respective student, faculty, and staff handbooks.

#### I. Initial Assessment

After reviewing a report, the Dean for Student Success will conduct an initial assessment. The steps in an initial assessment will include contacting the Complainant to offer supportive measures, including counseling resources, and to determine how the Complainant wishes to proceed in addition to reviewing and/or discussing the information provided in the report with the Complainant. The initial assessment is not intended to be a full investigation interview. The Dean for Student Success will provide the Complainant with a link to the Student DHR Policy.

The initial assessment will include a review of whether the reported conduct may reasonably constitute a violation of the Student DHR Policy and whether The Chicago School has jurisdiction over the reported conduct.

As the initial assessment concludes, the Dean for Student Success will determine the appropriate next steps. If the Complainant does not wish to go forward with an investigation, the Dean for Student Success has the discretion to take any necessary measures to ensure that discrimination, harassment, or retaliation are remedied. In addition, the Dean for Student Success will seek to abide by the Complainant's wishes but may have to take an alternative approach depending on their analysis of the situation.

If the allegation cannot be resolved informally, where appropriate, The Chicago School will undertake an effective, non-adversarial, thorough, and objective investigation.

If it is determined that unlawful discrimination, harassment, and/or retaliation has occurred, effective remedial action will be taken in accordance with the circumstances of the incident. Appropriate action will also be taken to deter any future unlawful discrimination, harassment, and/or retaliation. An individual who violates the Student DHR Policy will be subject to disciplinary action up to and including removal from the institution.



## II. Supportive Measures

The Chicago School will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment, discrimination, and/or retaliation and as deemed appropriate by the Dean for Student Success. 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 Chicago School's education programs or activities, including measures designed to protect the safety of all parties or The Chicago School's educational environment, and/or deter harassment, discrimination, and/or retaliation.

The Chicago School will maintain the privacy of the supportive measures, provided that privacy does not impair The Chicago School's ability to provide the supportive measures. The Chicago School will act to ensure as minimal an academic impact on the parties as possible. The Chicago School will implement measures in a way that does not unreasonably burden any party.

Supportive measures may include: referral to counseling services; student financial aid advising; an institutional no-contact order; academic support including extensions on academic deadlines or other course/academic program-related adjustments; and class or student employee work schedule modifications; or time off from school. Parties may also consult with an attorney at their own expense at any point in the process.

Supportive Measures may be offered to Respondents when they are notified of the allegations. Supportive measures are also available for incidents of discrimination or harassment that occurred prior to the parties' association with The Chicago School where such incidents could contribute to a hostile educational environment or otherwise interfere with a student's access to education where both individuals are, at the time of the request for supportive measures, subject to The Chicago School policies.

## III. Emergency Removal

The Chicago School can act to remove a Respondent partially or entirely from its education programs or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the health or safety of any student or other individual justifies removal.

In all cases in which an emergency removal is imposed on a student, the student will be given notice of the action and the option to request to meet with the Dean for Student Success prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified. This meeting is not a review or determination on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. There is no appeal process for emergency removal decisions.



If the Dean for Student Success determines, in consultation with Human Resources, that it is appropriate, a non-student employee who is a Respondent may be placed on administrative leave while these procedures are pending.

The Dean for Student Success has sole discretion under the Student DHR Policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under the Student DHR Policy will be grounds for discipline, which may include dismissal. At the discretion of the Dean for Student Success, alternative coursework options may be pursued to ensure as minimal an academic impact as possible on the parties.

#### IV. Informal Resolution

Informal Resolution is applicable when the parties voluntarily agree to resolve the matter or when the Respondent accepts responsibility for violating the Student DHR Policy, or when the Dean can resolve the matter informally by providing remedies and/or sanctions to resolve the situation.

It is not necessary to pursue Informal Resolution first in order to pursue Administrative Resolution, and any party participating in Informal Resolution can stop the process at any time and request the Administrative Resolution process. Further, if an Informal Resolution fails after the fact, Administrative Resolution may be pursued

#### V. Administrative Resolution

If Administrative Resolution is initiated, the Dean for Student Success will provide written notification of the investigation to the parties via communication sent to The Chicago School issued email address. This will occur at an appropriate time during the investigation and include a meaningful summary of the allegations.

Typically, notice is given at least 48 hours in advance of a meeting. Advance notice facilitates the parties' ability to identify and choose a support person, if any, to accompany them to the interview. The support person must be a member of The Chicago School community. The Complainant and Respondent must notify the investigator of the identity of the support person at least 24 hours before a meeting.

The support person's role is to advise and support the Complainant or Respondent. The support person can help the party prepare for meetings, can attend meetings with the party, and can review materials generated by the investigator and provided as evidence, where relevant. The support person may not communicate with an investigator on behalf of the Complainant or the Respondent.

A support person who steps out of their role in any meeting will be warned once. If the support person continues to disrupt or otherwise fails to respect the limits of their role, the meeting will be ended, or other appropriate measures will be implemented. Subsequently, the investigator will determine how to address the support person's non-compliance and future role, if any.



If a party's support person refuses to comply with The Chicago School's established rules of decorum for the resolution process, The Chicago School may require the party to use a different support person. The parties may consult with attorneys, at their own expense, at any stage in the process.

The parties are expected to ask and respond to questions on their own behalf throughout the investigation. While the support person may not speak on behalf of the Complainant or Respondent, the support person may consult with their party, either privately or quietly, by passing notes during any resolution process meeting or interview as long as they do not disrupt the process. For longer or more involved discussions, the party and their support person should ask for a break for private consultation.

The Chicago School aims to complete all investigations within a sixty (60) business day period, which can be extended by the Dean for Student Success for appropriate cause and with notice to the parties as appropriate. If a Respondent leaves the institution while unresolved allegations are pending, the process will end as The Chicago School will no longer have jurisdiction over them. The Chicago School will continue to address and remedy any systemic issues or concerns that may have contributed to the alleged violation(s) and any ongoing effects of the alleged misconduct.

A student Respondent who withdraws while the process is pending may not return to The Chicago School. Such exclusion applies to all students in all programs. A hold will be placed on their ability to be readmitted. They may also be barred from Chicago School property and/or events.

If the student Respondent withdraws or takes a leave for a specified period (e.g., one term or semester), the resolution process may continue remotely, and that student is not permitted to return to The Chicago School unless and until all sanctions have been satisfied.

An employee Respondent who resigns with unresolved allegations pending is not eligible for rehire with The Chicago School and the records retained by Student Success will reflect that status.

The Dean for Student Success will vet the assigned investigator(s) to ensure impartiality by ensuring there are no conflicts of interest or disqualifying bias. The parties may raise a concern regarding bias or conflict of interest at any time during the resolution process, and the Dean for Student Success will determine whether the concern is reasonable and supportable. If so, another investigator will be assigned and the impact of the bias or conflict, if any, will be remedied. If the bias or conflict relates to the Dean for Student Success, concerns should be raised to the Chief Operating Officer.

Investigations involve interviews with all relevant parties and witnesses, obtaining available, relevant evidence, and identifying sources of expert information, as necessary. All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and to provide evidence.

The investigation will typically include the following steps, if not already completed and not necessarily in this order: identify all policies implicated by the alleged misconduct; develop an investigation plan with a witness list, document/records list and order of interviews of parties and witnesses; provide the parties with an opportunity to review and verify the investigator's summary

notes from interviews and meetings with that specific party; provide regular status updates to the parties throughout the investigation; and prepare a written investigation report that summarizes the investigation.

The investigation report will conclude with a determination, based on a preponderance of the evidence, of whether the Respondent violated the Student DHR Policy and, if so, a recommendation for a sanction. The report is not provided to any parties or witnesses.

If an employee is found in violation of this policy, the matter will be referred to Human Resources to determine appropriate sanctions. Human Resources will issue its sanctions decision within 10 business days of notification of a violation by the Dean for Student Success. Human Resources will send the sanctions letter to the employee, be responsible for ensuring that sanctions are completed, and keep all communications in the employee's personnel file. Sanctions administered to employees found in violation of this policy are not communicated to the Complainant or witnesses.

If the Respondent is a student, a Sanctions Panel will be used, as set forth in the next section.

#### VI. Determination of Appropriate Sanction

The sanctions process is intended to provide an equitable procedure to the Complainant and the Respondent, showing promptness, fairness, and impartiality.

The Dean for Student Success will convene a Sanctions Panel. The Sanctions Panel will include three members selected from a pool of administrators and faculty trained in sanctioning violations of the Student DHR Policy. One panel member shall be designated as the leader of the proceedings. The Complainant and the Respondent will receive written notice of the Sanctions Panel members and will have an opportunity to request a substitution if the participation of any of the individuals named poses a conflict of interest. The Complainant and Respondent must submit their written request for substitution to the Dean for Student Success within 24 hours of receiving panel member names.

After the Sanctions Panel has been convened, members will be provided with the investigator's findings and recommended sanctions.

Within five (5) business days of receipt of materials, the Sanctions Panel shall meet to determine what sanctions, if any, will be issued. In making such a determination, the Sanctions Panel will not reconsider the findings but will determine what sanctions are appropriate to remedy the violation and maintain or enhance safety from misconduct in The Chicago School's education programs and activities.

If a student fails to comply with sanctions issued by the Sanctions Panel, the matter will be brought back to the Sanctions Panel for a determination of whether additional sanctions should be imposed. If the failure to comply with the sanctions is deemed willful or intentional, additional sanctions may be

imposed. Also, the Sanctions Panel may work with the Dean for Student Success to address the failure to comply.

## VII. Appeal Process

### *Students*

Any student who is a Complainant or Respondent under the Student DHR Policy has the right to appeal the determination of a violation of the Student DHR Policy and any sanctions decision by submitting a written letter of appeal to their College Dean within five business days of issuance of the investigative determination and sanctions decision. All appeals must be based on one or more of the following:

- New information that could not be presented at the time of the investigation or sanctions decision that would substantially change the outcome;
- The imposed sanction is disproportionate to the violation; or
- Evidence of improper procedure that may impact the outcome.

The student's written appeal must include:

- A specific statement of the decision that is being appealed;
- The student's desired outcome;
- All information that the student wishes the College Dean to take into account in consideration of the appeal; and
- A statement of the student's views as to how this information justifies the appeal based on the three grounds listed above.

The College Dean shall have had no prior involvement in the initial determination and finding and shall have no conflict of interest with either party. If there is a conflict of interest, the appeal will be reviewed by another College Dean who will be selected by the Dean for Student Success.

If the College Dean determines that the appeal is without merit or does not meet the requirements set forth above, the College Dean will reject the appeal.

If the College Dean determines that the appeal is properly constituted, the College Dean will determine what next steps are appropriate. This may include remanding the matter to the Dean for Student Success for further investigation or remanding the matter to the Sanctions Panel for consideration. The College Dean will issue a written decision to both parties within five (5) business days of receipt of the written appeal.



## *Employees*

Any employee who is a Respondent under the Student DHR Policy has the right to appeal the determination of a violation and sanctions by submitting a written letter of appeal to the Chief Operating Officer within five (5) business days of issuance of the investigative determination and sanctions decision.

All appeals must be based on one or more of the following:

- New information that could not be presented at the time of the investigation or sanctions decision that would substantially change the outcome;
- The imposed sanction is disproportionate to the violation; or
- Evidence of improper procedure that may impact the outcome.

The employee's written appeal must include:

- A specific statement of the decision that is being appealed;
- The employee's desired outcome;
- All information that the employee wishes the Chief Operating Officer to take into account in consideration of the appeal; and
- A statement of the employee's views as to how this information justifies the appeal based on the three grounds listed above.

The Chief Operating Officer shall have had no prior involvement in the initial determination and finding and shall have no conflict of interest with either party. If there is a conflict of interest, the Dean for Student Success will assign the appeal to another Cabinet-level administrator.

If the Chief Operating Officer determines that the appeal is without merit or does not meet the requirements set forth above, the Chief Operating Officer will reject the appeal.

If the Chief Operating Officer determines that the appeal is properly constituted, the Chief Operating Officer will determine what next steps are appropriate, which may include but is not limited to remanding the matter to the Dean for Student Success for further investigation or remanding to Human Resources for consideration. The Chief Operating Officer will issue a written decision to both parties within five (5) business days of receipt of the written appeal.

## **Reporting Discrimination, Harassment, or Retaliation**

The Chicago School will promptly investigate possible discrimination, harassment, or retaliation whenever it becomes aware of such conduct or otherwise respond if it determines that an investigation is not required. A student who believes that they have been subjected to discrimination, harassment, or retaliation is encouraged to report the conduct immediately to the Dean for Student Success. An employee who believes that they have been subject to sexual harassment should contact the Title IX Coordinator as those matters are handled under the Title IX Policy. An employee who believes that they have been subject to harassment, discrimination, or retaliation should contact Human Resources as those matters are handled under the Equal Employment Opportunity, Non-Discrimination and Anti-Harassment Policy.

When an alleged violation of the Student DHR Policy is reported, the allegations are subject to resolution using the appropriate process, as determined by the Dean for Student Success and as detailed below. The report should include details of the incident or incidents, names of the individuals involved, names of any witnesses, and any documentation supporting the allegation.

### **Rights of the Parties in an Institutional Proceeding:**

During the course of the process described in the previous section, both the accuser and the individual accused of the offense are entitled to:

1. A prompt, fair and impartial process from the initial investigation to the final result.
  - A prompt, fair and impartial process is one that is:
    - Completed within reasonably prompt timeframes designated by the institution's policy, including a process that allows for the extension of timeframes for good cause, with written notice to the accuser and the accused of the delay and the reason for the delay.
    - Conducted in a manner that:
      - Is consistent with the institution's policies and transparent to the accuser and the accused.
      - Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
      - Provides timely access to the accuser, the accused and appropriate officials to any information that will be used during the informal and formal disciplinary meetings and hearings.
    - Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.
2. Proceedings conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

- All materials used to train Title IX Coordinators, Investigators, Decision-Makers, and any person who facilitates an Informal Resolution process. The Chicago School will make these training materials publicly available on The Chicago School's [website](#).
- 3. The same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The institution may not limit the choice of advisor, but may establish limits regarding the extent to which that advisor may participate in the proceeding, as long as those limits apply equally to both parties.
- 4. Have the outcome determined using the preponderance of the evidence” standard of proof. This means that the Decision-Maker will determine whether it is “more likely than not” that sexual harassment occurred. .
- 5. Simultaneous, written notification of the results of the proceeding, any procedures for either party to appeal the result, any change to the result, and when the result becomes final. For this purpose, “result” means “any initial, interim and final decision by an official or entity authorized to resolve disciplinary matters” and must include the rationale for reaching the result and any sanctions imposed.

**Possible Sanctions or Protective Measures that the University May Impose for Dating Violence, Domestic Violence, Sexual Assault or Stalking Offenses:**

Sanctions for students found in violation of the Title IX Policy include:

- Formal written warning
- Professional Development Plan (a plan intended to require reflection and remediation of behavior found to be in violation of this Policy)
- No Contact Directive pertaining to certain Chicago School Community Members or physical locations
- Referral to counseling and/or Student Solutions
- Required training or education
- Community Service
- Dismissal from The Chicago School
- Withholding of degree conferral and/or issuance of a diploma

Sanctions for an employee found in violation of the Title IX Policy include:

- Formal written warning
- Performance Improvement Plan
- Referral for counseling and/or to the EAP
- Community Service
- Required training or education
- Probation



- Loss of variable pay increase
- Loss of supervisory duties
- Demotion
- Suspension with pay or without pay
- Termination from employment

Sanctions imposed are implemented when the decision is final (after an appeal, or, if there was no appeal, after the appeals period expires). The Title IX Coordinator is responsible for effective implementation of any remedies.

In addition, the University can make available to the victim a range of protective measures. They include: changes to academic and/or work situations, obtaining and enforcing campus no contact orders, obtaining assistance with living, dining, and transportation, and honoring an order of protection or no contact order entered by a state civil or criminal court.

The Title IX Coordinator shall review all requested supportive measures, shall determine what is available and appropriate and shall notify the party requesting the supportive measures of the determination. Supportive measures may be kept in place until the conclusion of the Title IX investigation, sanctioning, and appeal processes, where applicable.

The Chicago School will maintain the privacy of the supportive measures, provided that privacy does not impair The Chicago School's ability to provide the supportive measures. The Chicago School will act to ensure as minimal an academic impact on the parties as possible. The Chicago School will implement measures in a way that does not unreasonably burden any party.

#### **Publicly Available Recordkeeping:**

The University will complete any publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifiable information about victims of dating violence, domestic violence, sexual assault, and stalking who make reports of such to the University to the extent permitted by law.

#### **Victims to Receive Written Notification of Rights:**

When a student or employee reports to the University that he or she has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the University will provide the student or employee a written explanation of his or her rights and options as described in the paragraphs above.

#### **Sex Offender Registration Program:**

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to advise members of the campus community where they can obtain information provided by the state concerning registered sex offenders. It also requires sex offenders to notify the state of each institution of higher education in the state at which they are employed or enrolled or carrying on a vocation. The state is then required to notify the University of any such information it receives. Anyone interested in determining whether such persons are on this campus may do so by contacting the Senior Associate Director of Campus Operations, Linda Guerrero at (714) 922-9611.

State registry of sex offender information may be accessed at the following link:

<https://oag.ca.gov/sex-offender-reg>

## **Timely Warnings & Emergency Notifications**

### **Timely Warnings**

In the event of criminal activity occurring either on campus or off campus that in the judgment of the Senior Associate Director of Campus Operations constitutes a serious or continuing threat to members of the campus community, a campus-wide “timely warning” will be issued.

Warnings will be communicated to students and employees via one or more of the methods discussed later in this section. Updates to the warnings will be provided, as needed and appropriate.

Anyone with information about a serious or continuing threat to members of the campus community should immediately report the circumstances to:

- Linda Guerrero, Senior Associate Director of Campus Operations, (714) 922-9611

The University has communicated with local law enforcement asking them to notify the University if it receives reports or information warranting a timely warning.

### **Emergency Notifications**

The University has an emergency management plan designed to ensure there is a timely and effective response in the event of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health or safety of members of the campus community. The University has communicated with local police requesting their cooperation in informing the University about situations reported to them that may warrant an emergency response.

The purpose of the Emergency Operations Plan ("the Plan" or "EOP") is to establish policies, procedures, and communication plans for responding to an emergency situation on the Los Angeles Campus of The Chicago School. The Plan serves as a guide to the prevention, management and recovery from events that may cause injury, destruction of institution property and/or the interruption of day-to-day operations. The Chicago School's Office of Business Operations is responsible for plan oversight and coordination with applicable stakeholders, including senior leadership and specifically, the campus Incident Commander. Other personnel with roles described



in the EOP are granted the authority and responsibility to act in accordance with The Plan before, during, and after an emergency incident. The EOP integrates operating procedures using an Incident Command System framework for handling and responding to all levels of emergencies on and/or immediately surrounding the Los Angeles Campus. An "emergency" is any situation creating imminent danger to lives, health or safety; public and private property; or the ability of the institution to reasonably carry on normal operations. The Chicago School has adopted this campus EOP to facilitate our efforts to address any major emergency that may arise. While The Chicago School seeks to avoid all campus emergencies, if such emergencies arise, it is our goal to efficiently, skillfully, and safely manage an emergency response in collaboration with local authorities. The EOP was developed by local staff of The Chicago School and approved by senior leadership, thereby enabling the activities contained within this document to be performed within The Chicago School's capability.

Students, staff and visitors should immediately report the circumstances to the Senior Associate Director of Campus Operations, Linda Guerrero at (714) 922-9611 of any emergency or potentially dangerous situation.

The Senior Associate Director of Campus Operations will access available sources of information from campus administrative staff and local authorities to confirm the existence of the danger and will be responsible for initiating the institution's response and for marshaling the appropriate local emergency response authorities for assistance. Depending on the nature of the emergency, other University departments may be involved in the confirmation process.

Once the emergency is confirmed and based on its nature, the Senior Associate Director of Campus Operations will consult with other appropriate University officials to determine the appropriate segment or segments of the University community to be notified.

The Senior Associate Director of Campus Operations, in collaboration with other appropriate personnel, will determine who should be notified, and will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Depending on the segments of the campus the notification will target, the content of the notification may differ. When appropriate, the content of the notification will be determined in consultation with local authorities. Also, as appropriate, the notification will give guidance as to whether its recipients should shelter in place or evacuate their location.

The Senior Associate Director of Campus Operations will direct the issuance of emergency notifications, which will be accomplished using one or more of methods discussed later in this section, depending on the nature of the threat and the segment of the campus community being threatened.



At the direction of the Senior Associate Director of Campus Operations, the University will notify local law enforcement of the emergency if they are not already aware of it and local media outlets in order that the larger community outside the campus will be aware of the emergency.

### *Methods for Issuing Timely Warnings and Emergency Notifications*

The method(s) listed below may be utilized when the University issues a timely warning or emergency notification to the campus community.

| Method          | Sign Up Instructions                                                                                                                                                                                                                                                                                                       |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Text Messages   | Members of the campus community may add a cell phone number to the notification system so alerts can also be received via text message. Rave Mobility, The Chicago School's partner as related to the notification system, does not charge subscribers to receive text messages. Carrier message and data rates may apply. |
| E-mail Messages | All The Chicago School e-mail addresses are enrolled in the e-mail notification portion of the system. There is no opt-in or opt-out function as related to a school-provided e-mail account. A community member may add a personal e-mail account to the system.                                                          |

### *Testing & Documentation*

The University tests its emergency response and evacuation procedures at least once a year. The tests may be announced or unannounced. Also, at various times the Crisis Management Team and Emergency Response Team will meet to train and test and evaluate the University's emergency response plan.

The Executive Director of Campus Operations and Real Estate Planning maintains a record of these tests and training exercises, including a description of them, the dates and times they were held and an indication of whether they were announced or unannounced. In connection with at least one such test, the University will distribute to its students and employees information to remind them of the University's emergency response and evacuation procedures.

### **Stop Campus Hazing Policy and Programming**

Hazing, which The Chicago School prohibits, is defined as any act, whether physical, emotional, or psychological, required or expected of a person seeking to join or maintain membership in a group, that:

- Is abusive, dangerous, degrading, or disruptive
- Has no legitimate educational or professional purpose
- Violates institutional policy or applicable local, state, or federal laws



- Is intended to or reasonably likely to cause physical or emotional harm
- Involves coercion, intimidation, or compelled participation in activities unrelated to group goals

Hazing includes both active and passive involvement (e.g., witnessing or failing to intervene). It applies to conduct involving prospective, new, current, or returning members of a student group, team, or organization.

Any person may disclose hazing to The Chicago School in the following ways:

Telephone: 213-615-7264

Electronic mail: [studentsuccess@thechicagoschool.edu](mailto:studentsuccess@thechicagoschool.edu)

Online: [Student Complaint of Hazing Intake Form](#)

The disclosing person does not need to be the harmed person and/or a Complainant. All disclosures will be reviewed by The Chicago School to identify if the conduct is governed by this policy or other related policies.

An individual may pursue a Chicago School response procedure independently of any external processes, such as reporting to law enforcement or pursuing other non-university-based civil reporting options. The Chicago School reserves the right to initiate this process even if law enforcement has declined to do so.

#### **Confidential Disclosure Options**

**Student Solutions:** Student Solutions is a free, confidential, around-the-clock counseling service available to all Chicago School students.

- 855.460.6668
- [www.guidanceresources.com](http://www.guidanceresources.com)
- Web identifier: TCSPP

**Employee Assistance Program (EAP):** Chicago School employees may receive counseling services through the EAP, which is available 24 hours per day, 7 days per week.

- 800.272.7255
- [www.guidanceresources.com](http://www.guidanceresources.com)
- Web identifier: COM589

**Note:** Mental health professionals may be required to disclose information, as applicable by law, where there is an imminent threat of a person harming themselves or others.

## **Anonymous Reporting**

The Chicago School is committed to reviewing all reports of hazing. Anonymous reports will be preliminarily investigated to the extent possible, both to assess the underlying allegation(s) and to determine if remedies can be provided. However, anonymous reports typically limit The Chicago School's ability to investigate, respond, and provide remedies, depending on what information is shared.

All reports of suspected hazing are reviewed by The Chicago School to determine whether the alleged conduct is governed by the Anti-Hazing Policy or another applicable University policy. Anonymous reports are preliminarily investigated to the extent possible, although the information available may limit the University's ability to investigate, respond, or provide remedies.

An investigation of reported hazing is conducted by the appropriate University office in accordance with its applicable procedures. The responsible office is determined based on the individuals involved and the nature of the allegations and may include Student Community Standards within the Office of the Dean for Student Success or Human Resources. When the reported conduct may violate multiple University policies, the Office of the Dean for Student Success determines the appropriate investigative pathway, identifies the office with primary responsibility, and coordinates with other responsible offices. Related matters may be consolidated, investigated, and adjudicated together. Student organizations may not impede a University investigation or withhold relevant information.

## **Sanctions and Other Consequences**

Hazing is a serious offense and, therefore, is subject to the full range of sanctions (e.g., reprimand through dismissal or termination of employment). In addition, other educational activities (i.e., community service, participating in an anti-hazing workshop, etc.) or opportunities may be required as conditions of the sanction. An individual, organization, or group may be subject to other outcomes in accordance with the applicable outside constituents, academic processes, group in which the student is involved, or their governing bodies. The Chicago School has the right to act regardless of the actions of a governing body.

### **Sanctions for Students and Student Organizations**

When a student is found to have violated this policy, potential sanctions pursuant to the Academic Catalog and Student Handbook include, but are not limited to, the following:

- Formal written warning
- Professional Development Plan (a plan intended to require reflection and remediation of behavior found to be in violation of this policy)
- No contact order pertaining to certain Chicago School Community Members or physical locations



- Referral to counseling and/or Student Solutions
- Required training or education
- Dismissal from The Chicago School
- Withholding of degree conferral and/or issuance of a diploma, and
- Other appropriate educational opportunities or sanctions.

#### **Sanctions for Employees**

When an employee is found to have violated this policy, corrective actions may be taken pursuant to appropriate HR policies including but are not limited to:

- Formal written warning
- Performance Improvement Plan
- Referral for counseling and/or to the EAP
- Required training or education
- Probation
- Loss of variable pay increase
- Loss of supervisory duties
- Demotion • Suspension with pay or without pay
- Termination of employment

#### **Appeals**

Both parties have the right to appeal. The appeal is not meant to re-hear or reargue the same case and is limited to the standards below. Written appeals must meet one or all the following standards:

- A procedural (or substantive) error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
- To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or outcome. A summary of this new evidence and its potential impact must be included.

- Outcomes imposed are grossly disproportionate to the violation(s) committed.

Parties may not appeal under the following circumstances:

- Non-attendance at meetings;
- Dissatisfaction with a decision and/or outcome.

Appeals must be submitted in writing to the Chief Operating Officer. The written appeal must state the specific grounds for the appeal and be received within five (5) days of the date of the outcome letter from the conduct hearing.

Appeals will typically be heard by the Chief Operating Officer. A different appeal officer may be appointed in extenuating circumstances. A live, virtual meeting with the Appellant or other parties will occur only at the discretion of the person reviewing the appeal. The decision of the appeal officer is final.

All outcomes imposed by Student Community Standards or Human Resources will be in effect during an appeal. A request may be made to the Chief Operating Officer, or designee, to delay implementation of the outcomes until the appeal is decided, but the presumptive stance of the institution is that the outcomes will go into effect immediately.

Commencement, study abroad, residency, etc. do not in and of themselves constitute exigent circumstances, and an Appellant may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to The Chicago School or resumption of privileges, all reasonable attempts will be made to restore the Respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

## **Hazing Prevention and Awareness Program**

The Chicago School provides prevention and awareness programming related to hazing through a variety of methods including required new student orientation, annual training for student organization leaders and advisors, and the distribution of educational materials such as brochures, digital communications, and campus-wide announcements. These efforts reinforce the institution's zero-tolerance stance on hazing, provide clear definitions of prohibited conduct, and explain how to report hazing through the Student Complaint of Hazing Intake Form or by contacting the Office of the Dean for Student Success. The community is also provided with information on how reports are reviewed and addressed, as well as guidance on applicable local, state, and federal laws.

In addition, The Chicago School incorporates research-informed strategies across its programming for students, staff, and faculty. These efforts are designed to stop hazing before it occurs and include information on:

- Bystander intervention, including how to recognize and respond to signs of hazing and how to support individuals who may be at risk
- Ethical leadership principles that promote respect, accountability, and integrity within student groups and organizations
- Positive approaches to building group cohesion that foster inclusion, connection, and belonging without the use of harmful or coercive practices

These prevention efforts are led by the Office of the Dean for Student Success and are aligned with the institution's core values of safety, community, and student well-being.

### Hazing State Laws

| Summary (Code of California)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>a. It shall be unlawful to engage in hazing, as defined in this section.</li> <li>b. "Hazing" means any method of initiation or preinitiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state. The term "hazing" does not include customary athletic events or school-sanctioned events.</li> <li>c. A violation of this section that does not result in serious bodily injury is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both.</li> <li>d. Any person who personally engages in hazing that results in death or serious bodily injury as defined in paragraph (4) of subdivision (f) of Section 243 of the Penal Code, is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in county jail not exceeding one year, or by imprisonment pursuant to subdivision (h) of Section 1170.</li> <li>e. The person against whom the hazing is directed may commence a civil action for injury or damages. The action may be brought against any participants in the hazing, or any organization to which the student is seeking membership whose agents, directors, trustees, managers, or officers authorized, requested, commanded, participated in, or ratified the hazing.</li> <li>f. Prosecution under this section shall not prohibit prosecution under any other provision of law. Cal. Penal Code § 245.6.</li> </ul> |
| <p>California's Stop Campus Hazing Act, titled in Cal. Educ. Code § 66305, defines hazing and other applicable terms at § 66306 as follows:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p>Unless the context otherwise requires, for purposes of this chapter, the following definitions shall apply:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <ul style="list-style-type: none"> <li>a. "Affiliated" means currently recognized or sanctioned by the educational institution through its official student organization application process. For purposes of this chapter, an organization that had previously been recognized or sanctioned by the educational institution</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

**Summary (Code of California)**

but has subsequently had that recognition or sanction withdrawn or revoked by the educational institution shall not be considered affiliated.

- b. “Educational institution” means a public or private institution of higher education in the state. The term includes the officers, employees, or governing bodies of the institution, when acting in their official capacity.
- c. “Hazing” means any method of initiation or preinitiation into an affiliated student organization or student body, which the initiator knows or should have known is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state. The term “hazing” does not include customary athletic events or school-sanctioned events. Cal. Educ. Code § 66306.

(a) Beginning January 1, 2026, a former, current, or prospective student, against whom hazing is directed and who has suffered injury as a result, may commence a civil action for damages. In addition to bringing an action against any participants in the hazing or the organization pursuant to subdivision (e) of Section 245.6 of the Penal Code, an action may be brought against any educational institution for the hazing practice of the organization involving one or more students if all of the following apply:

(1) The educational institution had direct involvement in the hazing practice of the organization, or knew or should have known of the hazing practice and failed to take reasonable steps to prevent the hazing practice of the organization.

(2) At the time of the alleged hazing incident, the organization involved in the hazing is affiliated with the educational institution.

(3) The alleged hazing incident occurred on or after January 1, 2026.

(b) For purposes of paragraph (1) of subdivision (a), there shall be a rebuttable presumption that an educational institution took reasonable steps to prevent the hazing practice of the organization if the educational institution has all of the following:

(1)(A) Rules and regulations governing student behavior that include a prohibition on hazing, anonymous reporting of hazing incidents, and disciplinary actions for the violation of the hazing prohibition.

(B) Procedures by which all students are informed of the rules and regulations, with applicable penalties, and any revisions to the rules and regulations.

(2)(A) Rules and regulations governing employee behavior that include a prohibition on hazing and disciplinary actions for the violation of the hazing prohibition.

**Summary (Code of California)**

(B) Procedures by which all employees are informed of the rules and regulations, with applicable penalties, and any revisions to the rules and regulations.

(3)(A) A comprehensive prevention and outreach program addressing hazing. The comprehensive prevention program shall include components on identifying hazing, hazing prevention, and bystander intervention strategies. An outreach program shall be provided to inform students of the educational institution's policy on the prohibition on hazing, and, at a minimum, include a process for contacting and informing the student body, athletic programs, and affiliated student organizations about the educational institution's overall prohibition on hazing policy. For purposes of this paragraph, "comprehensive prevention and outreach program" includes, but is not limited to, providing information to students about all of the following:

- (i) Hazing awareness, prevention, and the educational institution's policy on the prohibition on hazing.
- (ii) Campus policies and resources relating to hazing, including how to report hazing to the appropriate campus personnel, which includes anonymous reporting.
- (iii) A focus on prevention and bystander intervention training as it relates to hazing.

(B) The comprehensive prevention and outreach program to address hazing shall be part of every incoming student's orientation and shall be offered annually to the following campus-affiliated organizations:

- (i) Athletic teams.
- (ii) Affiliated sororities and fraternities.

(c) Notwithstanding the provisions of this section, nothing in this section affects existing rights, obligations, and remedies under Section 245.6 of the Penal Code.

(d) The duties and obligations imposed by this chapter are cumulative with any other duties or obligations imposed under any other law and shall not be construed to relieve any party from any duties or obligations imposed under any other law, and do not limit any rights or remedies under existing law. Cal. Educ. Code § 66308.

#### Summary (Code of California)

Cal. Educ. Code § 66309 further requires annual reports to be made regarding the total number of hazing incidents to the state legislature (disaggregated by campus) and defines “student organizations” in this part to include:

(A) A conference-based competitive program at the institution of higher education.

(B) A sorority or fraternity that has officially met the formal chartering and recognition requirements at the institution of higher education where it operates and remains in good standing at the time of the alleged hazing incident. Cal. Educ. Code § 66309.

The California State Universities are subject to additional requirements under Cal. Code Regs. tit. 5, § 41301.

## Clery Act Crime Definitions

The following section provides definitions for Clery Act crimes.

### *Primary Criminal Offenses:*

**Criminal Homicide: Murder and Non-Negligent Manslaughter** – The willful (non-negligent) killing of one human being by another.

**Criminal Homicide: Negligent Manslaughter** – The killing of another person through gross negligence.

**Sexual Assault** – Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

**Rape** – Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

**Fondling** – 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 or physical incapacity.

**Incest** – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Robbery – The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary – The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned.

Motor Vehicle Theft – The theft or attempted theft of a motor vehicle.

Arson – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property of another, etc.

*Hate Crimes (any of the above mentioned offenses, and any incident of):*

Larceny/Theft – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Simple Assault – An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation – To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property – To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

*Violence Against Women Act Offenses:*

Domestic Violence – Any felony or misdemeanor crime of violence committed by:

- By a current or former spouse or 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 in which the crime of violence occurred;
- By any other person against an adult or youth who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others; or suffer substantial emotional distress.

*Arrests and Referrals for Disciplinary Action:*

Weapons Law Violations – The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

Drug Abuse Violations – The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Liquor Law Violations – The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

## Clery Act Crime Statistics

The statistical summary of crimes for this University over the past three calendar years follows:

| Crime                                        | On Campus |      |      | Non Campus |      |      | Public Property |      |      |
|----------------------------------------------|-----------|------|------|------------|------|------|-----------------|------|------|
|                                              | 2025      | 2024 | 2023 | 2025       | 2024 | 2023 | 2025            | 2024 | 2023 |
| Murder/Non-Negligent Manslaughter            | 0         | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    |
| Manslaughter by Negligence                   | 0         | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    |
| Rape                                         | 0         | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    |
| Fondling                                     | 0         | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    |
| Statutory Rape                               | 0         | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    |
| Incest                                       | 0         | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    |
| Aggravated Assault                           | 0         | 0    | 0    | 0          | 0    | 0    | 2               | 2    | 2    |
| Burglary                                     | 0         | 0    | 0    | 0          | 0    | 0    | 1               | 0    | 2    |
| Robbery                                      | 0         | 0    | 0    | 0          | 0    | 0    | 0               | 11   | 12   |
| Motor Vehicle Theft                          | 0         | 0    | 0    | 0          | 0    | 0    | 0               | 1    | 2    |
| Arson                                        | 0         | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    |
| Hazing                                       | 0         | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    |
| Arrest - Liquor Law Violation                | 0         | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    |
| Arrest - Drug Abuse Violation                | 0         | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    |
| Arrest - Weapon Violation                    | 0         | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    |
| Disciplinary Referral - Liquor Law Violation | 0         | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    |
| Disciplinary Referral - Drug Abuse Violation | 0         | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    |
| Disciplinary Referral - Weapon Violation     | 0         | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    |
| 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    |

\* The University does not have on-campus student housing facilities.

### Hate crimes:

2025: No hate crimes reported.

2024: No hate crimes reported.

2023: No hate crimes reported.

### Crimes unfounded by the University:



2025: 0 unfounded crimes.  
2024: 0 unfounded crimes.  
2023: 0 unfounded crimes.

**Statistics for unfounded crimes provided by law enforcement agencies:**

2025: 0 unfounded crimes.  
2024: 0 unfounded crimes.  
2023: 0 unfounded crimes.

**Data from law enforcement agencies:**

- The data above reflects statistics provided by the Los Angeles Police Department related to crimes that occurred on the University's Clery Geography.