

# National Polytechnic College

## CAMPUS SAFETY AND SECURITY

**Academic Year:** 2025-2026

**Crime Statistics:** 2022-2024

**Campus Location:** 4105 South Street, Lakewood, CA 90712

**Facilities:** Individual Building – Two Stories – Shared Parking Lot

Section 1 - The Jeanne Clery Act - Campus Security (Summary Crime Report)

Section 2 - Crisis Management

Section 3 - Title IX & Violence Against Women Act (VAWA)

Section 4 - Drug and Alcohol Abuse Policy

# National Polytechnic College

## CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act

The Campus Security Act (Public Law 102-26) 34 C.F.R. Section 668.46 (c)(1) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistic for the period between 01/01/2022 and 12/31/2024. PLEASE NOTE THAT THIS INSTITUTION DOES NOT HAVE ON CAMPUS HOUSING, AND THAT THERE NO POLICE RECORDS THAT PERTAIN DIRECTLY TO THE PROPERTY USED BY THE INSTITUTION. THEREFORE, THE STATISTICS BELOW REPORT ONLY THOSE INCIDENTS REPORTED TO THE INSTITUTIONAL ADMINISTRATION AND/OR TO THE LOCAL POLICE.

### Occurrences REPORTED within the 2022, 2023 and 2024 Calendar Years

Crimes Reported	2022	2023	2024	Location: C=Campus N=Non-campus P=Public Area	*Hate Crime? (see note)
(i) Criminal homicide:					
(A) Murder and non-negligent manslaughter	0	0	0	C	NONE
(B) Negligent manslaughter	0	0	0	C	NONE
(ii) Sex Offenses:					
(A) Rape	0	0	0	C	NONE
(B) Fondling	0	0	0	C	NONE
(C) Incest	0	0	0	C	NONE
(D) Statutory Rape	0	0	0	C	NONE
(iii) Robbery	0	0	0	C	NONE
(iv) Aggravated assault	0	0	0	C	NONE
(v) Burglary	0	0	0	C	NONE
(vi) Motor Vehicle Theft	0	0	1	C	NONE
(vii) Arson	0	0	0	P	NONE
Arrest and referrals for disciplinary actions including:					
(A) Arrests for liquor law violations, Drug law violations, and illegal weapons possession:	0	0	0	C	NONE
(B) Persons not included in 34 CFR 668.46(c)(1)(ii)(A) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession	0	0	0	C	NONE
Hate crimes: As listed under 34. CFR668.46 (c)(1)(i)					
(A) Larceny-theft	0	0	0	C	NONE
(B) Simple Assault	0	0	0	C	NONE
(C) Intimidation	0	0	0	C	NONE
(D) Destruction, Damage or Vandalism of Property	0	0	0	C	NONE
(viii) Liquor law violations	0	0	0	C	NONE
<b>New reporting as of 10/01/2023</b>					
Incidents of sexual assault	0	0	0	C	NONE
Domestic Violence	0	0	0	C	NONE
Dating Violence	0	0	0	C	NONE
Stalking	0	0	0	C	NONE

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

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

## CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act—(continued)

2. (I) All students and employees are required to report any crime or emergency to their institutional official promptly.  
(II) Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's directors who contact the correct police department District for statistics and the institution's Daily Incident Log and then records those statistics.  
(III) If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).
3. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and CARRY on them at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5 PM. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.
4. Current policies concerning campus law enforcement are as follows:
  - a. Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
  - b. Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used; as undue risk should not be taken.
  - c. The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
  - a. Do not leave personal property in classrooms.
  - b. Report any suspicious persons to your institutional official.
  - c. Always try to walk in groups outside the school premises.
  - d. If you are waiting for a ride, wait within sight of other people.
  - e. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room
  - f. The Crime Awareness and Campus Security Act is available upon request to students, employees (staff and faculty) and prospective students.
  - g. The school has no formal program, other than orientation, that disseminates this information. All information is available on request.
  - h. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.
7. All incidents shall be recorded in the Daily Incident Log at the institutional official's station. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.
8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest

## CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act—(continued)

10. Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff. *(Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).*
11. It is the policy of this institution to have any sexual assaults (criminal offenses) on campus to be reported immediately to the institution's official, who will report it to (911) emergency and police units. The institution during the orientation of given to newly admitted students emphasizes the prevention of sexual crimes by insisting students to work, study and walk outside of the premises in as much as possible, accompanied by other students or in view of other persons, generally, avoiding as much as possible to be alone by themselves at any time. During the daily functioning of the school operations, staff and administrators focus in observing that students are not in any circumstance by themselves.
  - I. The institutional program to prevent sexual crimes consists in maintaining a continuous lookout for each other to protect and prevent any sexual assaults. The entire staff takes part of this program to protect the students and the staff among themselves.
  - II. A person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time when that person can be properly transported to a hospital or rape crisis center for proper treatment.
  - III. A victim of a sexual crime has the option of reporting this crime to the institutional authorities or to report it directly to (911) and search for professional assistance from the emergency agencies. If requested, the institutional personnel will be prepared to request assistance calling (911). When the crime is reported, the school will provide the victim with a written explanation of his or her rights and options.
  - IV. The institution does not have accessibility to professional counseling, mental health or otherwise, students and employees are encouraged to seek such professional assistance at the nearest hospital or health care services.
  - V. The institution will offer the victim of a sexual crime, any available options to change the academic schedule in as much as possible to the benefit of the victimized person.
  - VI. The institutional disciplinary actions in reference to an alleged sex offence are as follows:
    - a. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding: and
    - b. Both the accuser and the accused must be informed of the outcome of any institutional proceeding brought alleging a sex offense
  - VII. This institution has zero tolerance of violation of this policy. Once the offense is confirmed the institutional disciplinary action against students or employees may result in expulsion from school, or termination of employment and in accordance to local laws, to an arrest of the offender by the authorities.
12. The institution provides the following website to obtain information concerning the registration of sex offenders arrest.  
Https: [Http://meganslaw.ca.gov/](http://meganslaw.ca.gov/)
- 13 **Description of school's emergency response and evacuation procedures.**  
Required elements:
  - Procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus
  - Statement that institution will, without delay, and taking into account the safety of the community, determine content of the notification Must initiate notification system, unless issuing notification will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency
  - A description institution's process to confirm there is a significant emergency
  - Determine whom to notify
  - Determine content of the notification
  - Initiate the notification system
  - List of titles of persons/organizations responsible for carrying out these actions
  - Procedures for disseminating emergency information to the larger community
  - The institution's procedures to test the emergency response and evacuation procedures on at least an annual basis
  - Tests Announced or unannounced
  - Publicized in conjunction with at least one test per calendar year
  - Documented (description of the exercise, the date, time, and whether it was announced or unannounced)
- 14 **Revised Crime Classification: Burglary vs. Larceny:** An incident must meet three conditions to be classified as a Burglary.
  - There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry – no force are counted.
  - The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.
  - The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.
- 15 **Definition of On-Campus Student Housing Facility:** For the purposes of the Clery Act regulations, as well as the HEA fire safety and missing student notifications regulations, any student housing facility that is owned or controlled by the institution, or is located on property that is owned of controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. This definition clarifies that any building located on campus on land owned or controlled by the institution that is used for student housing must be counted as an on-campus student housing facility, even if the building itself is owned or controlled by a third party.

## CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act—(continued)

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

**The institution does not maintain any special relationship with State and local police and does not have an agreement with those police agencies (such as written memoranda of understanding) to investigate alleged crimes.**

**This Institution encourages students to complete a timely reporting of all crimes to the campus administrators, police and appropriate law enforcement agencies**

**This institution encourages students to immediately report an incident where an emergency evacuation will be needed. All students should be familiar with the evacuation procedures posted in several key places around the campus.**

**This institution does not provide on-campus housing. Therefore, the following disclosures do not apply to this institution:**

**Fire safety (668.49)**

**Missing students (668.46(h))**

**Emergency notifications 668.46(g))**

**Hate crimes 668.46(c))**

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

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

Name of institution's Financial Aid Officer	Sonia Ramirez
Title	Financial Aid Officer
School Name	<b>National Polytechnic College</b>
Street address	4105 South Street
City, State Zip	Lakewood, CA 90712
Phone No.	888-243-2493

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## **Introduction**

### **A. Preface**

National Polytechnic College (NPCollege) Emergency Plan Procedures have been written to provide a basic manual for college personnel to follow and to help in planning for emergencies occurring on campus. While it cannot provide a guide for every conceivable situation, it does provide guidelines that when followed will allow a crisis to be handled in an orderly fashion. All requests for procedural change will be submitted to NPCollege's administrative team for review. All changes recommended by the team will be made accessible to all college employees. The NPCollege's administrative team will conduct an annual review of the Crisis Management Plan and have updates completed by July 1 of each year.

### **B. Emergency Phone Numbers:**

#### **Fire, Medical, Police**

**911**

#### **Administrative Emergency Resource Team**

Campus Director (Emergency Director)

Ext. **102**

Operations & Compliance Director

Ext. **212**

Director of Education

Ext. **134**

Student Services

Ext. **206**

Human Resources / Fiscal

Ext. **403 & 210**

Financial Aid Officer

Ext. **128**

Registrar

Ext. **205**

Career Services Coordinator

Ext. **204 & 207**

Clinical Placement Coordinator

Ext. **201**

Admissions Representative

Ext. **105 & 114**

International Admissions Representative

Ext. **103**

### **C. Public Agency Numbers**

*These are non-emergency, general information numbers. For an actual emergency, it is recommended that you dial 911.*

Fire

562-867-2112 (Non-Emer. Dispatch)

Ambulance

562-867-4602

Police

562-623-3500

Los Angeles County Sheriff (East Los Angeles)

323-264-4151

Gas (Southern California Gas Company)

800-427-2200

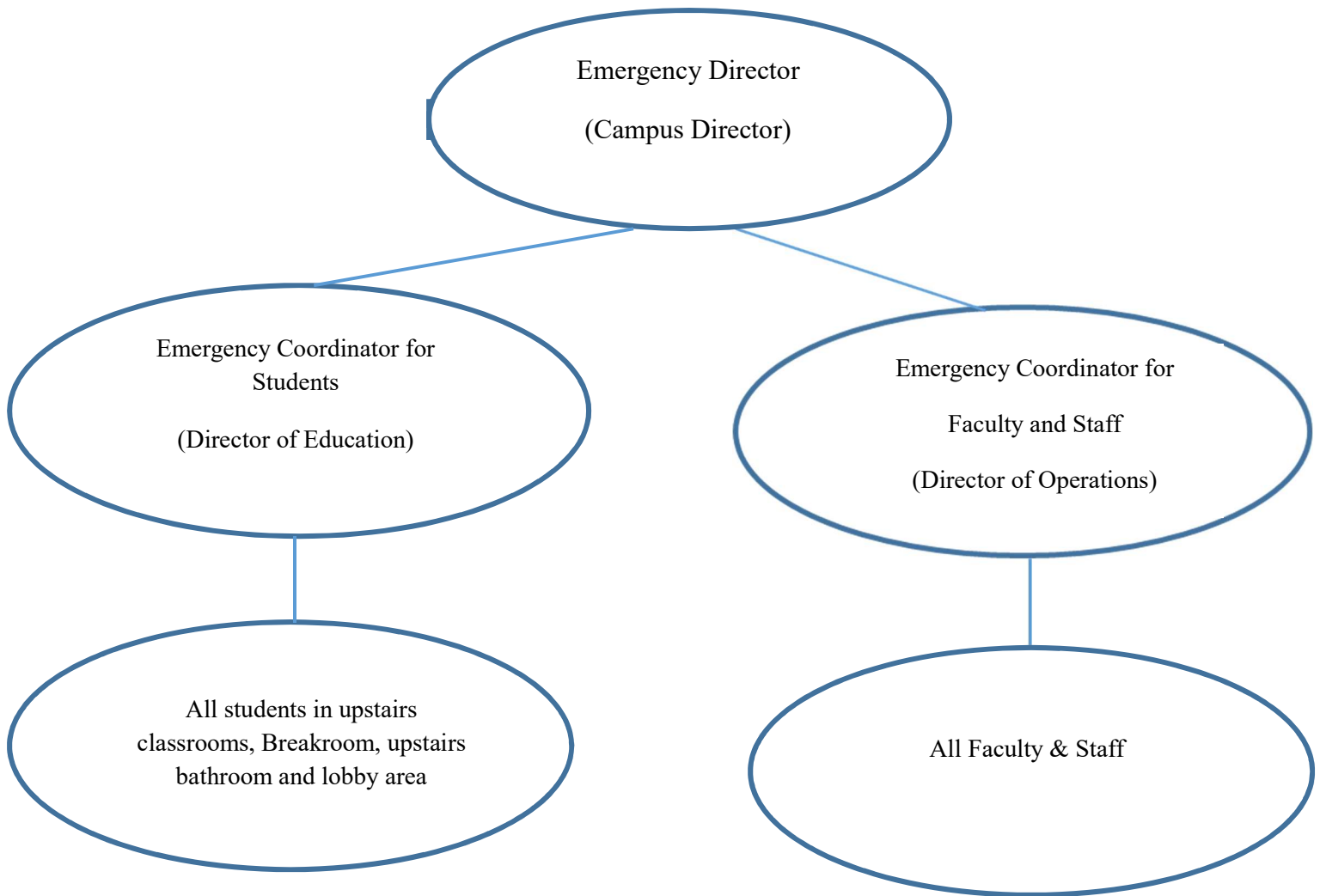
Electric (Southern California Edison)

800-990-7788

Water (Southern California Edison)

562-692-3756

**D. Emergency Resource Team Chart  
Order of Contact Information during a Crisis**





## Part One: Emergency Plan

### A. Major Emergency Guidelines:

1. The major emergency procedures outlined in this guide are designed to aid in the protection of lives and property through effective use of available college resources. Whenever an emergency affecting the College reaches proportions that cannot be handled by routine measures, the Campus Director or designee may declare a state of emergency and implement these guidelines.

2. The Campus Director or designee serves as overall emergency director during any major emergency disaster. The following definitions of an emergency are provided as guidelines to assist NPCollege employees in determining the appropriate response.

a. **Minor Emergency:** Any incident that will not seriously affect the overall functional capacity of the College. Report immediately to the Campus Director or his designee at extension 202. In the event that Campus Director is not on the premises, report immediately to the Operations & Compliance Director at extension 212 or the Director of Education at extension 102.

b. **Major Emergency:** Any incident that affects the entire building, which will disrupt the overall operation of the College. In this case outside emergency services will be required, as well as major resource efforts from the Emergency Resource Team. Call 911.

c. **Disaster:** Any event that seriously impairs or halts the operations of the College. In some cases mass personnel casualties and severe property damage may be sustained. A coordinated effort of all college-wide resources is required to control the situation. Outside emergency services will be essential. In all cases of disaster, an emergency control center will be activated by the Emergency Resource Team and the appropriate support and operational plans will be executed. Call 911.

3. The Campus Director or designee will make the determination if a state of emergency is to be declared and the type. During a college emergency, the Campus Director or designee will place into effect the necessary measures to secure the College personnel and property. Only authorized persons will be allowed on the college premises during the declared state of emergency. The Emergency Resource Team, and others designated by the Campus Director as essential will comprise authorized personnel.

### B. Reporting Emergencies:

1. For police, fire, or ambulance: **dial 911**
2. Immediately notify beginning with the top of the Emergency Resource Team.

### **Off-Campus Resources of Assistance:**

Fire	562-671-2112 (Non-Emer. Dispatch)
Ambulance	562-867-4602
Police	562-623-3500
Los Angeles County Sheriff (East Los Angeles)	323-264-4251
Gas (Southern California Gas Company)	800-427-2200
Electric (Southern California Edison)	800-990-7788
Water (Southern California Edison)	562-692-3756

### **C. Timely Warning Notice**

#### Timely Warning Standard

In the event a crime is reporting or a situation arises, within the NPCollege Clergy Geography (On Campus, Public Property, and Non-campus property), that in the judgment of the Director or, Safety and Security, and in consultation with responsible authorities when time permits, constitutes a serious or continuing threat, a campus wide timely warning notice will be issued. Timely Warning Notices are usually distributed for the following classifications: major incidents of arson, murder/non-negligent manslaughter, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the Director Safety and Security.

If an assault occurs between two students who have a disagreement, there may be no on-going threat to other NPCollege community members and a Crime Alert would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a timely warning notice to the community. Sex offences will be considered case by case basis depending on when and where the incident occurred, when it was reported, and the information known by the Director, Safety and Security. Cases involving property crimes will be assessed on a case by case basis and alerts will typically be sent if there is a discernible pattern of crime. The Director, Safety and Security of designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Crime Alert is warranted. Crime Alerts may also be posted for other crime classifications and locations as deemed necessary.

#### Distribution of Timely Warning

The telephone system is the primary means of emergency notification. The phone system will be used as a college wide paging system in the event of an emergency. During the emergency, the system should be limited to transmission of specific information regarding the emergency. Initial contact with the team members should be made through the telephone system. The message that comes over the telephone system will indicate which emergency is occurring, code followed by a color. If the phone system is not functioning, the Emergency Director will indicate by word-of-mouth, which code is occurring.

### Timely Warning Content

The Director will develop the content of the timely warning notices and is responsible for dissemination the information to the students and associates by sending the blast email.

When issuing the Timely Warning, the college withholds all personally identifying information about the victim including the names. Anyone with information warranting a timely warning should report the circumstances to a school Director by phone at (888) 243-2493 or in person at the front receptionist desk.

The institution is not required to issue a Timely Warning with respect to crimes reported to a pastoral or professional counselor as the college does not have any pastoral or professional counselors on campus.

## **D. Direction and Coordination:**

### **1. Definitions**

- a. **Emergency Director** - The Campus Director or designee shall direct all emergency operations. In the absence of the Campus Director, the Operations & Compliance Director or an assigned administrator shall assume operational control of the emergency.
- b. **Emergency Coordinator** - The Campus Director shall coordinate all operations of the administrative emergency resource team. The administrative emergency resource team shall consist of the Campus Director and his administrative staff.
- c. **Emergency Command Post** - The emergency command post is to be set up in the Campus Director's Office. If this sight in not useable, the Emergency Director will select an alternative location.

### **2. Responsibilities**

- a. **Emergency Director/ Campus Director**
  - 1. Provides overall direction of the College emergency response.
  - 2. Prepares the College's specific response.
  - 3. Declares and cancels the College's state of emergency
  - 4. Notifies ACCSC and other applicable agencies.
  - 5. Approves media communication.

**b. Administrative Team**

1. Oversees coordination of the College's emergency response.
2. Notifies other employees and other companies (not associated with NPCollege-if needed) in the building of the emergency.
3. Works with the Director of Education and the Operations & Compliance Director in establishing alternative classroom areas as required.
4. Implements plan for media coverage if applicable.
5. Maintains contact with the Campus Director for handling communications and public information.
6. Obtains the assistance of utility companies as required.
7. Surveys habitable space and relocates essential functions.
8. Aids in directing students to safe areas and assists with accountability of students.
9. Provides directional assistance where needed.
10. Coordinates counseling resources and services as needed.
11. Contacts appropriate personnel in the building to inform, update, and communicate status of emergency.
12. Administers evacuation plans for the building.

## **Part Two: Emergency Procedures**

This section contains the recommended procedures to be observed during specific types of emergencies. These procedures serve as a guide and should be used as such. No guide can cover every conceivable situation and common sense should always prevail.

### **A. Evacuation Procedures**

**1. Building Evacuation Procedures-** In the event of emergency, employees should use the following procedures to assure an organized evacuation of all students, faculty, staff and visitors in the building. Procedures should always be followed in sequence, unless in evacuation notification.

- a. All evacuations will occur either when an alarm sounds or when an evacuation notice from the phone occurs. Administration will assist in evacuation notification.
- b. Students, faculty, staff, and visitors should promptly proceed to the nearest exit or emergency route in an organized, timely manner.
- c. Faculty members who have students with disabilities in their classes shall designate specific student(s), as well as staff, to provide primary and backup assistance in the evacuation of the disabled person(s) during the emergency.

**Elevators should not be considered as an exit option.**

- d. Once outside, students, faculty, and staff should proceed to the designated assembly area or at least 200 feet from the building.
- e. **NO PERSONS** should return to the evacuated building until an official emergency personnel give the "all clear" signal.

**2. Evacuation Procedures**

- a. Evacuation of all or part of the building will be announced by an administrator.
- b. All students, faculty, staff, and visitors are to immediately evacuate the area in question.
- c. Faculty, staff or students in proximity to persons with disabilities should proceed to help those individuals to evacuate the area in question.

**B. Disasters and Emergencies**

**1. Earthquakes: Code PURPLE**

- a. Remain calm, and take cover in a doorway, under a desk or table.
- b. Faculty, staff or students in proximity to persons with disabilities should proceed to help those individuals to take cover in a doorway, under a desk or table.
- c. Stay away from glass window/shelves and heavy equipment.
- d. After the initial shock, call 911.
- e. If an emergency exists, activate the building alarm and evacuate the building.
- f. Do not return to an evacuated building until an administrator has given the "all clear" signal.

**2. Fire: Code RED**

- a. If a fire cannot be contained immediately, call 911 and sound the alarm to evacuate the building.
- b. Upon exiting the room, close all doors and windows to contain the fire.
- c. If a minor fire appears controllable, use a fire extinguisher to attempt to put out the fire.
- d. When exiting the building, stay low or crawl to stay below the smoke. Also, cover your nose and mouth to keep from inhaling the smoke.
- e. Faculty, staff or students in proximity to persons with disabilities should proceed to help those individuals stay low, crawl, or use other means of movement to stay below the smoke.
- f. Once outside, move to the designated assembly area.
- g. Do not return to the evacuated building until an administrator has given the "all clear" signal.

**3. Bomb Threats: Code YELLOW**

- a. If you observe a suspicious object or potential bomb, do not handle the object. Clear the area and call 911.
- b. Any person receiving a phone-call bomb threat should follow the bomb threat checklist (Appendix A). Familiarize yourself with the information on the checklist so you will be able to respond to the call and complete the report.
- c. Follow evacuation procedures, as directed.
- d. Faculty, staff or students in proximity to persons with disabilities should proceed to assist those individuals to follow evacuation procedures, as directed.

#### **4. Chemical, Biological, or Radiological Event: Code GREEN**

When evaluating and taking action against a possible chemical, biological, or radiological incident your personal safety is of primary concern. If a chemical, biological, or radiological event is suspected, clear the area that is suspect and call 911.

#### **5. Health or Mental Health Emergency: Code BLUE**

If a health or mental health emergency occurs, the following steps shall be taken:

- a. Call 911
- b. Contact the appropriate administrator, according to policy, where a report can be written. An initial report of an injury sustained during clinical, classroom, or laboratory must be reported within 24 hours of injury.

#### **6. Threats of Violence: Code ORANGE**

- a. Call 911
- b. Do not leave students unattended with someone who is threatening violence. If possible, send a student out of the classroom to contact an administrator immediately.
- c. If necessary and possible, have students evacuate the classroom into another location in the building. An employee who witnesses an incident of violence, threats of violence or suspicious behavior, must immediately report such conduct to local law enforcement and his/her appropriate college administrator.

#### **7. Immediate Danger: Code BLACK**

- a. Call 911
- b. Do not leave students unattended with someone who is an immediate danger. If possible, send a student out of the classroom to contact an administrator immediately.
- c. If possible, have students evacuate the classroom into another location in the building.
- d. Employees and students who cannot evacuate the building immediately, should seek shelter under a desk or table and crawl on the ground.

#### **C. Training**

1. All administrators will review the Crisis Management Plan annually and will also be responsible for:
  - a. Providing and facilitating training for all staff and faculty, including new hires to assure employees are familiar with the Crisis Management Plan.
  - b. Assuring that all employees are knowledgeable regarding specific emergency situations.
2. Students will be notified of evacuation procedures by the following:
  - a. Students can refer to instructions in the event of an emergency posted in throughout the building.
  - b. Instructors will explain that students should follow outlined instructions throughout the building in the event of an emergency.

#### **D. Practice Drills**

The administrators shall conduct drills yearly to educate all employees and students about emergency procedures.

*Appendix A-Crisis Management Plan*

## Bomb Threat Checklist

### DO NOT INTERRUPT THE CALLER EXCEPT TO ASK:

1. When will it go off? Certain hour \_\_\_\_\_ Time remaining \_\_\_\_\_
2. Where is it placed? Building/Department \_\_\_\_\_ Area \_\_\_\_\_
3. What does it look like? \_\_\_\_\_

### INDICATE YOUR IMPRESSION OF THE ORIGIN OF THE CALL:

Local \_\_\_\_\_ Long Distance \_\_\_\_\_ Phone Booth \_\_\_\_\_ Internal \_\_\_\_\_

### CHECK THE ITEMS THAT BEST DESCRIBE THE CALLER AND THE CALL:

1. Familiar with the building: Yes \_\_\_\_\_ No \_\_\_\_\_ Not Sure \_\_\_\_\_
2. Sex: Male \_\_\_\_\_ Female \_\_\_\_\_ Not Sure \_\_\_\_\_
3. Approximate age: Under 20 \_\_\_\_\_ 21-40 \_\_\_\_\_ Not Sure \_\_\_\_\_
4. Voice characteristics: Loud \_\_\_\_\_ High Pitch \_\_\_\_\_ Raspy \_\_\_\_\_ Intoxicated \_\_\_\_\_  
Soft \_\_\_\_\_ Deep \_\_\_\_\_ Pleasant \_\_\_\_\_ Other \_\_\_\_\_
5. Accent: New England \_\_\_\_\_ Southern \_\_\_\_\_ Mid-Western \_\_\_\_\_ Western \_\_\_\_\_  
Racial or Ethnic \_\_\_\_\_ Other \_\_\_\_\_
6. Language: Excellent \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_ Foul \_\_\_\_\_  
Other \_\_\_\_\_
7. Speech: Fast \_\_\_\_\_ Distinct \_\_\_\_\_ Stutter \_\_\_\_\_ Slurred \_\_\_\_\_ Slow \_\_\_\_\_  
Distorted \_\_\_\_\_ Nasal \_\_\_\_\_ Other \_\_\_\_\_
8. Manner: Calm \_\_\_\_\_ Rational \_\_\_\_\_ Coherent \_\_\_\_\_ Deliberate \_\_\_\_\_  
Righteous \_\_\_\_\_ Angry \_\_\_\_\_ Irrational \_\_\_\_\_ Emotional \_\_\_\_\_  
Laughing \_\_\_\_\_ Giggling \_\_\_\_\_ Nervous \_\_\_\_\_ Other \_\_\_\_\_
9. Background noises: Office machines \_\_\_\_\_ Factory machines \_\_\_\_\_ Street traffic \_\_\_\_\_  
Airplanes \_\_\_\_\_ Trains \_\_\_\_\_ Animals \_\_\_\_\_ Music \_\_\_\_\_ Party \_\_\_\_\_  
Quiet \_\_\_\_\_ Voices \_\_\_\_\_ Other \_\_\_\_\_
10. Use of certain words/phrases: \_\_\_\_\_

### TAKE THE FOLLOWING STEPS IMMEDIATELY FOLLOWING THE CALL:

1. Notify an administrator
2. Call 911. Identify your location.

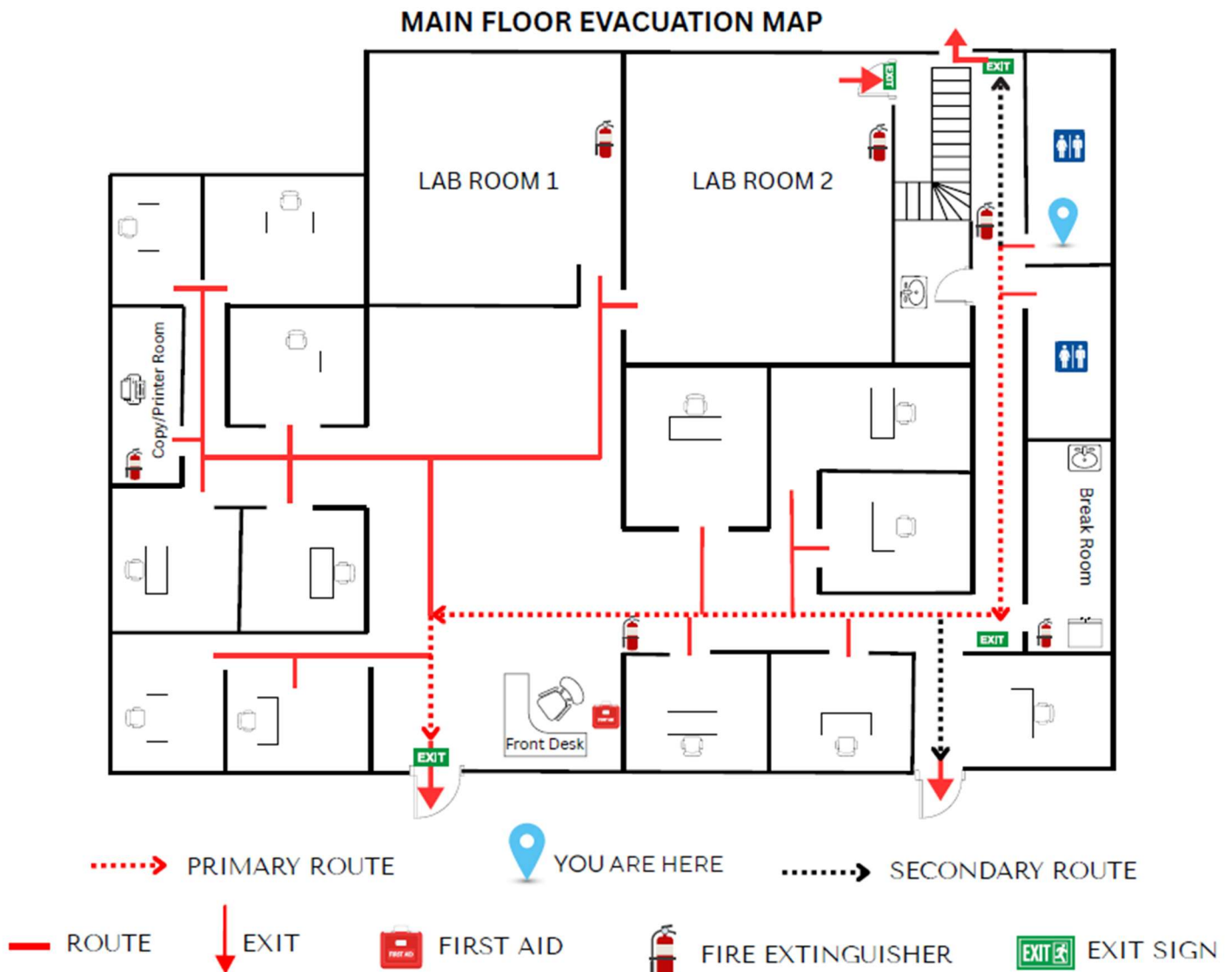
Printed name of person taking call \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_



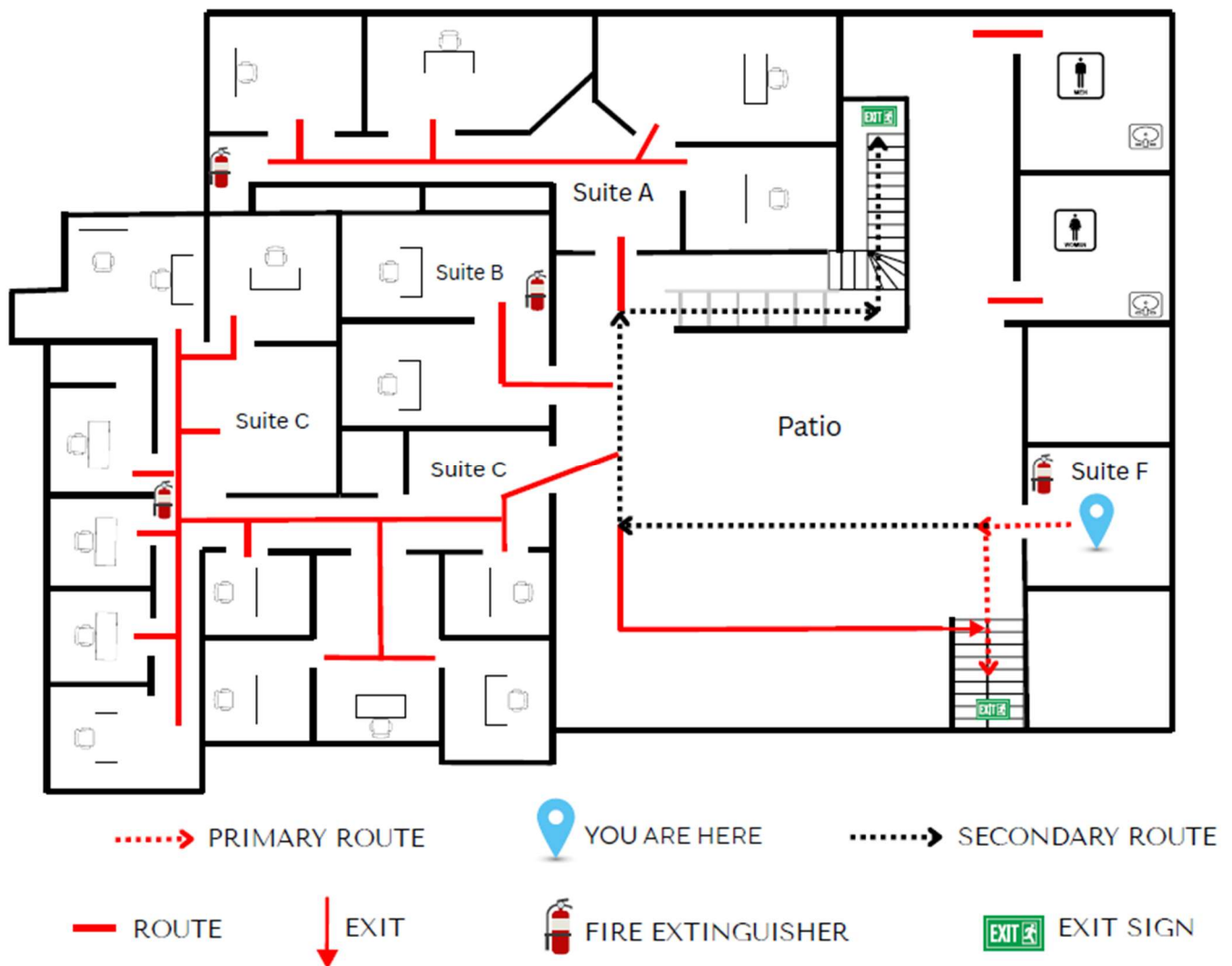
## Evacuation Map Main Floor





## Evacuation Map Second Floor

**SECOND FLOOR EVACUATION MAP**



## **Violence Against Women Reauthorization Act of 2013 (VAWA)**

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4) which, among other provisions, amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). VAWA amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports (ASRs).

NPCollege adheres to the VAWA of 2013 and includes annual security reports online to students, employees, prospective students, and the general public.

The Higher Education Act defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

Domestic violence means a felony or misdemeanor crime of violence committed by: (1) a current or former spouse or intimate partner of the victim, (2) a person with whom the victim shares a child in common, (3) a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, (4) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or (5) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. Dating violence means violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) where the existence of such a relationship shall be determined based on a consideration of the following factors: (a) the length of the relationship, (b) the type of relationship, and (c) the frequency of interaction between the persons involved in the relationship. Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress.

Helpful Links Available for Students and Employees Regarding Sexual Assault

What to Do if You Have Been Sexually Assaulted

Frequently Asked Questions Regarding Sexual Assault and/or Harassment

## **The Jeanne Clery Act**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution's participation in federal student financial aid programs and it applies to most institutions of higher education both public and private. The Act is enforced by the United States Department of Education.

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery. Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response. The 2008 amendments also added a provision to protect crime victims, "whistleblowers", and others from retaliation.

The Clery Act requires Colleges and Universities:

Publish an Annual Security Report (ASR) by October 1, documenting three calendar years of select campus crime statistics including security policies and procedures and information on the basic rights guaranteed victims of sexual assault. The law requires schools make the report available to all current students and employees, and prospective students and employees must be notified of its existence and given a copy upon request. Schools may comply with this requirement via the internet if required recipients are notified and provided exact information regarding the on-line location of the report. Paper copies of the ASR should be available upon request. All crime statistics must be provided to the U.S. Department of Education.

To have a public crime log. Institutions with a police or security department are required to maintain a public crime log documenting the "nature, date, time, and general location of each crime" and its disposition, if known. Incidents must be entered into the log within two business days. The log should be accessible to the public during normal business hours; remain open for 60 days and, subsequently, made available within two business days upon request. NPCollege does not have a campus police or security department.

Disclose crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus and at certain non-campus facilities including Greek housing and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement and other school officials who have "significant responsibility for student and campus activities." The Clery Act requires reporting of crimes in seven major categories, some with significant sub-categories and conditions:

- Criminal Homicide
- Murder & Non-negligent manslaughter
- Negligent manslaughter
- Sex Offenses
- Forcible
- Non-Forcible

- Robbery
- Aggravated Assault
- There is evidence of unlawful entry (trespass), which may be either forcible or not involve force.
- Unlawful entry must be of a structure - having four walls, a roof, and a door.
- There is evidence that the entry was made in order to commit a felony or theft.
- Burglary, where:
- Motor Vehicle Theft
- Arson

Schools are also required to report statistics for the following categories of arrests or referrals for campus disciplinary action (if an arrest was not made):

- Liquor Law Violations
- Drug Law Violations
- Illegal Weapons Possession

Hate crimes must be reported by category of prejudice, including race, gender, religion, sexual orientation, ethnicity, and disability. Statistics are also required for four additional crime categories if the crime committed is classified as a hate crime:

- Larceny/Theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property

Issue timely warnings about Clery Act crimes which pose a serious or ongoing threat to students and employees. Institutions must provide timely warnings in a manner likely to reach all members of the campus community. This mandate has been part of the Clery Act since its inception in 1990. Timely warnings are limited to those crimes an institution is required to report and include in its ASR. There are differences between what constitutes a timely warning and an emergency notification; however, both systems are in place to safeguard students and campus employees.

Devise an emergency response, notification and testing policy. Institutions are required to inform the campus community about a "significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus." An emergency response expands the definition of timely warning as it includes both Clery Act crimes and other types of emergencies (i.e., a fire or infectious disease outbreak). Colleges and universities with and without on-campus residential facilities must have emergency response and evacuation procedures in place. Institutions are mandated to disclose a summary of these procedures in their ASR. Additionally, compliance requires one test of the emergency response procedures annually and policies for publicizing those procedures in conjunction with the annual test. NPCollege has a Crisis Management Plan that is updated annually in July.

Compile and report fire data to the federal government and publish an annual fire safety report. Similar to the ASR and the current crime log, institutions with on-campus housing must report fires that occur in on-campus housing, generate both an annual fire report and maintain a fire log that is accessible to the public. NPCollege does not have on-campus housing.

Enact policies and procedures to handle reports of missing students. This requirement is intended to minimize delays and confusion during the initial stages of a missing student investigation. Institutions must designate one or more positions or organizations to which reports of a student living in on-campus housing can be filed if it's believed that student has been missing for 24 hours. NPCollege does not have on-campus housing.

### The Federal Campus Sexual Assault Victims' Bill of Rights

- Survivors shall be notified of their options to notify law enforcement.
- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

The Campus Sexual Assault Victims' Bill of Rights was signed into law by President George Bush in July of 1992. This law requires that all colleges and universities (both public and private) participating in federal student aid programs afford sexual assault victims certain basic rights. Schools found to have violated this law can be fined up to \$35,000 or lose their eligibility to participate in federal student aid programs. Complaints about schools that have failed to comply with this law should be made to the U.S. Department of Education.

The "Campus Sexual Assault Victims' Bill of Rights" exists as a part of the campus security reporting requirements, commonly known as the Jeanne Clery Act.

### The Campus Sexual Violence Elimination (SaVE) Act: <https://www.clerycenter.org/the-clery-act>

The Campus SaVE Act seeks to address the violence women face on campus: the highest rates of stalking, the highest risk of nonfatal intimate partner violence, and 20-25% of female students experiencing rape or attempted rape. This legislation will update the Jeanne Clery Act to create

Transparency SaVE requires that incidents of domestic violence, dating violence, sexual assault, and stalking be disclosed in annual campus crime statistic reports. Additionally, students or employees reporting victimization will be provided with their written rights to:

- Be assisted by campus authorities if reporting a crime to law enforcement
- Change academic, living, transportation, or working situations to avoid a hostile environment
- Obtain or enforce a no contact directive or restraining order
- Have a clear description of their institution's disciplinary process and know the range of possible sanctions
- Receive contact information about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available both on-campus and in the community

### Accountability

SaVE clarifies minimum standards for institutional disciplinary procedures covering domestic violence, dating violence, sexual assault, and stalking to ensure that:

- Proceedings shall provide a prompt, fair, and impartial investigation and resolution and are conducted by officials receiving annual training on domestic violence, sexual assault, and stalking
- Both parties may have others present during an institutional disciplinary proceeding and any related meeting, including an advisor of their choice
- Both parties will receive written outcomes of all disciplinary proceedings at the same time

### Education

SaVE instructs colleges and universities to provide programming for students and employees addressing the issues of domestic violence, dating violence, sexual assault and stalking. Education programs shall include:

- Primary prevention and awareness programs for all incoming students and new employees
- Safe and positive options for bystander intervention
- Information on risk reduction to recognize warning signs of abusive behavior
- Ongoing prevention and awareness programs for students and faculty

### **Collaboration**

SaVE establishes collaboration between the U.S. Departments of Justice, Education, and Health and Human Services to collect and disseminate best practices for preventing and responding to domestic violence, dating violence, sexual assault, and stalking

## **Disciplinary Process**

NPCollege disciplinary process is a prompt, fair, and impartial from the initial investigation to the final result. In all instances, the process will be conducted in a manner that is consistent with the institution's policy and that is transparent to the complainant and the respondent. Usually, the resolution of domestic violence, dating violence, sexual assault, and stalking complaints are completed within 60 days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the complainant and the respondent of the delay and the reason for the delay. College officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault, and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the complainant and promotes accountability. Furthermore, each policy provides that:

1. The complainant and the respondent will have timely notice for meetings at which the complainant or respondent, may be present;
2. The complainant, the respondent, and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary investigations;
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the complainant or the respondent;
4. The complainant and the respondent will have the same opportunities to have others present during any institutional investigation. The complainant and the respondent each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The College will not limit the choice of advisor or presence for either the complainant or the respondent in any meeting or institutional disciplinary investigation. However, the role of the advisor is limited to consulting and advising his or her advisee, but not speak for the advisee at any meeting or hearing.
5. The Complainant and the Respondent would be given the same opportunity to review the evidence gathered to-date and provide additional information before the decision is made on the outcome of the investigation.
6. The complainant and the respondent will be notified simultaneously, in writing, of the initial, interim, and final decision of any disciplinary proceeding; and
7. Where an appeal is permitted under the applicable policy, the complainant and the respondent will be notified simultaneously in writing, of the procedures for the respondent and the complainant to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the complainant and the respondent will be notified simultaneously in writing of any change to the result before the time that it becomes final as well as of the final result once the appeal is resolved.

Whether or not criminal charges are filed, the College or a person may file a complaint under the following policies, depending upon the status of the respondent (student or associate).

If NPCollege knows or reasonably should know of sexual harassment, to include sexual violence, NPCollege has to investigate. Consequently, whether a victim chooses to cooperate or not should not be the deciding factor for whether or not disciplinary charges are brought against a responding party. If an investigation determines that it is more likely than not that the institution's sexual misconduct policy was violated, then NPCollege may assume the role of the complainant.

## **Frequently Asked Questions Regarding Sexual Assault and/or Harassment**

**Q:** Which College policy prohibits sexual assault?

**A:** Sexual and Racial Harassment policy explains the procedure relative to the orderly resolution of complaints of sexual or racial harassment at NPCollege. Fair and prompt consideration shall be given to all complaints of harassment in accordance with the procedures set forth below. These procedures may be utilized by any employee, applicant for employment or student who believes he or she has been subjected to sexual or racial harassment

Q: What is sexual violence?

A: Sexual violence includes sexual assault, sexual battery and sexual coercion. All such acts are forms of sexual harassment and covered under Title IX.

Q: How do I know if I've been sexually assaulted?

A: Generally, sexual assault is any unwanted, non-consensual sexual contact against any individual by another. Sexual assault can occur either forcibly (against a person's will) or when a person cannot give consent (under the age of consent, intoxicated, developmentally disabled, mentally/physically unable to consent, etc.). Sexual assault is a general term which covers a range of crimes, including rape. Sexual assault is defined by the State of California.

Q: How do I know if I've been sexually harassed?

A: NPCollege defines Sexual Harassment as a form of sex discrimination according to Sexual and Racial Harassment policy. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct is so frequent or severe that it explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work or educational performance, or creates an intimidating, hostile or offensive work environment.

Q: What is a sexually hostile and intimidating work environment?

A: Behaviors that may contribute to a hostile environment include, but are not limited to:

- verbal, non-verbal, and physical sexual behaviors
- coerced sex
- sexual jokes and innuendoes remarks about a person's body
- turning discussions inappropriately to sexual topics
- whistling or cat calls
- looking a person up and down or staring in a sexually suggestive manner
- invading someone's personal space or blocking her/his path
- sexually explicit visuals such as pin-ups
- suggestions of sexual intimacy
- repeated requests for dates unwanted letters, electronic mail or other computer communications unwanted gifts
- touching, hugging, massaging, and other gestures or sounds that a reasonable person of the same sex as the recipient would find offensive

It is important to be aware that in many instances, the intentions of the accused may be regarded as irrelevant in determining whether her/his behaviors constitute sexual harassment; it is the effect of the behavior on the recipient that may define a hostile environment.

Q: What should I do if I think I've been sexually harassed or victimized?

A: Any current student, applicant for employment or current employee who believes he or she has been subjected to harassment at NPCollege or who believes that he/she has observed harassment taking place shall present the complaint to the Operations & Compliance Director responsible for compliance with Title VII of the Civil Rights Act of 1964, Title VI, or Title IX of the Education Amendments of 1972. The Operations & Compliance Director will notify the Campus Director.

Q: Can I be sexually assaulted by my boyfriend, girlfriend, friend or acquaintance?

A: Yes. The definition is the same regardless of who the perpetrator is – if there was no consent, there is sexual assault.

Q: Are women the only victims of sexual harassment or sexual violence?

A: No, both females and males can be victims of sexual harassment and/or sexual violence.



Q: Is it possible to be sexually harassed/assaulted by someone of the same gender?

A: Yes. If you have been subjected to unwanted sexual contact or sexual harassment, your gender and the gender of the alleged perpetrator are irrelevant.

Q: If I think I've been victimized and I don't feel safe, what can I do?

A: Find a safe place away from the assailant and call 911.

Q: What is the best way to prevent sexual harassment?

A: Know your rights. Members of our College community have the right to work and learn in an environment that is free from verbal or physical sexual conduct which might either interfere with an individual's performance, or create a work or educational climate that is hostile, intimidating, or offensive, whether that conduct originates with an instructor, a supervisor, or a peer.

Q: How can violence that happens during my relationship be sexual assault or sexual harassment?

A: Relationship violence may be sexual assault or sexual harassment under College policy when harm or abuse, or threats of harm or abuse, arising within or from the personal, intimate relationship (or previous relationship) meets the definition of sexual harassment: the conduct is unwelcome, sexual in nature, and so severe, persistent, or pervasive that a reasonable person would find that it altered their educational or work experience.

Q: When does sexual assault violate the Sexual Harassment Policy?

A: Sexual assault is a form of sexual harassment. Sexual harassment, according to policy may be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one of the following criteria is met:

submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or of the individual's status in a program, course or activity; submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic or other decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creating an intimidating, hostile or offensive work or educational environment. Sexual harassment can take many forms, but most sexual harassment falls into three categories: verbal, visual, and physical.

Q: Is my report or complaint confidential?

A: A complainant may make a request for confidentiality/privacy at any point. This type of request means that the complainant does not want their identity known to the respondent and witnesses, or that the complainant wishes to withdraw a report. If at any point the complainant requests privacy, the College will make all reasonable attempts to comply with this request. In situations where a complainant requests privacy, the College's ability to investigate and respond to the allegations may be limited. The College is required by Title IX to weigh the complainant's request for confidentiality with the College's commitment to provide a reasonably safe and non-discriminatory environment.

Q: What if I don't want an investigation or disciplinary process to take place? Do I have a say as to whether the processes happen?

A: It is the obligation of the Title IX Coordinator to ensure that all reports of gender-based misconduct are investigated as required by Title IX. Therefore, the Coordinator will ask that an investigation occur to the extent of the information available.

Q: Can I just talk with someone about the policy and procedures without making a report?

A: Yes. Students may speak with administrators in hypotheticals so that they can learn about their options without explicitly making a complaint. Additionally, a student may contact the Student Services and Career Services Coordinator to learn about available professional help (i.e., counselors, clergy, medical-care providers, and rape-crisis counselors) to learn more about the policy and procedures before making a formal report. However, as a general matter, any College employee informed of an allegation of gender-based misconduct against a student is expected to file a report with the Title IX Coordinator.

Q: Who can I talk to about this process while it is taking place?

A: Students are encouraged to seek appropriate support off-campus. Confidential on-campus referrals include counseling services, medical care providers, the Rape Crisis Support Center, and clergy members.

Q: What is a Title IX Coordinator?

A: The Federal Regulations accompanying Title IX state: Each recipient of federal funds shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to such recipient alleging its noncompliance. At NPCollege, Charles Mugardechian, Operations & Compliance Director serves as the Title IX Coordinator.

323-728-9636 ext. 103

The Campus Director, Dariush Maddahi, serves as the Deputy Title IX Coordinator.

323-728-9636

Please Note: Title IX Coordinators and Deputy Coordinators are not a confidential source of support. While they will address your complaint with sensitivity and will keep your information as private as possible, confidentiality cannot be guaranteed.

Q: How are NPCollege students and employees notified of Title IX?

Students and employees are notified annually via email on August 1 or the next business day thereafter. Additionally, information regarding Title IX is public on the College's website.

## **Student Right to Know**

The Student Right to Know and Campus Security Act requires colleges and universities that administer federal Title IV produce statistics and/or information on the following subjects: (1) retention and graduation rates; (2) financial assistance available to students and requirements restrictions imposed on Title IV aid; (3) crime statistics on campus; (4) athletic program participation rates and financial support (not applicable at NPCollege); and (5) other institutional information including: the cost of attendance, accreditation and academic program data, facilities and services available to disabled students, and withdrawal and refund policies.

Consumer information may be found in the College Catalog and through direct distribution to each individual. You have the right to receive this information in paper copy. Contact the office of the Vice President of Academic Affairs to receive paper copies of any of the information listed below.

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NPCollege adheres to the VAWA of 2013 and includes annual security reports online to students, employees, prospective students, and the general public.

Violence Against Women Reauthorization Act of 2013 (VAWA)

NPCollege Annual Security Reports

The Jeanne Clery Act

Information on the Basic Rights Guaranteed Victims of Sexual Assault including Frequently Asked Questions Regarding Sexual Assault, Sexual Respect at NPCollege, and What to Do if You or Someone You Know Has Been Sexually Assaulted.

## **Title IX Sexual Assault Resources**

What is Title IX of the Education Amendments?

The federal law prohibiting sex discrimination in educational institutions is Title IX of the Educational Amendments Act of 1972 (amending the Higher Education Act of 1965). This act is codified as Title 20, United States Code, Chapter 38, Sections 1681-1686. The act was also amended by the Civil Rights Restoration Act of 1987 ("Title IX"). Sexual violence is viewed under the law as an extreme form of hostile environment/sexual harassment and must be addressed.

The law states that "no person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. The amendment in 1987 expanded the definition of program or activity to include all the operations of an educational institution, governmental entity or private employer that receives federal funds.

Title IX forbids sex discrimination in all college student services and academic programs including, but not limited to, admissions, financial aid, academic advising, recreational services, Registrar's office, classroom assignments, grading and discipline. Title IX also forbids discrimination because of sex in employment and recruitment consideration or selection, whether full time or part time, under any education program or activity operated by an institution receiving or benefiting from federal financial assistance.

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NPCollege adheres to the VAWA of 2013 and includes annual security reports online to students, employees, prospective students, and the general public.

NPCollege and Title IX-Specifically Sexual Assault

NPCollege prohibits sexual harassment and misconduct according to Policy 05:16:00 Sexual and Racial Harassment. Sexual harassment is a term with a specific legal connotation. It encompasses a broad range of behavior that includes all forms of sexual misconduct and sexual violence. Sexual Violence refers to sexual acts committed against a person's will, or where the person is incapable of giving consent because of incapacitation, unconsciousness, or any circumstance rendering one unaware that sexual activity is occurring. Sexual harassment includes but is not limited to sexual assault, sexual exploitation, stalking, cyber-stalking, bullying and cyber-bullying, aiding or

facilitating the commission of a violation, and retaliation.

Consistent with the values of an educational and employment environment free from harassment based on sex, the College also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

#### Helpful Links Available for Students and Employees Regarding Title IX

What to Do if You Have Been Sexually Assaulted

Frequently Asked Questions Regarding Sexual Assault and/or Harassment

Violence Against Women Reauthorization Act of 2013 (VAMA)

## **What to Do if You Have Been Sexually Assaulted**

1. Get to a safe place. It may be helpful to contact a trusted friend to stay with you for support.
2. Seek medical attention at the closest medical emergency department or call law enforcement.
3. Preserve any evidence.

Place your clothing and other items (sheets, blankets) in a brown paper (not plastic) bag. Avoid drinking, bathing, showering, douching, brushing your teeth, using mouthwash, combing your hair or changing your clothes. Physical evidence will be collected if you choose to visit an Emergency Room. Write down, or have a friend write down, everything you can remember about the incident. You should attempt to do this even if you are unsure at the moment if you are planning on reporting the incident in the future.

4. Report the incident by calling law enforcement.

Emergency Assistance	911
Los Angeles Police Department	213-972-7828

5. Talk about the incident

Remember that being a victim of sexual assault is not your fault. You are not responsible for the actions of others and it is not your fault that someone decided to hurt you. Talking with supportive people may help you regain a feeling of control and help you feel less alone (regardless of whether you are ready to report the incident to law enforcement.)



## **Drug and Alcohol Abuse Prevention Program 34 CFR 86.100**

### **Drug and Alcohol Abuse Prevention**

Drug abuse affects all aspects of American life. It threatens the workplace, our homes, our schools and our community. The U.S. Department of Education requires institutions of higher education to implement a drug prevention and awareness program for their students and employees through the Safe and Drug Free Schools and Communities Act. As required by CFR 86.100 National Polytechnic College (NPCollege) publishes and distributes annually to all current students and employees a copy of the Drug and Alcohol Abuse Prevention Program. All students are expected to conduct themselves as mature adults and as members of an academic community. The consumption of alcohol or drugs while attending class is prohibited and may be subject to disciplinary action.

### **Standards of Conduct**

NPCollege is committed to maintain a safe and healthy environment for its campus. All students, faculty members, staff members and administrators are subject to local, state, and federal laws regarding the unlawful possession, distribution or use of alcohol or illegal drugs. At the discretion of the School Director, students or employees may be dismissed from school for a serious incidence of an intoxicated or drugged state of behavior and possession of drugs or alcohol upon school premises. The college strictly enforces a zero tolerance drug and alcohol policy on campus.

### **Health Risks Associated with the use of Illicit Drugs and the Abuse of Alcohol**

Moderate to high doses of alcohol cause marked impairments in higher mental functions and the loss of memory. High doses of alcohol can cause respiratory depression and death. Long-term consumption, particularly when combined with poor nutrition, can also lead to dependence and permanent damage to vital organs such as the brain and the liver. Physical effects of drugs include increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite. The use of drugs may impair or reduce short-term memory and comprehension, alter sense of time, and reduce the ability to perform tasks requiring concentration and coordination. Motivation and cognition may also be altered making the acquisition of new information difficult. As you can see from the above there are major health risks associated with the use of illicit drugs and the abuse of alcohol.

### **Federal Financial Aid Penalties for Drug Violations**

According to federal regulations, students convicted for a drug offense that occurred during a period of enrollment while they were receiving Title IV Federal Financial Aid, may lose eligibility for Federal Aid. If a student is convicted of a drug offense after receiving Federal aid money, he or she must notify the **Financial Aid department immediately** and that student will become ineligible for further aid and also be required to pay back any and all aid received after the conviction.

Federal Aid includes:

- Federal Pell and SEOG Grants
- Federal Work Study
- Federal Perkins Loan
- Federal Stafford Loan
- Federal Plus Loan
- Graduate Plus Loan

If a student answers 'Yes' to question 31 on the FAFSA, they will be sent a worksheet by the federal processing center in order to determine if the conviction affects eligibility for aid. Should the financial aid office be notified that a student has been convicted of sale or possession of illegal drugs, the financial assistance will be suspended immediately.

If a conviction was reversed, set aside, or removed from the student's record it does not count. Convictions occurring during periods of non-enrollment do not count. In addition, any conviction received as a juvenile does not count, unless they were tried as an adult.

The period of ineligibility is dependent upon the type of conviction (sale or possession) and if there were previous offenses. The chart below demonstrates the periods of ineligibility:

	Possession of Illegal Drugs	Sale of Illegal Drugs
<b>1st offense</b>	1 year from date of conviction	2 years from date of conviction
<b>2nd offense</b>	2 years from date of conviction	Indefinite period
<b>3+ offenses</b>	Indefinite period	

If the student was convicted of both selling and possessing illegal drugs, they will be ineligible for the longer period.

### **Campus and State Sanctions for Alcohol and Drug Violations**

Any member of the campus community found consuming or selling drugs on campus property shall be subject to discipline on a case-by-case basis. Campus and state sanctions are as follows:

1. Discipline will be based on the seriousness of the situation.
2. A case may result in dismissal from the college.
3. In all cases, the college will abide by local, state and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol. Information on state and local drug related sanctions may be obtained at:  
**California:** <https://www.findlaw.com/state/california-law/california-drug-possession-laws.html>
4. Additional state penalties and sanctions may also apply.
5. The college has adopted a zero-tolerance policy regarding underage drinking.

### **Drug and Alcohol Counseling and Treatment (Nationwide)**

In compliance with the Drug Free Workplace Act of 1990, NPCCollege has attached a list of drug and alcohol counseling information for students and employees. NPCCollege does not endorse or recommend any of these organizations, they are provided as a service to ensure that the college maintains a drug free environment. Below are nationwide hotlines students and employees can call





- The Center for Substance Abuse Treatment and Referral Hotline 1-800-622-HELP
- The Drug Free Workplace Helpline 1-800-967-5752
- The National Clearinghouse for Alcohol and Drug Information 1-301-468-2600

### **Distribution Plan**

Annually all employees and active students will receive the Drug and Alcohol Abuse Prevention Program handout. Each new employee will receive the handout upon orientation. Each new student will receive the handout upon enrollment.

### **Biennial Review**

A biennial review of this program will be conducted to determine its effectiveness and to implement changes to the program if they are needed.