



**PREMIERE CAREER COLLEGE**  
**TITLE IX POLICIES AND PROCEDURES**

**2023 - 2024**

# TABLE OF CONTENTS

<b>I. INTRODUCTION .....</b>	<b>3</b>
<b>II. SCOPE OF THE TITLE IX POLICY.....</b>	<b>4</b>
<b>III. NOTICE OF NONDISCRIMINATION AND POLICY STATEMENT ON SEXUAL MISCONDUCT .....</b>	<b>8</b>
<b>IV. RESOLUTION.....</b>	<b>16</b>
<b>V. SOURCES OF COUNSELING, ADVOCACY AND SUPPORT.....</b>	<b>21</b>
<b>VI. SOURCES* .....</b>	<b>25</b>

## **I. INTRODUCTION**

The US Department of Education mandates that Colleges and Universities comply with requirement under a variety of regulatory and lawful guidance; more specifically the Title VI of the Civil Rights Act of 1964 (Title VI), the U.S. Department of Education Title IV (Title IV), and Educational Amendments Act of 1972 (Title IX).

### **U.S. Department of Education Title IV (Title IV)**

Title IV regulation (Code of Federal Regulations at 34 CFR 100) as enforced by the Department's OCR, enforces several federal civil rights laws that prohibit discrimination in programs or activities that receive federal funds from the Department of Education. (US Department of Education (ED), n.d.) \*

### **Title VI of the Civil Rights Act of 1964 (Title VI)**

Title VI of the Civil Rights Act of 1964 is a federal law that prohibits discrimination based on race, color, or national origin in programs or activities receiving federal financial assistance. All federal agencies that provide grants of assistance are required to enforce Title VI. The U.S. Department of Education gives grants of financial assistance to schools and colleges and to certain other entities, including vocational rehabilitation programs. The Title VI regulation prohibits retaliation for filing an OCR complaint or for advocacy for a right protected by Title VI. (US Department of Education (ED), 2021, January 29) \*

### **Educational Amendments Act of 1972 (Title IX)**

Title IX is a federal civil rights law that states that no person in the United States shall, based on sex, including sexual orientation and gender identity, 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. (US Department of Education (ED), 2021, August 20) \*

### **U.S. Department of Education's Office for Civil Rights**

The US Department of Education's Office for Civil Rights enforces several Federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education. Discrimination on the basis of race, color, and national origin is prohibited by Title VI of the Civil Rights Act of 1964; sex discrimination is prohibited by Title IX of the Education Amendments of 1972; discrimination on the basis of disability is prohibited by Section 504 of the Rehabilitation Act of 1973; and age discrimination is prohibited by the Age Discrimination Act of 1975. These civil rights laws enforced by OCR extend to all state education agencies, elementary and secondary school systems, colleges and universities, vocational schools, proprietary schools, state vocational rehabilitation agencies, libraries, and museums that receive U.S. Department of Education funds. Areas covered may include, but are not limited to admissions, recruitment, financial aid, academic programs, student treatment and services, counseling and guidance, discipline, classroom assignment, grading, vocational education, recreation, physical education, athletics, housing, and employment. (U.S. Department of Education (ED), 2020, January 10) \*

## **II. SCOPE OF THE TITLE IX POLICY**

Premiere Career College is committed to maintaining a safe and healthy educational and work environment which no member of the community is subject to any discrimination. Premiere Career College provides educational services in a nondiscriminatory manner in an environment free from any acts of unfairness and harassment. In turn, no community member is discriminated against on the basis of race, color, nationality, ethnic origin, age, gender, religion, sexual orientation, gender identity, marital status, physical, and/or mental disability. In addition, any member of the community that is denied the benefits of, or subject to limitations regarding educational opportunities available at the Premiere Career College. Holistically, the institution is sincerely committed to a safe environment for its students, faculty, staff, and other members of the Premiere Career College community.

The Premiere Career College Title IX Policy applies to all complaints of discrimination and harassment on the basis of sex, including sexual orientation and gender identity, education, programs and activities of the College and extends to recruitment, admissions, financial assistance, sex-based harassment, treatment of pregnant students and employment as required by Title IX. The prohibition of discrimination, harassment, and sexual misconduct extends to all third parties, including but not limited to, visitors, guests, and contractors. This policy does not apply to sex discrimination that occurs outside of the United States. However, an incident may still require an investigation under the Student Grievance Procedure stated in both the Premiere Career College Catalog and Student Handbook.

Unfortunately, no educational institution can be a guarantor that no crime will occur. Therefore, in accordance with Title IX, 34 CFR Part 106.30 \*, the following policy has been adopted in the event a sexual assault occurs on the Premiere Career College campus, or at events sponsored by Premiere Career College.

Violation of this policy may be ground for disciplinary action, which includes but is not limited to, removal as a student, or termination of employment as faculty and/or staff.

### **A. Time for Reporting**

The victim or witness of a sexual assault, if possible, should immediately report the incident to the police. The fastest and most efficient way to report a sexual assault is to dial 911. Furthermore, the appropriate staff, faculty, or personnel of Premiere Career College should be notified immediately that a sexual assault has occurred. The victim of an assault should seek immediate assistance and information from an available administrator, staff, or faculty. Available assistance includes transportation to medical facilities, notifying police or paramedics, or both. If no administrator, staff, or faculty member is available, a telephone call should be made to Premiere Career College's Title IX Coordinator, Hedy Diaz. She may be reached in person at the Premiere Career College campus, via telephone at (626) 814-2080, and/or email at [hdiaz@premierecollege.edu](mailto:hdiaz@premierecollege.edu).

### **B. Filing a Criminal Complaint**

The victim and/or witness of the sexual assault has the right to file both, criminal and Title IX complaints. To file a criminal complaint, contact the local authorities listed below

**U.S. Department of Education – Regional Office IX**

50 Beale Street, Room 9700  
San Francisco, CA 94015  
Phone: (415) 486-5700  
Email: ocr@ed.gov

**Irwindale Police Department**

5050 N Irwindale Ave,  
Irwindale, CA 91706  
Phone: (626) 430-2244

**C. Responsible Employees**

Premiere Career College is dedicated to campus safety and compliance with federal laws regarding sexual discrimination and misconduct. Premiere Career College is obligated to respond to any notice of sexual misconduct that may have occurred, whether the notice is given through a filed complaint/grievance; a report initiated by the complainant (victim) or other person (witness) knowledgeable of the incident reported to law enforcement, faculty, staff, administrator, other employee, or by a member of the College community who witnessed the sexual misconduct.

Premiere Career College’s failure to take timely and efficient corrective action in such cases would violate Title IX regulations and the provided guidance.

Premiere Career College must inform all employees of their reporting responsibilities and the importance of updating complainants (victims) of the reporting obligations of the responsible employees; complainants’ (victims’) option to request confidentiality regarding private advocacy, counseling, and/or other support services. The complainants’ (victims’) right to file a Title IX complaint with the College and to simultaneously report a crime to the local law enforcement. Moreover, annual reminders will be sent out by associated leadership and college administration.

Premiere Career College is legally and ethically obligated to ensure that employees understand what the designation of their responsibilities means and provide them with resources to execute their duties, as shown below.

**Responsible Employee Definition**

According to the Office for Civil Rights guidance, a responsible employee includes all employees: who have the authority to take action to address sexual misconduct; who have been given the duty of reporting incidents of sexual violence or any other misconduct by a student(s) to the Title IX Coordinator or other appropriate College designee; or whom a student(s) could reasonably believe have this authority or duty.

**Responsibilities**

A responsible employee MUST report all relevant details of sexual misconduct to the Title IX Coordinator or other College designee within 24 hours of becoming aware of the incident.

Premiere Career College is obligated to address sexual misconduct which a responsible employee knew or should have known. The College has this obligation whether the student, student’s parent or a third party decided to file a formal complaint. The College must also provide interim services which may include counseling, access to medical care, class schedule changes and housing options, as necessary to allow the parties to continue their education.

### **Obligation to Report**

A responsible employee must report to the College's Title IX Coordinator, or other appropriate College designee, all relevant details about the alleged sex, including sexual orientation or gender identity discrimination that the student (victim) or another person has shared (witness), and that the College will need to determine what occurred and to resolve the situation. This includes the names of the alleged perpetrator (if known), the individual who experienced the alleged sexual misconduct (victim), other individuals involved in the alleged sexual misconduct (witness), relevant facts, including the date, time, and location. Premiere Career College must set the expectation to its responsible employees, College's Title IX Coordinator, or other appropriate College designee about reporting an incident of alleged sexual misconduct.

Consistent reporting of sexual misconduct to the Title IX Coordinator is vital because it allows the College to offer supportive services to the victim. It also to implement more safety measures where it tracks predatory behavior, determines risky areas of campus, prevents future sexual misconduct, and ensures the continued wellbeing of Premier College's students. To ensure compliance with these reporting obligations, it is important for the College to train its responsible employees annually on Title IX and the College's sexual misconduct policies and procedures.

### **Responsible Employees**

A Responsible Employee is an employee who:

- has the authority to take action to redress sexual misconduct.
- has been given the duty of reporting incidents of sexual misconduct by student or employees to the Title IX Coordinator or other appropriate College designee; or
- is a student that has reasonable belief that has authority or duty to do reporting of the sexual misconduct.

**At Premiere Career College, the following employees are Responsible Employees:**

1. Owner/President
2. Senior Administrative Officials
3. Directors
4. Supervisors
5. Academic Support Staff
6. Faculty
7. Office Administrators
8. Title IX Coordinators

### **Title IX Coordinators:**

Dr. Fe Ludovico-Aragon

Phone: (626) 814-2080

Email: dr.doctorfe@premierecollege.edu

Hedy Diaz

Phone: (626) 814-2080

Email: hdiaz@premierecollege.edu

#### **D. Title IX Coordinator's Role in Sexual Misconduct Policy**

Premiere Career College participates in federal financial assistance and has designated a Title IX Coordinator to comply with and carry out their responsibilities under Title IX of the Education Amendments of 1972, which prohibits sex discrimination in education programs and activities. Premiere Career College's Title IX Coordinator holds a critical role in helping the College to ensure that every person affected by its operations—including faculty, administrators/staff, and students—are aware of their legal rights, and that the College and all its employees, through its policies, procedures, and practices, complies with its legal obligations under Title IX. Premiere Career College is required to attend and provide training, grant authority, and provide support to fulfill these responsibilities. The Title IX Coordinator works with a task force who is responsible for ensuring compliance with different policies, procedures, and administrative practices.

#### **E. Role of the Title IX Coordinator**

According to Title IX of the Education Amendments of 1972 and the U.S. Department of Education implementing regulations at 34 C.F.R. Part 106 \*, Premiere Career College's Title IX Coordinator has a primary responsibility for organizing the College's efforts to comply with and execute its responsibilities under Title IX, which prohibits sex discrimination in all the operations of Premiere Career College, including protection from retaliation for the purpose of interfering with any right or privilege secured by Title IX.

Sexual misconduct against students, including sexual harassment, sexual assault, rape, and sexual exploitation, can be a form of sex discrimination under Title IX. The Title IX Coordinator oversees the College's response to reports and complaints that involve possible sex discrimination to monitor outcomes, identify and address any patterns, and assess effects on the campus climate, so the College can address issues that affect the entire College community.

A student(s) (victim) should contact the Title IX Coordinator to:

- Obtain training about student's rights and courses of action available to resolve reports or complaints that involve potential sex discrimination, including sexual misconduct;
- File a complaint or make a report of sex discrimination, including sexual misconduct;
- Notify the College of an incident or policy or procedure that may raise potential Title IX concerns;
- Get information about available resources (including confidential resources) and support services related to sex discrimination, including sexual misconduct; and
- Inquire about the College's policies and procedures related to sex discrimination, as well as sexual misconduct.

#### **F. Monitoring and Alerting**

To address sexual misconduct on campus and ensure ongoing compliance with Title IX, the Title IX Coordinator the following must be done:

- Coordinate an annual climate survey, in consultation with research personnel with expertise in survey design and data collection and analysis.
- Analyze data collected by the annual climate survey to assess the rates and nature of sexual misconduct, any location hot-spots or risk factors, and the College's sexual

misconduct policies, procedures and resources and the consequences of violating such policies, and the effectiveness of the College's efforts to ensure that it is free from sexual misconduct.

- Evaluate regularly all reports and complaints raising potential Title IX issues throughout the College to identify and address any patterns;
- Review and update regularly the College's policies and procedures to ensure that they comply with the requirements of Title IX;
- Organize and maintain files related to grievances, reports, complaints, and other records of potential sex discrimination, involving sexual misconduct, in a secure manner;
- Assess regularly the College's compliance with, and the effectiveness of, policies and procedures related to sex discrimination, including sexual misconduct, and recommend modifications where appropriate;
- Coordinate regularly with the Premiere Career College Campus Safety Coordinator in respect to overlapping obligations as related to sexual misconduct against students, including prevention education, and training;
- Consult regularly with Premiere Career College Leadership and Stakeholders to promote campus-wide awareness and discuss Title IX-related issues, develop, and implement any modifications of policies and procedures to prevent and eliminate sex discrimination, including sexual misconduct; and
- Ensure that appropriate policies and procedures are in place for working with local law enforcement and coordinating with victim advocacy organizations and service providers, including rape crisis center.

### **III. NOTICE OF NONDISCRIMINATION AND POLICY STATEMENT ON SEXUAL MISCONDUCT**

#### **A. Premiere Career College Amnesty Policy**

Premiere Career College will investigate allegations of sex and gender-based misconduct, including when illegal/legal drugs or alcohol may have been involved. Premiere Career College encourages the reporting of sex and gender-based misconduct by victims and witnesses who may be hesitant to report to officials or participate in the resolution process because of concern that they may be accused of policy violations, such as, underage drinking or drug use at the time of incident. It is in the best interest of the College community that victims and witnesses come forward to share what they know regarding violations of this policy. To encourage reporting, Premiere Career College grants victims and witnesses' forgiveness, when appropriate, for potential policy violations and provides all parties and witnesses other interim measures, as appropriate or needed.

#### **B. Reports of Sexual Misconduct from Anonymous Sources**

All anonymous reports will be reviewed by the Title IX Coordinator for a Premiere Career College response. If a victim of Sexual Misconduct or a reporting party shares information with a responsible employee, but wishes to remain anonymous, the responsible employee must still report any information about the identity of the victim/reporting party and the person reported to have engaged in the sexual misconduct to the Title IX Coordinator. The Title IX Coordinator



will evaluate requests for anonymity/confidentiality and work in accordance with the procedures in this policy.

### **C. Pre-Meeting Submissions**

The purpose of Pre-Meeting submissions is to gather facts and evidence that will enable the Title IX Coordinator and Taskforce members to assess whether the alleged conduct is in violation of the Title IX Policy. Also, to determine if further action is needed based on the alleged conduct. Pre-Meeting submissions will allow the Title IX Coordinator and Taskforce members to assess the nature and circumstances of the allegation(s), address immediate concerns of all parties involved, notify Complainant (victim) of available outside resources (listed under Resources and Reporting Options for Victims of Sexual Misconduct), discuss the preference of resolution with the Complainant (victim), discuss Premiere Career College's policies on prohibiting retaliation, and explaining the process and how to reach to an advisor.

### **D. Intake Meeting with Complainant**

#### **Informal**

The Title IX Coordinator shall meet with the Complainant (victim) to:

- Understand the nature of the concern/complaint.
- Give the student a copy of the College's Title IX policy and procedure concerning Title IX and inform the student about their rights under the informal and formal complaint process.
- Assist the student in any way regarding offering additional information and resources.

#### **Formal**

The Title IX Coordinator on behalf of the College will hire an Investigator to do a formal outside investigation. The investigator shall, within ten (10) working days of the Complainant's (victim's) referral to the formal process, give the complainant an opportunity to meet with the outside investigator to review the nature of the complaint and identify the scope and nature of the investigation. If the complainant fails to meet with the outside investigator within a reasonable time (typically 30 working days), the investigation will remain based on the written formal complaint. Within ten (10) working days of meeting with the complainant (or 30 days as noted above), the outside investigator shall give the respondent an opportunity to meet with the outside investigator to receive the respondent's answer to the complaint and to review with respondent the scope and nature of the investigation. Parties may inform the outside investigator of witnesses to contact and may present documents in support of their positions. Each party has the right to be assisted or represented by an advisor (at their expense).

### **E. Interim Measures**

Upon learning of a report or complaint of sexual misconduct, the Title IX Coordinator promptly takes steps to ensure the Complainant's equal access to the College's programs and activities and protect the complainant, as necessary. Such steps include taking interim measures before the outcome of any investigation, providing remedial measures after the final outcome of investigation, and making the complainant aware of all available resources.

## **F. The Review**

Alleged violations of this policy will be referred to the Title IX Taskforce for appropriate review. All parties in a student conduct proceeding will be informed at the same time and in the same manner of any final determinations, as well as Premiere Career College's appeal process, and their rights to request an appeal.

## **G. Conduct of the Taskforce**

The role of the Taskforce members is to review investigation reports, convene with the outside Investigator and/or parties involved to determine if further information is needed to support a finding and/or resolution to the alleged policy violation(s). If it is concluded that there is a policy violation, this Taskforce shall determine an appropriate sanction. Following a decision by the Taskforce that sexual harassment or other violation(s) has occurred, the Taskforce shall, by majority vote, decide the following subsidiary questions.

## **H. Levels of Misconduct**

1. **Intentional Behavior:** If the Taskforce team finds that the respondent either knew or was substantially certain that the conduct in which they engaged would be regarded as sexual harassment by the complainant or by a reasonable complainant, then the Taskforce team shall find that such conduct was intentional.
2. **Reckless Behavior:** If the Taskforce finds that the respondent realized or knew of facts from which they should have comprehended that there was a strong probability that the behavior in which they engaged would be regarded as sexual harassment by the complainant or by a reasonable complainant, then the Taskforce team shall find that such conduct was reckless/irresponsible.
3. **Negligent Behavior:** If the Taskforce team finds that the respondent engaged in behavior which an ordinary reasonable person under the circumstances would have thought to be sexual harassment, then they shall find that it was negligent.

## **I. Corrections**

1. **Amending Corrections (Private Apology or Public Apology):** Respondents who have been found not to have engaged in sexual harassment, although the conduct would have been considered sexually harassing from the perspective of a reasonable person in the position of the victim, shall be encouraged to apologize. Public or Private apology would be appropriate when the behavior involved more than one person (regardless of the number of complainants).
2. **Educative Corrections (Education or Counseling):** If behavior is found to be negligent, under no circumstances shall the respondent be given a more severe sanction. This leads to the respondent receiving an educative correction for their behavior.
3. **Disciplinary Corrections (Private Reprimand or Public Reprimand):** These corrections are appropriate for reckless or intentional behavior, as a result there may be a private or public reprimanding to correct in a disciplinary action the respondent's misconduct behavior.

## **J. Punitive Sanctions**

1. **Major:** Suspension or termination from the College. Major punitive sanctions shall be limited to those cases where the Taskforce team unanimously finds that the behavior was intentional.

## **K. Immediate Measure and Accommodations**

Every effort possible will be afforded the victim of an assault who experiences academic difficulties that may arise because of the assault. The victim may discuss the options available with the Title IX Coordinator. This may include, but is not limited to, a leave of absence, tutoring, or extensions of time for completion of courses. Appropriate assistance will be determined by the Taskforce members.

## **L. Orders of Protection**

Procedures are available, per the Title IX Coordinator, for resolving complaints and the ramifications of making such a complaint, including protection from retaliation and the scope of confidentiality.

## **M. Anti-Retaliation Policy**

Complaints of retaliation by any member of the College community against a complainant, witness or advocate in a Title IX complaint proceeding may be made to the Title IX Coordinator. Retaliation for filing a complaint, formal or informal will not be tolerated.

## **N. Complainant and Respondent Impact Statement**

Impact Statements from Complainant and Respondent allows a description on how this policy violation has had an impact on them and will assist to determine an appropriate sanction(s).

These statements may provide useful information about damage to well-being on the complainant/respondent that otherwise would have been unavailable to those responsible for investigating the policy violation. A Complainant is not required to appear before the panel of those responsible for handling the policy violation but is encouraged to express their experience(s) in written form.

## **O. Appeal Process**

If, after meeting jointly or separately with the Taskforce team, the parties agree to a proposed resolution, the resolution shall be implemented, and the informal process shall be concluded. At any time during the informal process, the complainant may initiate a formal complaint.

Individuals shall submit objections to institutional leadership within fifteen (15) calendar days of receipt of the determination. Within forty-five (45) calendar days of receiving the complainant's appeal, a copy of the final Board decision shall be forwarded to the complainant and the Title IX Coordinator.

## **P. Scope of Policy**

Students are advised to utilize the appropriate administrative procedure for resolving complaints. Premiere Career College has separate policies that govern student conduct, sexual harassment, sexual assault, and discrimination (based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status or physical or mental disability.) Students are advised to contact the Title IX Coordinator if unsure of which policy applies to their situation.

## **Q. Victim's (Complainant's) Rights**

Students who believe that they have been harassed or discriminated against based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, or physical or mental disability shall have a right to file a complaint. Victim's (Complainant's) rights also include:

1. The right to notify or not notify law enforcement, and to request and receive assistance from Premiere Career College in making a report if desired.
2. The right to summary information on all available response options, such as complaint resolution procedures, including the necessary steps and potential consequences of each option whether a formal report is made to the institution.
3. The right to be free from undue coercion from Premiere Career College to pursue or not to pursue any course of action.
4. The right to be informed of the institution's role regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a civil, criminal, or tribal court (when applicable).
5. The right to contact information for the Title IX Coordinator, available confidential advisors, community-based resources (sexual assault crisis centers or other appropriate support services), campus security and/or local law enforcement.
6. The right to be fully informed of any applicable disciplinary conduct process and procedures.
7. The right to acquire the same rights as the accused to attend and have a support person of their choice and/or witnesses present at student conduct hearings and any meetings leading up to such a hearing.
8. The right to be informed of the outcome of any student or colleague conduct process involving alleged sex or gender-based misconduct regardless of participation in the process leading to that outcome. In the case of student conduct proceedings, victims have the right to appeal the outcome.
9. The right to request interim protective measures and accommodations including a change in academic, employment, on-campus living, transportation or other arrangements after the alleged sex or gender-based misconduct and to be informed of the reasonably available options for those changes.
10. The right to obtain and have enforced a campus-issued limiting instruction or no contact order or a court issued order of protection or no contact order.
11. The right to be notified about the College's ability to aid, upon request, in accessing and navigating campus and/or community resources for health, mental health, advocacy,

and/or other services for survivors of sexual assault, relationship violence and other forms of sexual misconduct.

12. The right to be free from any suggestion that they are at fault or should have acted in a different manner to avoid reported sex or gender-based misconduct.
13. The right to not be required to describe the incident to more representatives than necessary for proper investigation and response and under no circumstances will a victim be required to repeat details of the incident to secure appropriate accommodations.
14. The right to make an influence statement during the point in any conduct review process where the decision maker is prepared to deliberate on appropriate sanctions.

### **R. Training for Students, Faculty, Staff**

The Title IX Coordinator provides or facilitates ongoing training, consultation, and technical assistance on Title IX for all students, faculty, and staff, including:

- Regular training for faculty and staff outlining their rights and obligations under Title IX, including the appropriate response to reports of sexual misconduct, the obligation to report sexual misconduct to appropriate College officials, and the extent to which counselors and advocates may keep a report confidential; and,
- Regular training for students outlining their rights under Title IX regarding sexual misconduct. This training will include what constitutes sexual misconduct and when it creates a hostile environment, the definition of consent, reporting and when it creates a hostile environment, reporting options (including reports to responsible employees, campus and local law enforcement, and confidential reporting to counselors or advocates), the grievance procedures used to process complaints, applicable disciplinary code provisions relating to sexual misconduct and the consequences of violating those provisions, the role of alcohol and drugs in sexual misconduct, the effects of trauma, strategies and skills for bystander intervention, the office or individuals with whom students can speak confidentially, the offices or individuals who can provide support services, the employees who must report incident to the Title IX Coordinator, and Title IX's protections against retaliation.

### **S. Prevention and Awareness Education Programs**

Title IX: Preventing Sexual Misconduct for Students, Administrators, Faculty, & Staff

### **T. Reporting Options**

1. **Criminal Action:** The victim of an assault will receive information about the existence of criminal prosecutions against the person committing the assault. A crime report form will be kept on file at the College and will be given to the victim.
2. **Civil Action:** Each victim will be informed that civil action can be instituted against the perpetrator of an assault. The victim will be advised to seek counsel, whether private or through legal services available to the victim of an assault.

## U. Law Enforcement Notification

If possible, the victim or witness of a sexual assault should immediately report the incident to the police. The quickest and most efficient way is to dial 911. Trained specialists are on duty 24 hours a day to dispatch the emergency care necessary whether it is paramedics, police, or both.

A victim or witness of sexual assault should remember that safety is of utmost importance. Therefore, a victim or witness should go to a safe place. Once in a safe place, the police should be called immediately. When reporting sexual assault stay as calm as possible and do not hang up until the authorities have all necessary information. The report of the sexual assault should give:

1. Name and telephone number (of telephone from which call is made).
2. Address and location (i.e., room, building, floor etc.) where the victim or witness is located. The same information should be given for the location of the assault.
3. The crime being reported and a **BRIEF** statement of what has occurred.
4. Suspect Information
  - a. Is the suspect's location known or did the suspect flee?
  - b. If the suspect has fled, in which direction was the suspect last headed.
  - c. Description of the suspect
    - Male or female
    - Race
    - Approximate age
    - Height
    - Weight
    - Hair Color
    - Eye Color
    - Description of clothing worn by suspect
  - d. If the suspect fled by vehicle
    - Type of vehicle
    - Color of vehicle
    - Year of the vehicle (older or newer looking)
    - License plate number – even if partial
    - In which direction vehicle was going

After calling the proper authorities, victims or witnesses should take extreme care to preserve all physical evidence. Clothing and the person should not be washed. Clothing worn by the victim at the time of the assault must be saved. The area where the assault occurred must not be disturbed.

## V. Premiere Career College Notification

Premiere Career College administration should be notified immediately that a sexual assault has occurred. The victim of an assault should seek assistance and information from any available member of the Administration, Faculty, or Staff. Assistance includes transportation to medical facilities, notifying police, or paramedics, or both. Unless directed by the assault victim not to report the assault, Premiere Career College without delay will report the assault to the

authorities. The College believes strongly that any sexual assault must be reported as soon as possible. Premiere Career College will report immediately, where in the best judgment of the administration, reporting is necessary to safeguard the victim or other individuals. The College will preserve to the utmost extent possible, the privacy of the victim.

#### **W. Confidentiality**

Any report of sexual assault will be kept in strictest confidence by Premiere Career College. Once an assault has been reported and all essential assistance has been rendered, the matter will be turned over to the Title IX Coordinator. The Title IX Coordinator shall have sole access to the file, which will include information about events that have occurred and all future action that transpires. To assure confidentiality for the victim, all procedures for case management, including keeping the victim informed of the status of any student disciplinary proceedings in connection with the sexual assault, or the results of any disciplinary action or appeal will be the responsibility of the Title IX Coordinator. Premiere Career College employees will be instructed about the importance of strictest confidentiality. No information will be released without the express consent of the victim or unless under court order. In the event that Premiere Career College receives a subpoena for information, the victim (complainant) will be notified prior to complying with the subpoena to give the victim an opportunity to challenge the subpoena. In the case of absent legal capacity, the information will be released to the victim's family upon request. Premiere Career College recognizes the importance of strictest confidentiality.

#### **X. Professional and Pastoral Counselors**

Premiere Career College does not offer professional, licensed counselors or pastoral counselors.

#### **Y. Procedures for Responding to a Complaint of Sexual Harassment or Sexual Assault**

Members of an academic community must be able to study in an atmosphere of mutual respect and trust. Premiere Career College is committed to creating and maintaining an environment, which respects the dignity of individuals and groups. The goal of Premiere Career College is to have a process that is sensitive to the needs of students as well as the rights of those against whom allegations have been made.

Students who believe that they have been harassed or discriminated against based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, or physical or mental disability shall have a right to file a complaint. The procedures outlined below govern the process of all discrimination complaints filed by students, except for complaints of sexual harassment or sexual assault. Such complaints will be handled pursuant to the College policies covering these specific areas.

Complaints must be filed within one year of the alleged unlawful harassment or discrimination or within one year of the date on which the complainant knew or should have known of the facts of the harassment or discrimination incident.

#### **Initial Steps:**

1. A copy of these procedures and the Discrimination Complaint forms, are available in the Premiere Career College Title IX Coordinator's office.

2. Completed complaint forms are to be mailed or taken to the attention of the Title IX Coordinator.
3. Complaint forms will be processed if filed within one year of the alleged harassment or discrimination.

A person who alleges that he or she has personally suffered harassment or discrimination based on race, color, national or ethnic origin, age, gender (discrimination only), religion, sexual orientation, marital status, or physical or mental disability, or one who has learned of such unlawful harassment or discrimination, shall invoke the procedures described above.

An individual may also file a complaint of unlawful discrimination with the Equal Employment Opportunity Commission, 255 E. Temple St., Los Angeles, CA. The California Department of Education, 4339 State University Dr., Los Angeles, CA 90032, or the Department of Consumer Affairs (DCA), may be called at 1(626) 444-4068. These additional procedures may be used at the time of filing a complaint, during, or after use of the institution's harassment or discrimination complaint process. It should be noted that each agency has its own time frames for filing complaints.

#### **IV. RESOLUTION**

##### **A. Informal Resolution**

A student who has reason to believe that he/she may have been a victim of harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, or physical or mental disability may resolve the matter through an informal process under this procedure. **Participation in the informal process is optional and not a prerequisite to filing a formal complaint.**

Premiere Career College has established the following informal procedure to resolve charges of harassment or discrimination within forty-five (45) calendar days:

1. A student who alleges that he/she has personally suffered harassment or discrimination should be referred to the owner to directly discuss his/her concerns.
2. The Title IX Coordinator shall meet with the student to:
  - a. Understand the nature of the concern.
  - b. Assist the student in any way advisable.
  - c. Give the student a copy of the College's Title IX policy and procedure concerning such unlawful discrimination and inform the student of his/her rights under the informal and formal complaint procedures.

If the student is willing to resolve the matter informally, it may not be necessary to pursue a formal investigation (unless warranted by the seriousness of the charge.)



3. The student will communicate relevant information to The Title IX Coordinator. The Title IX Coordinator shall inform the respondent of the possible complaint and allow the respondent an opportunity to state the facts as known to him/her.

4. If, after meeting jointly or separately with the Title IX Coordinator, the parties agree to a proposed resolution, the resolution shall be implemented, and the informal process shall be concluded. At any time during the informal process, the complainant may initiate a formal complaint.

5. The Title IX Coordinator shall keep a written log of discussions and a record of the resolution. This information shall become part of the official investigation file if the complainant initiates a formal complaint. If the parties reach an agreement resolving the complaint, a letter summarizing the informal investigation and the resolution agreed upon shall be sent to the complainant and the respondent and kept as part of the record.

6. Once a complaint is put in writing and signed by the complainant, the complaint is formal and the formal complaint procedures should be followed.

## **B. Formal Resolution Process**

1. A student who alleges that he/she has personally suffered harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, or physical or mental disability shall complete and sign the Premiere Career College Discrimination Complaint Form within one year of the alleged incident or within one year of the date on which the complainant knew or should have known of the facts of the harassment or discrimination incident.

2. On the complaint form, the complainant shall describe in detail the alleged harassment or discrimination and the action the complainant requests to resolve the matter. All written requests shall be signed and dated by the complainant and shall contain at least the name(s) of the individual(s) involved, the approximate date(s) of the event(s) at issue and a detailed description of the actions constituting the alleged harassment or discrimination. Names, addresses and phone numbers of witnesses or potential witnesses should be included if possible.

3. Within three (3) working days after receipt of a signed complaint, the Title IX Coordinator will review the complaint to determine whether it describes the kind of harassment or discrimination which is prohibited under these procedures and whether the complaint sufficiently describes the facts of the alleged misconduct. If the complainant does not describe the kind of prohibited conduct the College investigates under the procedures, the complainant will be notified and will be referred to the appropriate process. If the complainant does not sufficiently describe the facts giving rise to the complaint so that a determination can be made regarding whether the alleged misconduct is covered under these procedures, the complaint will be returned, and the complainant will be invited to submit an amended complaint providing enough factual detail to allow the above determination to be made.

4. Within three (3) days of receiving a complaint (or amended complaint), the Title IX Coordinator shall appoint an outside investigator to investigate the charges. The Title IX

Coordinator shall send a copy of the complaint to the owner and a notice of the complaint and these procedures to the respondent.

5. The outside investigator shall, within ten (10) working days of the complainant's referral to the formal process, give the complainant an opportunity to meet with the outside investigator to review the nature of the complaint and identify the scope and nature of the investigation. If the complainant fails to meet with the outside investigator within a reasonable time (usually 30 working days); the investigation will continue based on the written formal complaint. Within ten (10) working days of meeting with the complainant (or 30 days as noted above), the outside investigator shall give the respondent an opportunity to meet with the outside investigator to receive the respondent's answer to the complaint and to review with respondent the scope and nature of the investigation. Parties may inform the outside investigator of witnesses to contact and may present documents in support of their positions. Each party has the right to be aided or represented by an advisor (at their expense).

6. The outside investigator shall complete a full investigation. (A description of Guidelines for Investigating, are included following this section.) Prior to completing the investigation, the outside investigator shall meet again with the complainant and the respondent, separately, to give an overview of the steps taken during the investigation, to ask complainant and respondent for the names of any other individuals the outside investigator should speak with, and to request any additional information.

7. After completion of the investigation, the outside investigator shall meet with the owner who shall be responsible for reviewing the report of the outside investigator, making factual determinations, reaching a conclusion regarding the charges, and recommending appropriate action if any.

8. The investigation shall be completed within ninety (90) calendar days of receipt of the complaint (or amended complaint).

9. Within 150 days of receiving a complaint, the following will be forwarded to the complainant and respondent:

- a. A summary of the investigative report.
- b. A written notice setting forth:
  - (1) The findings of the outside investigator and Title IX Coordinator as to whether harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, or physical or mental disability did or did not occur with respect to each allegation in the complaint.
  - (2) A description of actions to be taken, if any, to remedy any discrimination or harassment that occurred, and to prevent similar problems from occurring in the future (to the extent possible under law).
  - (3) The proposed resolution of the complaint.
  - (4) The complainant's right to appeal.
  - (5) The respondent's right to file a written response to the findings of the owner within ten (10) working days of the receipt of the findings

(6) The investigation report shall be made available to all parties involved.

### **C. Sexual Assault Forensic Examiners**

In the case of a Sexual Assault, individuals are encouraged to obtain a physical examination by a Sexual Assault Nurse Examiner (SANE). Individuals should preserve all evidence that could be relevant in the process to any criminal charges or that may be needed to obtain an order of protection. Medical Treatment Facilities are listed under Resources and Reporting Options for Victims of Sexual Misconduct.

### **D. Guidelines for an Investigating**

1. Upon receiving a complaint, which is properly filed, Premiere Career College will commence an impartial fact-finding investigation of the complaint. The Title IX Coordinator within three (3) working days of receiving a written and signed complaint shall assign an outside investigator to investigate the charges in accordance with established procedures.

2. Upon the assignment, the outside investigator shall immediately contact the complainant to schedule a meeting regarding the complaint.

3. Within the time frames described in the Formal Process, the outside investigator shall meet with the complainant and respondent separately. Parties may inform the outside investigator of witnesses to contact and may present documents in support of their positions. Each party has the right to be aided or represented by an advisor of his or her choice. The parties may present written and oral evidence. The proceedings may be recorded on audiotape or such other method (including a videotape or stenographic record) as the formal process investigator may direct. All investigative reports written or recorded will be made available to the complainant, the respondent, and their representatives.

4. The outside investigator will review all credible factual information presented, interview witnesses who may have knowledge relevant to the complaint investigation and incorporate such information into the investigative report. Confidentiality will be maintained to the extent possible.

5. Once the investigation is complete, the outside investigator will meet with the complainant and respondent separately and give an overview of the steps taken during the investigation. The outside investigator will reveal to the complainant and respondent what was done and the people the outside investigator spoke with during the investigation. The complainant and respondent will also be asked for the names of any others the outside investigator should speak with or if there is anything else he/she would like for the outside investigator to do before finalizing his/her report.

6. The results of the investigation shall be set forth in a written report and presented to the Title IX Coordinator, which shall include:

- a. A description of the circumstances giving rise to the complaint.
- b. A summary of the information provided by each witness, including the complainant, the respondent, and any other witnesses; interviewed.
- c. An analysis of any relevant data or other evidence collected during the course of the

investigation.

d. Any other information deemed appropriate.

7. The Title IX Coordinator shall, within ten (10) working days of reviewing the outside investigator's report, determine whether harassment or discrimination did or did not occur with respect to each allegation in the complaint. The findings shall take into consideration the severity of the conduct, the pervasiveness of the conduct, the pertinent background, and other relevant college policies.

8. If disciplinary action is recommended, appropriate due process will be invoked. If the Title IX Coordinator finds there is no evidence to sustain the allegations, the record shall be kept confidential except to the extent that disclosure may be required by law. To such extent as the law allows the records will be destroyed.

The respondent shall, upon receiving the outside investigator's findings and recommendations, could respond in writing within ten (10) calendar days. Respondent's written response shall be included in the investigation file.

#### **E. Determination**

After completion of the investigation, the outside investigator shall meet with the Title IX Coordinator who shall be responsible for reviewing the report of the outside investigator, making factual determinations, reaching a conclusion regarding the charges, and recommending appropriate action if any.

In the event the action is against any employee or faculty, the President shall review the complaint and make the determinations outlined above. The Investigator will present the complaint and report findings to the Owner for consideration and any final action.

#### **F. Sanctions**

Punitive Sanctions - Major: Suspension or termination from the College. Major punitive sanctions shall be limited to those cases where the Taskforce unanimously finds that the behavior was intentional.

#### **G. Appeal Rights**

If the complainant is not satisfied with the results of the formal administrative determination, the complainant may appeal the determination by submitting objections to the Board of Trustees within fifteen (15) calendar days of receipt of the determination. Within forty-five (45) calendar days of receiving the complainant's appeal, a copy of the final Board decision shall be forwarded to the complainant, the owner, and the respondent. The Board's decision is final.

#### **H. Reporting Violations of This Policy**

Inquiries or complaints that involve potential violation of Title IX may also be referred to the U.S. Department of Education Office for Civil Rights, which can be reached at:

<https://wdcrbcolp01.ed.gov/cfapps/OCR/contactus.cfm> or the Educational Opportunities Section of the Civil Rights Division of the U.S. Department of Justice (DOJ):

<http://www.justice.gov/crt/complaint/#three>.

## **V. SOURCES OF COUNSELING, ADVOCACY AND SUPPORT**

### Resources and Reporting Options for Victims of Sexual Misconduct

#### **1. EMERGENCY**

Police/Paramedics/Emergencies – 911

Irwindale Police Department – (626) 430-2244

Los Angeles County Fire Department – (626) 430-3040

American Red Cross – (800) 733-2767 (24 hrs.)

Federal Emergency Management Association (FEMA) – Disaster Assistance Information – (800) 621-3362 (24 hrs.)

#### **2. MEDICAL EMERGENCY**

Kaiser Permanente Irwindale Medical Offices – (833) 574-2273

Emergency Room | Kaiser Permanente Baldwin Park Medical Center – (626) 851-6484

West Covina Medical Center – (626) 338-8481

City of Hope Medical Center – (626) 359-8111

#### **3. MEDICAL**

Holy Spirit Durable Medical – (626) 962 -6288

Pacific Clinics – (626) 337-3828

Baldwin Park Medical Center – (626) 337-0676

Medical Clinic – (626) 350-5073

#### **4. LEGAL ASSISTANCE**

Law Officers of Omar Zambrano – (626) 338-5505

Law Office of Alma D. Puente, APLC – (626) 442-9900

Law Offices of Samuel E. Tyre – (626) 960- 0061

Los Angeles Domestic Violence Lawyers – (213) 205 - 7300

#### **5. RAPE HOTLINES**

Rape, Abuse, Incest National Network (RAINN) – (800) 656-HOPE (4673)

National Domestic Violence Hotline – (800) 799-SAFE (7233) | (800) 787-3224 TDD

National Sexual Assault Hotline – (800) 656-HOPE (4673)

Los Angeles County Domestic Violence Hotline – (800) 978-3600

#### **6. COUNSELING/OUTREACH**

John H. Robles, MSW – (626) 480-8107

Eggleston Behavioral Health and Family Services – (626) 214-9016

Baldwin Park Counseling Center – (626) 917-2120

Teri G. Muse Family Service Center – (626) 813-5270

#### **7. DEFINITIONS PERTAINING TO TITLE IX**

**Acquaintance Rape** – Form of Sexual Misconduct committed by an individual known to the victim. This includes a person the victim may have just met.

**Advisor** – Assists with sexual assault victim(s) and is an advocate, who assists a complainant or respondent in understanding and navigating the investigation process. Provides support to the complainant or respondent throughout the process.

**Bystander** – Means any individual who sees or hears about a behavior that could lead to something risk or harmful.

**Complainant** – Means any individual who is alleged to be the victim of sexual harassment.

**Confidential Resources** – All conversations will remain confidential and will not initiate any type of investigation into the incident.

**Confidentiality** – Information is protected from being disclosed to anyone else, unless required or permitted by law.

**Consent** – Knowing, voluntarily, and clearly giving permission by verbally or actions to engage in sexual activity. It is the responsibility of each party to determine that the other has consented before engaging in the activity.

**Course of Conduct** – Two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

**Dating Violence** – Any type of verbal, emotional, physical, or sexual abuse that occurs between two people identified as being in a dating relationship.

**Domestic Violence** – Any type of verbal, emotional, physical, or sexual abuse in any relationship that is used by one person to gain or maintain power and control over another person.

**Evidence** – Tends to prove or disapprove an event, crime, or accident. This can be in the form of text, email, pictures, etc. or electronic evidence.

**Force** – Making an individual engage in unwanted sexual contact either by force, manipulation, intimidation, etc.

**Formal Complaint** – A document that initiates a recipient's grievance process.

**Gender Based Misconduct** – Unwelcome conduct based on a student's sex; harassing conduct based on a student's failure to conform to sex stereotypes.

**Incapacitation** – State in which someone cannot make rational, reasonable decisions because the person lacks the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction).

**Intimidation** – Threatening or emotionally distressing conduct based on sex including, but limited to, nonconsensual recording of sexual activity or the distribution of such recording.

**No-Contact Order** – Recipients can offer measures – tempered by the requirements that they are not punitive, disciplinary, or unreasonably burdensome to the other party – to limit the interactions, communications, or contact, between the parties.

**Privacy** – Information related to a report of misconduct will only be shared with a limited circle of individuals. Use of information is limited to those who “need to know” in order to assist in the active review, investigation, or resolution of a report. Individuals will be discreet and respect privacy of all individuals involved in the process.

**Rape** – Unlawful sexual activity and usually sexual intercourse carried out forcibly or under threat of injury against a person’s will or with a person who is beneath a certain age or incapable of valid consent because of mental illness, mental deficiency, intoxication, unconsciousness, or deception.

**Reasonable Person** – A hypothetical individual who approaches any situation with the appropriate amount of caution and then sensibly takes action. Used to determine if the Respondent’s actions were severe, pervasive, and objectively offensive enough to be considered sexual harassment under Title IX

**Reporting Individual** – The individual who wishes to make a complaint.

**Respondent** – Means any individual who is reported to be the perpetrator of sexual harassment or sexual misconduct.

**Retaliation** – Acts which may include giving students failing grades, preventing students from participating in school activities, and threatening expulsion against any individual who exercises his or her rights under Title IX, are considered to be discrimination and are unlawful. Recipients of federal funds are prohibited from intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by Title IX.

**Sexual Assault** – Physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent.

**Sexual Battery** – Act of making unwanted and sexually offensive contact with an intimate body part of another person or which cause an immediate apprehension in the other person that such an act will occur.

**Sexual Discrimination** – Adverse action taken against an individual because of gender or sex (including sexual harassment, sexual violence, domestic violence, dating violence, and stalking)

**Sexual Harassment** – Unwanted sexual behavior, advances, or requests for favors. Unwelcomes verbal, visual, or physical sexual conduct. Offensive, severe, and/or frequent remarks about a person’s sex.

**Sexual Misconduct** – Offenses that are sexual or gender based, which include, but are not limited to: Sexual Harassment, Non-Consensual Sexual Contact (or attempts to commit same), Non-Consensual Sexual Intercourse (or attempts to commit same), and Sexual Exploitation.

**Stalking** – Repetitive and/or menacing pursuit, following, or interference with the peace and/or safety of an individual(s). Pattern of behavior which makes an individual feel afraid, nervous, harassed, or can place someone in danger.

**Substantial Emotional Distress** – Significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

**Witness** - An individual who sees an event, typically a crime or accident, take place.



## VI. SOURCES\*

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