

Campus Security and Safety Policies

Stanbridge College is committed to providing a reasonable level of security for its students, employees and visitors. The following document contains information regarding campus security policies and procedures for all students, employees and visitors of Stanbridge College. This document is prepared to provide a summary of campus policies and procedures designed to enhance the personal safety of students, employees and visitors while they study or work at Stanbridge College.

Crime prevention information is disseminated to students, employees and visitors through crime prevention awareness information throughout the campus and through the Student Services department. During student orientation sessions and new employee orientation sessions, students and staff are informed of the security services offered by Stanbridge College. The purpose of awareness and crime prevention programs is to encourage students, faculty and visitors to be aware of their shared responsibility with the college for their own security and the security of others.

Campus Access and Security

Stanbridge College is located in an office building complex, which provides public access to other tenant businesses and their visitors. The building management does not provide security patrols because the complex is located in the service area of the Irvine Police Department. Parking lots are lighted at night as are building entrances. The normal exercise of personal awareness of surroundings in any public area is recommended while on campus during daylight and evening hours.

Off-Site Security during Clinical Education Experiences

When participating in a clinical education experience, the student will follow the facility-specific emergency action plan. This includes the safety measures that are in place, whether in the form of a security guard or service or via a phone call to 911. Each student is oriented by a facility designee on the policies and procedures related to security at that facility.

Reporting of Police, Fire, and Medical Emergencies

Police, fire, or medical emergencies can be reported by dialing 911 from any telephone on campus because all telephones on the college campus are tied into the 911 emergency system and the emergency numbers are posted throughout the campus. Students, faculty, and staff are also informed that non-emergency calls for service can be made by calling the appropriate non-emergency contact number from any campus phone.

Reporting of Criminal Activity

Stanbridge College requires that all criminal activity be reported to its administration and, in most instances, to the local police agency. In the event that any student, faculty, or staff witnesses or becomes a victim of criminal activity on the campus of Stanbridge College, including the clinical facilities attended by students in any program, or any activity in which students are engaged at off-campus locations of student activity officially recognized by the college, the student, faculty, or staff must immediately notify the administration of Stanbridge College, and a written report must be filed by the end of the next business day with the office of the President of Stanbridge College. Responsibility for filing the written report lies with the person(s) in charge of the premises or the function involved. The President of Stanbridge College or designee will report the criminal activity to the appropriate police agency in cases when the victim desires to file but has not yet filed a report.

In consultation with other appropriate administrative personnel, the President of Stanbridge College will determine any next steps necessary to investigate the criminal activity and to take any steps toward disciplinary action warranted against an employee or student of the college. The President or designee will also issue a formal report to all appropriate persons involved. With incidents of criminal activity where internal disciplinary action is taken against the offender, Stanbridge College reserves the right to disclose to the alleged victims the result of such disciplinary action. This action will be taken at the discretion of the President of the college.

Stanbridge College does not have its own campus law enforcement or security department. Administrative and faculty personnel have enforcement authority with regard to all school policies and procedures, work closely with state and local law enforcement agencies in the reporting of criminal activity, and encourage accurate and prompt reporting of all crimes to appropriate police agencies.

Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the college's system or the criminal justice system, you may still want to consider making a confidential report for the annual security report of the college. With your permission the President of the college or designee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is



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to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of yourself and others. With such information, the college can keep an accurate record of the number of incidents involving students, faculty or staff; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics of the college.

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Annual Security Report

The Annual Security Report of Stanbridge College is published each year to provide information on safety and security-related services offered by the college in compliance with the Jeanne Clery Act, the Higher Education Opportunity Act of 2008 and the California Education Code. Each year an e-mail notification is made to all enrolled students providing the location on the website to access this report. Employees receive a similar notification via their email. Visitors may view the report on the website or obtain copies of the report at the front desk reception area. The Annual Security Report may be found on the website at the following URL: <http://www.stanbridge.edu/s9/content/disclosures/>.

The Annual Security Report contains the disclosure of crime occurrences for the three most recent calendar years. The most recent report includes the number of crime occurrences in the following categories:

- Murder/Non-Negligent Manslaughter
- Negligent Manslaughter
- Sex Offenses, Forcible
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Hate crimes, including simple assault, larceny-theft, intimidation, destruction/damage vandalism of property
- Separately by category of prejudice, each crime listed above and any crime involving bodily injury reported to the local police agencies or to a campus security authority that shows evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity or disability
- Arrests for violations of liquor and drug law violations, and illegal weapons possession; and
- Persons not arrested but referred for campus disciplinary action for liquor, drug, and weapons law violations.

Although improvements to safety and security are evaluated, modified, and/or changed to improve and adjust to changing criminal behavior, crime can periodically increase. Students, employees and visitors are reminded that crime reduction is a shared responsibility. Crime prevention measures taken by students, employees and visitors can significantly reduce criminal activity. Students, employees and visitors are reminded to be alert, report suspicious persons and avoid behavior such as leaving property unattended or leaving valuables in plain sight in parked vehicles. The following guidelines help to reduce risk of theft or incidents that might compromise your safety for preventing and reporting crime listed in this report. A person should always feel comfortable knowing that the college will follow through on all reported incidents.

Campus Security Authorities

Stanbridge College's policy designates the following individuals and organizations within the College as Campus Security Authorities in accordance with the guidelines set forth by the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" and subsequent rules. The following administrative officers in descending order are the Campus Security Authorities:

Chief Executive Officer/President
Vice President of Instruction
Dean of Instruction
Dean of Student Services
Program Directors



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As Campus Security Authorities these members of the college's administration receive online training annually.

Title IX Coordinator

The Vice President of Instruction is the Title IX Coordinator for Stanbridge College and is assisted by the college's Title IX Officers, the Dean of Instruction and the Assistant Director of Accreditation and Compliance. In all situations requiring action any employee must respond to any possible or actual domestic violence or stalking (even hearsay from a third party) anywhere on campus or in public proximity to campus. In addition, any employee must respond to any reported incident at home or elsewhere that could be on campus, including domestic violence, dating violence, and private or public stalking.

Title IX - Clery Act Procedure

The procedure for a student report of a restraining order or concern for present or future safety is as follows: 1) Tell the student that help is available; 2) refer the student to 911, especially in an emergent situation; 3) refer the student to the Student Assistance Program 24/7 Crisis Hotline (800) 321-2843; 4) refer the student to Orange County 211 for help; 5) log in the incident in the confidential Comments section of the Administrative Station; and 6) inform the Title IX Coordinator, the Vice President of Instruction or one of the Title IX Officers, the Dean of Instruction or Assistant Director of Accreditation and Compliance.

The procedure for a student report or concern about safety off-campus: 1) Tell the student that help is available; 2) refer the student to 911, especially in an emergent situation; 3) refer the student to the Student Assistance Program 24/7 Crisis Hotline (800) 321-2843; 4) refer the student to Orange County 211 for help; 5) log in the incident in the confidential Comments section of the Administrative Station; and 6) inform the Title IX Coordinator, the Vice President of Instruction or one of the Title IX Officers, the Dean of Instruction or Assistant Director of Accreditation and Compliance.

Timely Warning Notices

In the event a crime is reported or a situation arises, either on or off campus, that in the judgment of the college's administration constitutes an ongoing or continuing threat, a campus wide "timely warning" notice will be issued. The warning will be issued to students and employees through the college's email system. Bulletins will also be placed at entry points to affected campus facilities.

Depending on the circumstances of the crime, and in particular, situations that pose an immediate threat to the community, the administration may choose to use the Stanbridge Alert System and/or place information on the web site at <http://www.stanbridge.edu>, to provide the campus community with more immediate notification. In such instances a copy of the notice may also be posted at each entry door at the campus. Anyone with information warranting a timely warning should report the circumstances to college's administration by phone (949.794.9090) or in person at the receptionist area.

Code of Conduct Re: Alcohol and Illegal Drugs

Students at Stanbridge College are responsible for regulating their own conduct and for respecting the rights and privileges of others. Students are expected to conduct themselves in a manner compatible with the function of the college as an educational institution. Students are expected to respect and obey all civil and criminal laws. Failure to show respect for the standards of behavior is cause for disciplinary action. To assist in achieving a campus free of the problems of substance abuse, the College has adopted policies prohibiting the unlawful manufacture, sale, distribution, possession or use of controlled substances and alcohol, including medical marijuana, on Stanbridge property or at official functions on/off-campus. Any member or group of the Stanbridge community violating these policies and regulations will be subject to disciplinary action. In order to enforce this policy Stanbridge College reserves the right to request persons subject to the policy to take fitness for duty tests. Positive results from a fitness for duty test shall be grounds for disciplinary action. Also, the college may perform inspections of persons, personal property or vehicles located on college property or off-site at official college functions (such as clinical education or externships) in order to assure a drug-free, alcohol-free environment. Failure to agree to a fitness for duty test or inspection will be considered a violation of this policy, and appropriate disciplinary measures will be taken as described below.

Reasonable Suspicion Testing: A student will be asked to take a Fitness for Duty 10 Panel Blood Test immediately after, but in no event more than 24 hours after, an instance of Reasonable Suspicion has been documented. Such a test is voluntary, but failure to take the test will result in disciplinary action, up to and including dismissal. A student may be disciplined for one or more of the following causes related to college activity or attendance:



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- The unlawful use, sale, or possession on college property of any controlled substance, or presence on college property under the influence of any controlled substance (including medical marijuana and alcohol).
- The unlawful use, sale, or possession of any poison on college property, or presence on college of any poison.

Emergency Response and Evacuation Procedures

Stanbridge College has posted its Emergency Action Plan (EAP) in written posters on the wall of each classroom and office area on the campus. The EAP details the procedures all employees, students and visitors are to take in the event of an earthquake, in case of a fire, or in the case of an explosion, airplane crash, or other emergent situations. The EAP also contains information on primary and secondary interventions in the event of disruptive or violent behavior at the college. The EAP contains further information on how to call 911, how to contact the administration of Stanbridge College, and how to be alert for the Public Address System and/or text messages for announcements in the event of an emergent situation.

Please note that the EAP does not replace the foregoing Timely Warning Notice. These notices differ in that the Timely Warning Notice applies only to reportable crimes under the Clery Act while the EAP addresses a much wider range of threats. Since the college follows its EAP, it is not required to issue a timely warning based on the same circumstances, but it must provide adequate follow up information to the campus community as needed.

Policy on Discrimination

Stanbridge College prohibits discrimination on the basis of race, color, sex, religion, national origin, ethnic group identification, ancestry, age, physical or mental disability, medical condition, military service, marital status, pregnancy, sexual orientation, or on any other basis prohibited by law. The college is committed to providing equal opportunities to all individuals in all programs and activities which it conducts.

Policy on Sexual Harassment

Sexual harassment is a form of sex discrimination and includes unwanted sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when submission to or rejection of the conduct explicitly or implicitly affects an individual's learning environment, unreasonably interferes with an individual's performance or creates an intimidating, hostile or offensive learning environment. Individuals engaging in this behavior are in violation of state and federal statute and are subject to disciplinary action, including student dismissal and employee termination.

Individuals who feel they have been subjected to discrimination or harassment, including sexual harassment, may file a complaint with the President of the college.

Policy in the Event of a Sexual Assault

Policy. Sexual assault is a criminal activity prohibited in all employee and student areas, buildings, properties, facilities, service areas, satellite facilities of Stanbridge College and any location where classes/instruction are conducted. It is the policy of the college to ensure, to the extent possible, that students, faculty or staff who are victims of a sexual assault committed at or upon the grounds of or facilities maintained by the college shall receive information, follow-up services and referrals to local community treatment centers.

Definition of Sexual Assault. "Sexual assault" includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

Notification. In the event a sexual assault is reported to any staff or faculty member, with the consent of the victim and without delay, that staff or faculty member will notify the President by the most expeditious means available. (Note: Staff personnel will use the employee contact list if the President is not present on site. Leaving a telephonic message or written/email message is not sufficient contact.) If the President cannot be affirmatively contacted, the next senior administrator on site will be notified.

Pursuant to legal requirements, and with the victim's concurrence, the President will notify the appropriate local law enforcement agency of the reported sexual assault and obtain an ambulance to transport the victim to the hospital, as necessary.

Provision of support services to victims. The President, (or in his absence, the next senior administrator) is responsible for ensuring services are available to victims, such as referral to a counseling center or other appropriate agencies in the community for immediate, short-term,



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crisis counseling or long-term counseling. This information shall be provided with sensitivity and in consideration of the personal needs of the victim.

Information provided to victims. The President will keep the victim informed of the status of any student disciplinary proceedings and the results of any disciplinary action or appeal of such disciplinary action in connection with the sexual assault. The Dean of Instruction will be tasked with providing the necessary assistance to help the victim deal with any academic difficulties that may arise from the assault.

Disciplinary options for victims. As advised by retained counsel, the President will provide each victim of sexual assault with information about the following options: criminal prosecution, civil lawsuits, the disciplinary process through the college, the availability of mediation, and academic assistance.

Policy on Fraternization

Consensual Relationships

Stanbridge College is committed to the principle that the learning and working environment of its students, employees, and guests should be free from sexual harassment and inappropriate sexual conduct. Sexual harassment is a form of sex discrimination that is illegal and is proscribed by institutional policy. All employees and students are accountable for compliance with this policy. Established violations will lead to disciplinary actions which may include termination of employment or permanent dismissal of a student from the college. This policy applies to all officers, administrators and supervisors; regular, contract and temporary faculty members; and teaching assistants, staff members and students. This policy also pertains to actions that affect any employee, student or guest of Stanbridge College.

Professional Risks

It is in the interest of Stanbridge College to provide clear direction and educational opportunities to the college community about the professional risks associated with consensual/romantic or consensual/sexual relationships between members of the college community where a conflict of interest and/or a power differential between the parties exists. A consensual relationship is defined as a romantic and/or social engagement arranged by personal invitation between two individuals or arranged by a third party. Romantic relationship is defined in this policy as a mutually desired courting activity between two unmarried individuals.

Individuals entering such relationships must recognize that:

- 1) CONFLICTS OF INTEREST may arise when such relationships occur between and among faculty or staff and students. College policies and ethical principles preclude individuals from evaluating the academic performance of others with whom they have consensual/romantic or consensual/sexual relationships.
- 2) POWER DIFFERENTIALS between the parties in consensual/romantic or consensual/sexual relationships may cause serious consequences even when conflicts of interest are resolved. Individuals entering into such relationships must recognize that:
 - A. the reasons for entering, maintaining, or terminating such a relationship may be a function of the power differential;
 - B. where power differentials exist, even in a seemingly consensual relationship, there are limited after-the-fact defenses against charges of sexual harassment.

Furthermore, under certain situations, consensual relationships may be outside the scope of employment for college employees and, if so, an individual would not be covered by the college's liability protection in subsequent litigation.

Consensual/Romantic or Consensual/Sexual Relationships

A consensual/romantic or consensual/sexual relationship between individuals who occupy different levels of authority in the college automatically and inevitably carries the potential for evolving into a sexual harassment case of very serious implications, either from a subsequent change of attitude by the subordinate partner or from a contemporary complaint from a disadvantaged third party. Relationships of this sort are against college policy and forbidden in those instances in which the partner with higher status and/or power has explicit or implicit authority over, or the power to reward or punish, the partner with lower status and/or power. It follows that consensual/romantic or consensual/sexual relationships between staff or faculty members and students are also forbidden and against college policy.



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Reporting Policy

Where a conflict of interest exists, or may exist, in the context of a consensual/romantic or consensual/ sexual relationship, both individuals shall notify their instructor or immediate supervisor. In conjunction with the college administration, the instructor or supervisor shall have the responsibility for making arrangements to eliminate or mitigate a conflict whose consequences might prove detrimental to the college or to either party in the relationship, including action which may result in termination of an employee of the college or dismissal of a student. The instructor, supervisor and college administrator shall act with the proviso that it is almost always the case that the individual with the power or status advantage in the relationship will bear the burden of accountability.

Prohibition on Retaliation

Stanbridge College has procedures to ensure that the college, an officer, employee, or agent of the school, does not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision of the Clery (Campus Security) Act.

Campus Policy Statements

The statements and descriptions of select Stanbridge College policies accurately reflect current procedures and practices in place when the Annual Security Report was created. Should changes occur, electronic versions of the report will be updated within two business days and followed by a notice to students and employees.

Policy on the Americans with Disabilities Act

Stanbridge College does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability, religion, sexual orientation or national origin. If you would like to request academic adjustment or auxiliary aids, please contact the college's Vice President of Instruction. You may request academic adjustments or auxiliary aids at any time. The college's Vice President of Instruction is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The college will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- 1) Notify the college's Vice President of Instruction in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. You may contact the college's Vice President of Instruction by telephone at (949) 794-9090 Ext. 5217.
- 2) The college's Vice President of Instruction will respond within two weeks of receiving the request.
- 3) If you would like to request reconsideration of the decision regarding your request, please contact the college's Vice President of Instruction within one week of the date of the response. Please provide a statement of why and how you think the response should be modified.

FERPA

Federal Education Rights and Privacy Act (FERPA) - provides that an agency or institution may not have a policy or practice disclosing personal identifiable information from education records without the "written consent" of the parent or student, subject to specified exceptions. 20 U.S.C. 1232 g (b)(1).

If you wish to have ALL information pertaining to your application for Federal Student Financial Aid and Financial Aid plans made available to a second party, please indicate that party's name and your relationship to the party on the bottom of this letter.

I hereby authorize Stanbridge College to release any information pertaining to any, or all, my Financial Aid to the following party(s):



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Personnel Records

Recognizing the confidential nature of the information in your personnel record, Stanbridge College limits access to the personnel records to you and those with proper authorization or pursuant to legal process. No documents contained in your personnel file will be released without your consent, except pursuant to legal process. Any records of medical evaluation results will be maintained in a separate file, in accordance with legal requirements, and may only be reviewed by authorized individuals with the approval of **the Human Resources Director**. You may review your own personnel file with **the Human Resources Director** present to answer any questions, and you may request copies of all documents that you have previously signed or received. You may also correct or clarify personal information contained in your personnel file. Additionally, a manager may review your personnel file if you have a current reporting relationship to that manager or have been interviewed and are being considered for a position reporting to that manager. Your personnel records also are subject to review by investigative agencies, or during periodic internal audits conducted by the College.

Within thirty (30) days of the employee's written request, or the written request of the employee's designated representative, the College will either make personnel records available to the employee for his or her inspection or provide a copy of the employee's personnel records to the employee or the employee's designated representative. The employee shall be responsible for the cost of copying.

