



## NOTICE OF COMPLAINANT'S RIGHTS

California career Institute does not discriminate on the basis of sex in its educational programs. Sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, the College issues this statement of policy to inform the community of this comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a college official. In this context, CCI prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the college community.

It is the policy of California career Institute that no member of the campus community - students, faculty, administrators, staff, vendors, contractors, or third parties, may conduct sexual violence or harassment on any other member of our community.

For a complete copy of California career Institute's Sexual Misconduct Policy Governing Students see our catalog. Employees, visit our Employee Handbook and catalog.

### A. Definitions

There are numerous terms used by California career Institute in this policy. These terms are defined below.

**Affirmative Consent:** Means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

**Impairment:** The state of being diminished or weakened due to the consumption of a substance.

**"FERPA":** Means the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 C.F.R. Part 99.

**Force:** Means using physical, threat, intimidation or coercion actions.



Physical: Hitting, pushing, holding, pinching, leaning on, obstructing exit, carrying away. Or, use or display of any weapon.

Coercion: Undue amount of pressure.

Threat: An overt threat.

Intimidation: An implied threat.

Incapacitation: Means the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, without limitation, sleep, blackouts, and flashbacks. Where alcohol is involved, one does not have to be intoxicated or drunk to be considered incapacitated. Rather, incapacitation is determined by how the alcohol consumed impacts a person's decision-making capacity, awareness of consequences, and ability to make informed judgments.

Sexual Harassment: Means conduct, including physical contact, advances, and comments in person and/or via phone, text message, email, or other electronic medium, that is (1) unwelcome; (2) based on sex or gender stereotypes; and (3) is so severe or pervasive that it unreasonably interferes with a person's academic performance or equal opportunity to participate in or benefit from College programs or activities. Sexual Harassment may include, depending upon the facts, persistent and unwelcome efforts to develop a romantic or sexual relationship; persistent and unwelcome commentary about an individual's body or sexual activities; threatening to engage in the commission of a sexual act with another person; stalking or cyberstalking; and engaging in indecent exposure. Title IX and this Policy prohibit 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.

Fondling: Defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Sexual Contact: Means the deliberate touching of a person's intimate parts (including genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using force to cause a person to touch his or her own or another person's intimate parts.

Sexual Intercourse: Means penetration (anal, oral or vaginal) by a penis, tongue, finger, or an inanimate object.

Sexual Assault: "Sexual assault" means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system.

A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.



Rape: Defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim (FBI's Uniform Crime Reporting).

Incest: Defined as nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

California Code § 285. Adultery and fornication by persons forbidden to marry; incest. Persons being within the degrees of consanguinity within which marriages are declared by law to be incestuous and void, who intermarry with each other, or who being 14 years of age or older, commit fornication or adultery with each other, are punishable by imprisonment in the state prison.

Statutory Rape is defined a nonforcible sexual intercourse with a person who is under the statutory age of consent. Statutory rape is prosecuted under each state's rape, carnal knowledge, and juvenile delinquency laws. Penalties depend on the ages of the defendant and victim, and the conduct that occurred, as described below. California Code § 261.5. Carnal knowledge of a minor under 18 years of age.

a) Unlawful sexual intercourse is an act of sexual intercourse accomplished with a person who is not the spouse of the perpetrator, if the person is a minor. For the purposes of this section, a "minor" is a person under the age of 18 years and an "adult" is a person who is at least 18 years of age.

California Code 261. Rape.

(a) Rape is an act of sexual intercourse accomplished with a person not the spouse of the perpetrator, under any of the following circumstances:

(1) Where a person is incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act. Notwithstanding the existence of a conservatorship pursuant to the provisions of the Lanterman-Petris-Short Act (Part 1 (commencing with Section 5000) of Division 5 of the Welfare and Institutions Code), the prosecuting attorney shall prove, as an element of the crime, that a mental disorder or developmental or physical disability rendered the alleged victim incapable of giving consent.

(2) Where it is accomplished against a person's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the person or another.

(3) Where a person is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused.

(4) Where a person is at the time unconscious of the nature of the act, and this is known to the accused. As used in this paragraph, "unconscious of the nature of the act" means incapable of resisting because the victim meets any one of the following conditions:



(A) Was unconscious or asleep.

(B) Was not aware, knowing, perceiving, or cognizant that the act occurred. (C) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraud in fact.

(D) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraudulent representation that the sexual penetration served a professional purpose when it served no professional purpose.

(5) Where a person submits under the belief that the person committing the act is someone known to the victim other than the accused, and this belief is induced by any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief.

(6) Where the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat. As used in this paragraph, "threatening to retaliate" means a threat to kidnap or falsely imprison, or to inflict extreme pain, serious bodily injury, or death.

(7) Where the act is accomplished against the victim's will by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official.

(a) As used in this paragraph, "public official" means a person employed by a governmental agency who has the authority, as part of that position, to incarcerate, arrest, or deport another. The perpetrator does not actually have to be a public official.

(b) As used in this section, "duress" means a direct or implied threat of force, violence, danger, or retribution sufficient to coerce a reasonable person of ordinary susceptibilities to perform an act which otherwise would not have been performed or acquiesce in an act to which one otherwise would not have submitted. The total circumstances, including the age of the victim, and his or her relationship to the defendant, are factors to consider in appraising the existence of duress.

(c) As used in this section, "menace" means any threat, declaration, or act which shows an intention to inflict an injury upon another.

Domestic Violence:

The term "domestic violence" means

1) Felony or misdemeanor crimes of violence committed—

(i) By a current or former spouse or intimate partner of the victim; (ii) By a person with whom the victim shares a child in common; (iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (iv) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (v) By 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 in which the crime of violence occurred.



2) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Sexual battery:

(a) Any person who touches an intimate part of another person while that person is unlawfully restrained by the accused or an accomplice, and if the touching is against the will of the person touched and is for the purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of sexual battery.

Family or household member: Means (i) the person's spouse, whether or not he or she resides in the same home with the person, (ii) the person's former spouse, whether or not he or she resides in the same home with the person, (iii) the person's parents, stepparents, children, stepchildren, brothers, sisters, half-brothers, half-sisters, grandparents and grandchildren, regardless of whether such persons reside in the same home with the person, (iv) the person's mother-in-law, father-in-law, sons-in-law, daughters-in-law, brothers-in-law and sisters-in-law who reside in the same home with the person, (v) any individual who has a child in common with the person, whether or not the person and that individual have been married or have resided together at any time, or (vi) any individual who cohabits or who, within the previous 12 months, cohabited with the person, and any children of either of them then residing in the same home with the person.

Dating Violence: The term "dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

1) The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

2) For the purposes of this definition- (i) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. (ii) Dating violence does not include acts covered under the definition of domestic violence. And section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

California covers dating violence under domestic violence statutes.

Stalking: The term "stalking" means

1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

(i) fear for the person's safety or the safety of others; or (ii) Suffer substantial emotional distress.



2) For the purposes of this definition— (i) Course of conduct means two or more acts, including, but not limited to, acts 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.

(ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

(iii) Reasonable persons mean a reasonable person under similar circumstances and with similar identities to the victim.

3) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

#### California Code § 646.9. Stalking

Any person who willfully, maliciously, and repeatedly follows or harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, of his or her immediate family.

Preponderance of the evidence:

Means that the complaint at hand will be resolved by a determination of which party’s version of events is more likely to be true. Preponderance of the evidence is understood to require more than 50 percent certainty to determine guilt (51% or greater).

Retaliation:

Reprisal, interference, restraint, penalty, discrimination, intimidation or harassment, determined in accordance with applicable legal standards.

These definitions may differ from those used by the State of California to define sexual assault for the criminal justice system. In some cases, the college’s definitions include behaviors that, while not codified as criminal under the California statutes, still violate the standards of conduct to which all California career Institute faculty, staff and students are held. Conduct may also be both punishable under the criminal statutes and college policy. These processes are separate and distinct from one another, however, but can run concurrently.



The codification of Criminal Sexual Assault is located in Ca. Code §§ 261 through 269 and can be accessed on the Code of California web site at <http://www.leginfo.ca.gov/cgi-bin/calawquery?codesection=pen>.

See Ca. Code §261.5 for the age of consent under California law: <http://www.leginfo.ca.gov/cgi-bin/displaycode?section=pen&group=00001-01000&file=261-269>.

## **B. Anti-Retaliation Policy**

Employees-

All College employees should work without fear or without threat of retaliation if they, in good faith (i.e. holding a genuine belief in the truth of one's allegations), and based on a reasonable belief that improper conduct has occurred, make complaints of improper conduct to the Title IX Coordinator or in accordance with the complaint procedure or assist or participate in the complaint process. The College takes all allegations of retaliation seriously. Any allegation of retaliation should be reported immediately to the Campus President, (714) 539-5959 Ext 101, where the appropriate measures will be taken.

Students-

Students have the right to be free from retaliation. Threats or other forms of intimidation or retribution (including but not limited to; verbal, physical, or cyber) against a student who files a complaint or grievance, requests an administrative remedy, participates in an investigation, appears as a witness at an administrative hearing, or opposes an unlawful act, discriminatory practice or policy, are prohibited and subject to College disciplinary procedures. Students with complaints of retaliation students should contact the Campus President (714) 539 – 5959 Ext 101.

What to do if you have been the victim of sexual assault, dating violence, domestic violence or stalking

After an incident of sexual assault, the complainant should consider seeking medical attention as soon as possible at a local emergency room such as [insert hospitals here] to have a rape kit completed to preserve evidence in case the complainant decides to file a police report. No law enforcement charges are required in order to have a rape kit collected, however the complainant must use his/her legal name.

If you have been sexually assaulted:

It is important that a complainant of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 72-96 hours so that evidence as may be necessary to the proof that criminal activity is occurring or has occurred may be preserved. In circumstances of sexual assault, if complainants do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually-transmitted disease. Complainants of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages,



social networking pages, other communications, and keeping pictures, logs or other copies of documents, if any exists that would be useful to college hearing boards/investigators or police.

Although the college strongly encourages all members of its community to report violations of this policy to law enforcement, it is the complainant's choice whether or not to make such a report and complainants have the right to decline involvement with the police. If the complainant would like to contact Public Safety and/or local authorities either of the following maybe completed:

File a complaint but not have charges brought against the accused (charges may be brought at a later time if desired and the prosecuting attorney's office agrees, however, evidence may be lost. Victims of sexual assault are encouraged to get a rape kit done and cooperate fully with an investigation, so the possibility of filing criminal charges may be an option when they are ready to pursue, if ever.)

File a complaint and ask that the investigation and charges be pursued immediately. While the prosecuting attorney is still the decision-maker in whether the perpetrator is charged criminally, the victim can cooperate and provide as much timely cooperation and information as may be possible.

**IMPORTANT:** Victims under the age of 18 that file a report with Public Safety will be deemed a child in need and the appropriate authorities will make a decision of whether to pursue charges.

If a student or employee has been the victim of domestic violence, dating violence, sexual assault, or stalking, the complaint should report the incident promptly to the Campus President (714) 539-5959 Ext. 101. The College will provide this form of resources to persons who have been complainants of sexual assault, domestic violence, dating violence, or stalking, and the College will apply appropriate disciplinary procedures to those who violate this policy.

### **Assistance for Victims: Rights & Options**

Regardless of whether a complainant elects to pursue a criminal complaint, the College will assist complainants of sexual assault, domestic violence, dating violence, and stalking and will provide each complainant with a written explanation of his/her rights. The College complies with California's law in recognizing orders of protection by: any person who obtains an order of protection from California should provide a copy to Campus President. A complainant may then meet with Public Safety to develop a Safety Action Plan, which is a plan for Public Safety and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location, etc. In California, an Emergency Protection Order may be available through a law enforcement officer at any time of day. The College cannot apply for a legal order of protection, no contact order, or restraining order for a complainant or on their behalf. The victim is required to apply directly for these services in conjunction with the police of the



county. The College can issue an institutional “No Contact” directive if deemed appropriate and at the request of the victim or if deemed needed.

To the extent of the complainant’s cooperation and consent, college offices work to ensure that the complainant's health, physical safety, work, and academic status are protected, pending the outcome of a formal College investigation of the complaint.

Additionally, personal identifiable information about the complainant will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures. The College does not publish the name of crime victims nor house identifiable information regarding victims in the Campus Daily Crime Log.

Complainants may request that directory information on file be removed from public sources by request by contacting the Campus President.

#### **Resources:**

NOTE: CCI does not offer on campus resources in health, mental health, counseling, victim advocacy, legal assistance, or visa and immigration assistance. Students should access the off-campus resources in their area of residence or use the chart below to utilize resources near campus. If you need help, contact your Campus President or Safety and Security on your campus. Either of those offices can assist you with connecting with the resource you need. If you need immediate assistance, call 9-1-1.

Orange County :

Off-Campus LOCAL Police Department:

Anaheim Police Department 320 S. Beach Blvd., Anaheim, CA. 92804 (714) 765-1900 Crime reports taken 24 hours a day. Online services include crime mapping, filing police reports, traffic accident reports and more.

STATE Police Department:

California Highway Patrol 13200 Goldenwest St., Westminster, CA. 92683 (714)892-4426 24 hours a day/ 7 day a week State Police with jurisdiction over state highways.

The CHP also guards federal buildings in California. Closest Emergency Room Anaheim Regional Medical Center 1111 W. La Palma Ave., Anaheim, CA 92801 (714) 774-1450 Emergency care 24 hours a day, 7 days a week. This hospital is suitable for the highest level of emergency.



Hospital w/ SANE Services (sexual assault evidence collection services) Anaheim Regional Medical Center 1111 W. La Palma Ave., Anaheim, CA 92801 (714) 774-1450.

Next to the Emergency Room, Anaheim Regional has The Safe Place, a sexual assault examination unit. After being medically evaluated to eliminate the risk of greater injury any patient who believes they have been sexually assaulted can meet with law enforcement officials at The Safe Place to submit forensic evidence of such a case.

Intervention Counseling, Support Groups, Empowerment Workshop Series, Emergency Assistance, Accompaniment, Advocacy and Criminal Justice System Orientation Battered Women's Shelter Human Options Business office - 5540 Trabuco Rd., Ste. 100 Irvine, CA 92620 (877) 854-3594 – 24 Hour Hotline Human Options provides safe haven and programs to help abused women, their children and families rebuild their lives – and works with the community to break the cycle of domestic violence. Resources Specific to Male Victims Community Service Programs North Orange County Courthouse 1275 N. Berkeley Ave., Fullerton, CA. 92832 (714) 957-2737 –

24 Hour Hotline Provides: 24-HOUR Hotline/Hospital Response, Crisis Intervention Counseling, Support Groups, Empowerment Workshop Series, Emergency Assistance, Accompaniment, Advocacy and Criminal Justice System Orientation.

Resources for the LGBTQ community:

CenterLink LGBT Center OC 1605 N. Spurgeon St., Santa Ana, CA 92701 (714) 953-5428 M-F 10am-9pm  
CenterLink envisions communities where lesbian, gay, and bisexual and transgender people

Hawthorne Off-Campus LOCAL Police Department Address:

12501 Hawthorne Blvd, Hawthorne, CA 90250 Phone: (310) 349-2700

Hospital w/ SANE Services (sexual assault evidence collection services) LAC + USC Medical Center 1200 North State Street Los Angeles, CA 90033 (323) 409-1000 Prosecuting Attorney's Office (Court) Central Civil West Courthouse Central Civil West Courthouse 600 South Commonwealth Ave. Los Angeles, CA 90005. Ph: 213-351-8738

Where to obtain a protective order Central Civil West Courthouse Central Civil West Courthouse 600 South Commonwealth Ave. Los Angeles, CA 90005 213-351-8738

### **Counseling**

Intercommunity Counseling Center 7702 Washington Ave. Whittier, CA 90602 Phone 562-698-1272.

Health Hollywood Sunset Free Clinic 3324 W Sunset Blvd. Los Angeles, CA 90026 Phone 323-660-2400 or 323-660-1408.

Her Medical Clinic 2502 S Figueroa St, Los Angeles, CA 90007 Phone 213-747-4391



Knights of Malta Free Clinic 2222 Ocean View Ave. # 112 Los Angeles, CA 90057 Phone 213-384-4323

#### Victim Advocacy

Family Crisis Center 2116 Arlington Ave. Suite 200, Los Angeles, CA 90018 Phone 323-737-3900 Hotline 310-379-3620, 310-370-5902, 213-7456434, 562-388-7652

East Los Angeles Women's Center 1255 South Atlantic Blvd Los Angeles, CA 90022

Phone 323-526-5819 Hotline 800-585-6231

Legal Assistance Neighborhood Legal Services of Los Angeles County 1102 East Chevy Chase Drive, Glendale, CA 91205

Phone 818-291-1765

<http://www.nlsla.org/>

Legal Aid Foundation of Los Angeles 1102 East Chevy Chase Drive, Glendale, CA 91205

Phone 818-291-1765

<http://www.lafla.org/index.php>

#### Financial Assistance

Assistance with Financial Aid Department of Public Social Services 2415 W. 6th St. Los Angeles, CA 90057 Phone 213-738-4505

<http://dpps.lacounty.gov/default.cfm>

Visa & Immigration Assistance Visa and Immigration Assistance Public Counsel – Immigrant's Rights Project 610 S. Ardmore Ave. CA 90031 Phone 213-385-2977 <http://www.publiccounsel.org/>

Mental Health Center for Individual & Family Counseling 5445 Laurel Canyon Blvd. North Hollywood, CA 91607

Phone 818-761-2227

Southern California Counseling Center 5615 Pico Blvd. Los Angeles, CA 90019

Phone 323-937-1344

#### **Rape Crisis**

Peace Over Violence 1015 Wilshire Blvd Suite 200 Los Angeles, CA 90017 (626) 584-6191 (310) 392-8381 HOTLINE.



Battered Women's Shelter Violence Intervention Program/24-Hour Domestic Violence Response Team  
1721 Griffin Avenue Los Angeles, CA 90031

Phone 323-226-2095

<https://www.violenceinterventionprogram.org/vip/> Resources Specific to Male Victims Resources for the LGBTQ community Other Coalition for Humane Immigrant Rights of Los Angeles, CA 2533 W. 3rd St. Suite 101. CA 90057 Phone 213-353-1333 <http://www.chirla.org/>

### **Disciplinary Procedures Following a Complaint:**

Whether or not criminal charges are filed, the College or a person may file a complaint under the Sexual Misconduct Policy alleging that a student or employee violated the College's policy. Reports of all domestic violence, dating violence, sexual assault and stalking made to Public Safety, Clery Campus Security Authorities or Title IX Responsible Employees, will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

The Campus President responsibilities include overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

### **Confidentiality:**

The College will make every effort possible to ensure that the identity of a complainant is protected who reports having been victims of sexual misconduct, sexual assault, domestic violence, dating violence, or stalking.

However, when a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the college's ability to respond to the complaint may be limited.

For more information on Confidentiality with the Sexual Misconduct process please see the California Career Institute's Sexual Misconduct Policies and Procedures at <http://calinstitute.edu/catalog>.

### **Risk Reduction, Warning Signs of Abusive Behavior and Future Attacks**

No complainant is ever to blame for being assaulted or abused. Unfortunately, a person who is the victim of sexual or dating violence is more likely to be re-victimized. Below are some tips to help reduce your risk, to recognize warning signs of abusive behavior and how to avoid potential attacks. Warning Signs of Abusive Behavior Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe. Warning signs of dating and domestic violence include:



- 1) Being afraid of your partner.
- 2) Constantly watching what you say to avoid a “negative or aggressive response.”
- 3) Feelings of low self-worth and helplessness about your relationship.
- 4) Feeling isolated from family or friends because of your relationship.
- 5) Hiding bruises or other injuries from family or friends.
- 6) Being prevented from working, studying, going home, and/or using technology (including your cell phone.)
- 7) Being monitored by your partner at home, work or school.
- 8) Being forced to do things you don’t want to do.

Help Reduce Your Risk and Avoid Potential Attacks If you are being abused or suspect that someone you know is being abused, speak up or intervene.

- A. Get help by contacting the Counseling Center or Health Center for support services.
- B. Learn how to look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners.
- C. Consider making a report with the Campus President and ask for a “no contact” directive from the college to prevent future contact.
- D. Consider getting a protective order.
- E. Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported.
- F. Trust your instincts—if something doesn’t feel right in a relationship, speak up or end it.

### **Sexual Assault Prevention (From RAINN)**

- Be aware of rape drugs.
- Try not to leave your drink unattended.
- Only drink from un-opened containers or from drinks you have watched being made and poured.
- Avoid group drinks like punch bowls.
- Cover your drink. It is easy to slip in a small pill even while you are holding your drink. Hold a cup with your hand over the top or choose drinks that are contained in a bottle and keep your thumb over the nozzle.
- If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible.



- If you suspect you have been drugged, go to a hospital and ask to be tested. ☑ Keep track of how many drinks you have had.
- Try to come and leave with a group of people you trust. ☑ Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours.

#### **Traveling around campus (walking):**

- Make sure your cell phone is easily accessible and fully charged.
- Be familiar with where emergency phones are installed on the campus.
- Be aware of open buildings where you can use a phone.
- Keep some change accessible just in case you need to use a pay phone.
- Take major, public paths rather than less populated shortcuts.
- Avoid dimly lit places and talk to campus services if lights need to be installed in an area.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- Carry a noisemaker (like a whistle) on your keychain.
- Carry a small flashlight on your keychain. ☑ If walking feels unsafe, contact Public Safety.

#### **Complainant's and Respondent's Joint Rights**

Both the complainant and respondent have the right to be treated fairly and equitably by the College throughout the investigation and resolution. They also have the right to the following:

1. The complainant and the respondent each have the opportunity to meet with a properly trained investigator and provide supporting evidence and/or attend a hearing before a properly trained hearing panel;
2. The complainant and the respondent each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing;
3. A decision is based on the preponderance of evidence standard, i.e. "more likely than not to have occurred" standard. In other words, the conduct process asks: "is it more likely than not that the respondent violated the Sexual Misconduct Policy?"
4. The complainant and the respondent will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those result or disciplinary actions prior to the time that such results become final; and



5. The complainant and the respondent each have the right to appeal the outcome of the hearing and will be notified simultaneously in writing of the final outcome after the appeal is resolved.

**For further information on Sexual Misconduct contact:**

Manal Alawneh – VP of Compliance

Dr. K Alshammiry – Corporate Director of Operations

(714) 539 – 5959 Ext 101

kalshammiry@calinstitute.edu

To contact the Department of Education’s Office for Civil Rights: U.S. Department of Education Office for Civil Rights Lyndon Baines Johnson Department of Education Building 400 Maryland Avenue, SW Washington, DC 20202-1100

Telephone: 800-421-3481 | FAX: 202-453-6012 | TDD: 800-877-8339 | Email: OCR@ed.gov