



**penrose** academy

2023 Annual Safety Report

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13402 N Scottsdale Road, Suite B-160 | Scottsdale, AZ 85254 | [penrose.edu](https://penrose.edu)

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## INTRODUCTION

**Nancy Meduna**     **Matt Meduna**  
Owner & CEO     Owner & Chair

### Affiliations

#### Memberships

Pivot Point International Member School  
Greater Phoenix Chamber of Commerce  
American Association of Cosmetology Schools

#### Licensing and Certification

The Arizona Barbering & Cosmetology Board (AZBCB)  
Arizona Department of Health Services (ADHS)

#### Accreditation

Penrose Academy is accredited by the Commission of the Council on Occupational Education (COE)

## ANNUAL SECURITY REPORTING

The Clery Act or The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the federal law that requires colleges and universities across the United States to disclose an Annual Safety Report (**ASR**).

crime statistics on campus, public property, within campus bounds, and public property immediately adjacent to campus.

The ASR report also includes policy statements regarding crime reporting, campus facility security and access, law enforcement authority, the incidence of alcohol and drug use, and the prevention of and response to sexual assault, domestic or dating violence, and stalking.

#### VAWA

On March 7, 2013, the Violence Against Women Act (**VAWA**) was signed into law. VAWA included amendments to the Clery Act that require institutions to disclose statistics, policies, and programs related to dating violence, domestic violence, sexual assault, and stalking.

### Preparation

Penrose Academy involves multiple departments, such as Operations, Student Services, Guest Services, and Education, in preparing the Annual Safety Report. This collaborative effort ensures that all relevant information is gathered and accurately represented in the report. Each department contributes information related to their specific areas of responsibility.

### Disclosure & Publication of Annual Safety Report

At Penrose Academy, transparency and safety are of utmost importance. Our Annual Safety Report is compiled and disclosed to ensure that currently enrolled and prospective students and employees are informed of crime statistics and campus safety. The Annual Safety Report is published and disclosed by the following processes:

1. **Data Collection and Submission:** The Campus Safety Survey Administrator (CSSA) is the President of Penrose Academy and is responsible for collecting crime statistics related to incidents occurring within the geographic boundaries of Penrose Academy. This data includes crimes reported to the Phoenix Police Department and Penrose Academy's Campus Security Authorities.
2. **Submission to U.S. Department of Education:** The collected crime data is submitted through an online campus safety and security survey. This ensures compliance with federal reporting requirements.
3. **Publication Deadline:** The Annual Safety Report is published no later than October 1 each year.
4. **ASR Accessibility:** The crime data and safety report are accessible to the Penrose Academy community through various online platforms. The report is prominently displayed on the official website, [penrose.edu](http://penrose.edu), ensuring easy access.

5. **Penrose App Notifications:** Current and prospective students are promptly notified of the availability of the updated report via push notifications on the Penrose app. The notification includes a link directing them to the website where the report can be accessed.
6. **Student Access:** The ASR is located within the Penrose app under the "Forms and Docs" section in the student safety information.
7. **Employee Notification and Acknowledgement:** Employees receive email

notification of the updated ASR. The email includes a link to the website where the report is published, allowing employees to access the report.

In Addition, Penrose Academy utilizes its payroll and HR system, Gusto, to notify employees about the updated ASR. Employees are required to acknowledge receipt of the report, promoting accountability and awareness.

## CAMPUS CONTACT INFORMATION

13402 N Scottsdale Rd. Suite B – 160, Scottsdale, AZ 85254 | (480)222-9540 | [penrose.edu](https://penrose.edu)

**Nancy Meduna** [nancy@penrose.edu](mailto:nancy@penrose.edu)  
Owner & CEO

**Matt Meduna** [matt@penrose.edu](mailto:matt@penrose.edu)  
Owner & Chair

**Nikki Parcels** [nikki@penrose.edu](mailto:nikki@penrose.edu) President

**Bridget O'Brien** [bridget@penrose.edu](mailto:bridget@penrose.edu)  
Senior Director of Admissions & Financial Aid

**Cheri Parcels** [cheri@penrose.edu](mailto:cheri@penrose.edu) Director  
of Operations

**Missy Conti** [missy@penrose.edu](mailto:missy@penrose.edu)  
Director of Education, Title IX Coordinator,  
Campus Safety Authority

**Andria Young** [andria@penrose.edu](mailto:andria@penrose.edu)  
Director of Student Services & Deputy Title IX  
Coordinator, Campus Safety Authority

**Candice Healey** [candice@penrose.edu](mailto:candice@penrose.edu)  
Director of Medical Services

**Haleigh Trout** [haleigh@penrose.edu](mailto:haleigh@penrose.edu)  
Assistant Director of Education & Deputy Title IX  
Coordinator, Campus Safety Authority

**Stephanie Toth** [steffi@penrose.edu](mailto:steffi@penrose.edu)  
Education Manager & Deputy Title IX  
Coordinator, Campus Safety Authority

**Parci Flake** [parci@penrose.edu](mailto:parci@penrose.edu)  
Education Manager, Campus Safety Authority

## **SAFETY & SECURITY**

Penrose Academy acknowledges that upholding crime prevention is a shared duty involving the institution as well as every individual affiliated with its operations, whether as employees, students, or visitors. The most effective approach to crime prevention revolves around vigilant monitoring of the premises and prompt reporting of any unusual or questionable activities.

It is important to emphasize that Penrose Academy maintains a single campus located at 13402 N. Scottsdale Road, Suite B160, Scottsdale, AZ 85254. Notably, the campus does not include residential accommodations, satellite sites, or public properties that directly adjoin or are accessible from our primary campus area.

### **Student & Employee Training**

#### **Employee Training**

During the initial onboarding phase, new employees receive a comprehensive orientation covering a range of important topics, including acknowledgment of the annual ASR and safety and security policies. These policies encompass a wide range of areas, such as emergency response, evacuation procedures, reporting incidents, and maintaining a secure environment. New hires attend Title IX training that focuses on understanding and preventing gender-based discrimination, sexual harassment, and related issues. New hires are informed about the Clery Act and its significance. This includes understanding crime reporting requirements, the importance of accurate reporting, and how it impacts our campus community.

#### **Student Training**

As part of the student orientation process, new enrollees undergo training to ensure they are aware of crucial policies and regulations. During student orientation, we provide a thorough overview of our emergency procedures. This includes guidance on responding effectively to various emergencies, such as fires, medical incidents, natural disasters, and other potential crises. Students are informed about the availability of the Annual Security Report. During student orientation, students receive training on Title IX (gender discrimination), VAWA (Violence Against Women Act), Clery Act (campus crime reporting), and our Code of Conduct. To promote recognition and response to various situations appropriately.

#### **Campus Security Authorities (CSAs)**

In compliance with the Clery Act, also known as The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, it is a federally mandated requirement for educational institutions to establish individuals known as Campus Security Authorities (CSAs). These CSAs bear the responsibility of promptly reporting any incidents of crime that come to their attention. This reporting is essential for the comprehensive compiling of Penrose Academy's Annual Safety Report and, if deemed necessary, for the issuance of Timely Warning Notices.

CSAs are vested with both the authority and the obligation to take proactive measures and respond to matters related to safety and security on behalf of Penrose Academy. They hold a pivotal role in fulfilling the institution's commitment to maintaining a secure campus environment.

Confirmed and documented incidents of crime, as identified by the CSAs, are communicated to the President of Penrose Academy. This communication serves as a vital mechanism for maintaining transparency and informing institutional decision-making regarding campus safety.

Penrose Academy's designated Campus Security Authorities have a range of specific duties, including:

- Maintaining an accurate and up-to-date campus crime log.
- Reporting campus crimes and violations of the Clery Act, VAWA, and Title IX.

- Encouraging individuals who have experienced or witnessed crimes to come forward and report these incidents.
- Providing affected individuals with information about available resources for assistance and support.
- Assuring the reporting individuals that the incident will be included as a statistical record without revealing their identity in the report.
- Timely completion of the CSA Clery crime reporting form within a 24-hour window upon receiving pertinent information.
- Upholding the obligation to report these incidents, regardless of whether the alleged victim pursues formal legal actions or engages law enforcement.

If you or someone you know needs to report a crime, contact any of the Campus Security Authorities listed below.

**Andria Young** [andria@penrose.edu](mailto:andria@penrose.edu)

Director of Student Services & Deputy Title IX Coordinator, Campus Safety Authority

**Missy Conti** [missy@penrose.edu](mailto:missy@penrose.edu)

Director of Education, Title IX Coordinator, Campus Safety Authority

**Haleigh Trout** [haleigh@penrose.edu](mailto:haleigh@penrose.edu)

Assistant Director of Education & Deputy Title IX Coordinator, Campus Safety Authority

**Stephanie Toth** [steffi@penrose.edu](mailto:steffi@penrose.edu)

Education Manager & Deputy Title IX Coordinator, Campus Safety Authority

**Parci Flake** [parci@penrose.edu](mailto:parci@penrose.edu)

Education Manager, Campus Safety Authority

Penrose Academy has designated these individuals to play a pivotal role in upholding the safety and security of the campus community.

### **Campus Law Enforcement**

Campus Security at Penrose Academy does not include a dedicated police force, and the security personnel on campus do not possess the power to make arrests.

### **Relationship with Local Law Enforcement**

Local law enforcement maintains the authority to make arrests within the premises of Penrose Academy. The academy is committed to adhering to all relevant local, state, and federal laws. It is understood that student conduct or actions that have a negative impact on the academy's community can place educational programs in jeopardy and pose risks to all involved parties. Instances of behavior that violate local, state, or federal laws will not be tolerated. Penrose Academy does not provide protection from prosecution by law enforcement agencies in such cases.

### **Reporting Crimes & Emergencies**

Penrose Academy encourages all individuals within the campus community and visitors to report any on-campus crimes promptly and accurately, instances of suspicious behavior, public safety-related occurrences, and emergencies to the designated Campus Security Authorities (CSAs).

It is important to note that Penrose Academy's CSAs do not have the authority to make arrests.

In situations involving criminal activities, it is imperative for students, faculty, and staff members not to personally intervene when a crime is in progress. Instead, the recommended course of action is to prioritize personal safety and dial 9-1-1 for immediate emergency response.

Subsequently, individuals should inform a CSA about the incident to maintain an accurate record of incidents involving students, employees, and visitors

Incidents of criminal behavior can be reported to CSAs through multiple channels:

- In-person interactions with CSAs.
- Phone communication.
- Messaging via Penrose app.
- Filing an incident report, which can be acquired both in person at the Student Services office or through the Penrose app.

### **Confidential Reporting**

For Academy members who become victims of a crime but decide not to involve the legal system, there's a way to make a confidential and anonymous report to a Campus Security Authority. However, it's important to understand that these reports aren't kept confidential. This is because CSAs are responsible for including certain details like the incident's date, time, location, and relevant context. These specifics are needed to categorize the type of offense for statistical purposes accurately. If you agree, a (CSA) or an authorized representative from Penrose Academy can complete an incident report without disclosing your identity. The purpose of this confidential report is to respect your desire for confidentiality while also taking measures to enhance the safety of yourself and others in the future. This information enables the academy to accurately record incidents involving students, employees, and visitors. It helps identify any trends or patterns of crime, allowing the campus community to be alerted about potential risks if an ongoing threat is present. The required Annual Safety Report includes and discloses reports submitted in this manner.

### **Emergency Contact Information**

Students, faculty, and staff are responsible for having current and accurate information on file with the Academy to ensure they receive timely warning notifications.

Penrose Academy does not assume responsibility for incorrect contact information on file.

### **Missing Student**

Any suspicions of a missing student should be reported without delay to Penrose Academy's Campus Security Authorities (CSAs) and the local police department.

If any members of the Penrose community have reason to believe that a student has been missing for 24 hours without explanation, it is crucial to report this promptly to the local law enforcement and CSAs.

Additionally, the Academy may need to reach out to fellow students, parents, law enforcement agencies, and other individuals or entities who might possess information regarding the missing student's location.

Arizona law requires all law enforcement agencies to accept any report of a missing person without delay. Law enforcement agencies shall take missing person reports in person and may receive reports by telephone or by electronic or other media.

### **Notification for Missing Students**

A student is determined to be missing when the Academy has verified that reported data is credible and circumstances warrant declaring the person missing.

In the event of a missing student incident that presents a potential threat to the Penrose Academy community, the Campus Security Authorities will promptly issue a timely warning. In such circumstances, this warning may entail the confidential treatment of victim names or the controlled release of information to prevent any risks to the victim's safety or potential interference with law enforcement efforts.

CSAs are responsible for promptly notifying the designated contact of a missing student within 24 hours after the confirmation that a student is missing.

## **Safety & Access**

Penrose Academy welcomes students, staff, faculty, approved contractors, and guests during standard business hours. Outside of these hours, entry to Penrose Academy is restricted to authorized employees and janitorial, maintenance, or facility upgrade contractors through the use of keys and security codes.

## **Security Cameras**

Penrose Academy has installed security cameras in common areas. These cameras are used to identify and monitor theft, mischief, vandalism, and potential safety risks.

## **Visitor Policy**

During school hours, students, staff, and faculty are generally not permitted to have visitors unless given approval by the President or Department Head based on specific circumstances. This policy applies to all campus areas, including the student breakroom, employee breakroom, student patio, and parking areas.

## **Parking Policy**

Designated student parking is permitted in both the rear and front areas of the Academy building. Access to this parking zone is through the front parking lot. Any modifications related to parking will be communicated to students through the Penrose app. The parking lot operates as a one-way system, with entry from the east side and exit from the west side of the building. The maximum speed allowed within the parking area is five mph. Students are responsible for dealing directly with their respective insurance providers in the event of collisions or minor accidents.

## **Maintenance Policy**

The Operations department at Penrose Academy is responsible for coordinating and supervising campus maintenance, repairs, and upgrades to the facility and equipment. Furthermore, this department conducts assessments of landscaping, locks, alarms, and lighting to pinpoint and address areas that require attention. Penrose Academy is dedicated to ensuring the security of its premises and surroundings. The Property Manager assumes responsibility for overseeing the roof, exterior lighting, parking lot, landscaping, and sidewalks.

## **Campus Searches Policy**

To protect the safety and well-being of our students, campus searches may occur at any time and without notice. These searches could encompass student lockers, book bags, or personal possessions if required for investigative purposes. Individuals suspected of engaging in criminal behavior will be handed over to the appropriate legal authorities for further action.

## **Registered Sex Offenders**

Arizona requires offenders to register with their local Sheriff's Department based on their Arizona Risk Assessment score. Community members can find information on the website [Register Sex Offenders](#). Various free-of-charge search results can be obtained using information such as the violator's last name, the zip code for the area of interest, and a specific address with results for the surrounding three square miles. In addition, a downloadable listing of sex offender information can be obtained for a fee at [www.azdps.gov/services/public/offender](http://www.azdps.gov/services/public/offender).

Arizona has no law against offenders seeking or obtaining employment or living near educational institutions.



## **Safety Awareness Prevention**

All students, faculty, and staff should have a preconceived plan of action in the event of criminal activity they should become involved in or witness.

Following the general rules listed below can help mitigate the risk of becoming a victim of crime.

- Be alert for suspicious persons and activity on campus. For example, if you see an unfamiliar face in the vicinity, proceed to your work/class area and then report the matter immediately.
- Walk in well-lit areas. If possible, do not walk alone.
- In case of a personal attack, scream as loudly as possible and run toward a more lighted or highly trafficked area.
- Do not voluntarily enter an assailant's vehicle or go to a more remote location with an assailant.
- Be aware of your surroundings. If you think you are being followed, go to a crowded area.
- Be alert and observant of the people around you.
- Trust your instincts. If you sense trouble, get away as soon as possible.
- Do not carry large amounts of money.
- Park your vehicle in populated and well-lit areas, if possible.
- Lock all vehicle doors and check them before leaving your parked car.
- Carry keys in your hand. Allowing you to reenter your vehicle rapidly should you see a suspicious person in the area.

## EMERGENCY CONTACTS & IMPORTANT RESOURCES

The following is a list of emergency, crisis, and student resource information:

EMERGENCY	911	
Non-Emergency	(602) 262-6151	<a href="#">Phoenix Police</a>
Silent Witness	(480) Witness	<a href="#">Phoenix Police</a>
Campus Security Authorities	(480) 222.9540 x 208, 204, 202	<a href="#">Penrose Compliance</a>
Title IX Coordinator & Deputy Coordinators	(480) 222-9540 x 204	<a href="#">Penrose Compliance</a>
Crime Stop - PHX Police Department	(602) 262-6151	<a href="http://phoenix.gov/police">phoenix.gov/police</a>
2-1-1 Arizona Resource Directory	211	<a href="http://211arizona.org">211arizona.org</a>
Arizona Self Help Organization	See Website	<a href="http://arizonaselfhelp.org">arizonaselfhelp.org</a>
Homeless Shelter	(602) 263 - 7654	<a href="http://homewardboundaz.org">homewardboundaz.org</a>
Apply for Food stamps	(602) 417 - 4000	<a href="http://azahcccs.gov">azahcccs.gov</a>
Crisis Response Network	(855) 832 - 2866	<a href="http://crisis.solari-inc.org">crisis.solari-inc.org</a>
Crisis Text Line	Text HOME to 741741	<a href="http://crisistextline.org">crisistextline.org</a>
The Mandel Center	(480) 734 - 1199	<a href="http://mandelcenter.com">mandelcenter.com</a>
Mental Health America of Arizona	(602) 576 - 4828	<a href="http://mhaarizona.org">mhaarizona.org</a>
Suicide & Crisis Lifeline	988	<a href="http://988lifeline.org">988lifeline.org</a>
Eating Disorder Treatment & Recovery	(866) 842 - 1245	<a href="http://meadowsranch.com">meadowsranch.com</a>
A New Beginning (eating disorders)	(480) 941 - 4247	<a href="http://anewbeginning.com">anewbeginning.com</a>
Overeaters Anonymous	(602) 234 - 1195	<a href="http://oa.org">oa.org</a>
Gamblers Anonymous	(602) 266 - 9784	<a href="http://gamblersanonymous.org">gamblersanonymous.org</a>
Narcotics Anonymous	(818) 773 - 9999	<a href="http://na.org">na.org</a>
Marijuana Anonymous	(800) 766 - 6779	<a href="http://marijuana-anonymous.org">marijuana-anonymous.org</a>
Drug/ Alcohol Additional Resources	(877) 931 - 9142	<a href="http://communitybridgesaz.org">communitybridgesaz.org</a>
CASA, Center for Prevention of Abuse & Violence	(602) 254 - 6400	<a href="http://casacares.org">casacares.org</a>
Arizona Coalition to End Sexual and Domestic Violence	(800) 782 - 6400	<a href="http://acesdv.org">acesdv.org</a>
Domestic Violence Survivor Emergency Relief Fund	(602) 279 - 2980	<a href="http://acesdv.org/survivor-emergency-relief-fund">acesdv.org/survivor-emergency-relief-fund</a>
National Child Abuse Hotline	(800) 422 - 4453	<a href="http://childhelp.org">childhelp.org</a>
Arizona Child Abuse Hotline	(888) 767 - 2445	<a href="http://dcs.az.gov">dcs.az.gov</a>
Arizona WIC Program	(800) 252 - 942	<a href="http://azdhs.gov/prevention/azwic">azdhs.gov/prevention/azwic</a>
DES Medical Assistance Program	(855) 432 - 7587	<a href="http://healthearizonaplus.gov">healthearizonaplus.gov</a>
American Indian Health Program	(602) 417 - 7100	<a href="http://azahcccs.gov/americanIndians/AIHP/">azahcccs.gov/americanIndians/AIHP/</a>
Arizona Coalition for Military Families	(602) 753 - 8802	<a href="http://arizonacoalition.org">arizonacoalition.org</a>
U.S. Department of Veteran Affairs	(844) 698 - 2311	<a href="http://va.gov">va.gov</a>
Arizona Department of Veteran's Services	(602) 255 - 3373	<a href="http://dvs.az.gov">dvs.az.gov</a>

# Printable Read-Only Institution Forms

## Registration

First Name

Nicole

Last Name

Parcells

Title

President

Address 1

13402 North Scottsdale Road

Address 2 *(Optional)*

Suite B-160

City

Scottsdale

State

Arizona

ZIP Code

852544065

Phone

4802229540

Extension *(Optional)*

202

Fax (Optional)

E-mail Address

Comment

*\* Please use this box if you would like to provide additional contact information such as a cell phone number or the best time to reach you if there are questions about your survey. Also, if the person listed above is not the person who enters the data, please provide the name and contact information for the person who enters the data. This information is for the survey help desk staff only. It will not be seen by the public.*

# Institution Information

## General Information

Institution Name : Penrose Academy

Address 1

13402 North Scottsdale Road Suite B160

City

Scottsdale

State

Select State ▼

ZIP Code

852544065

Web Address (Optional)

penrose.edu/

## Chief Administrative Officer infomation

Name

Nancy Meduna

Title

CEO / Owner

E-mail Address

nancy@penrose.edu

Phone

(480) 222-9540

Extension (Optional)

# Campus Information

Campus Name

Main Campus

Location

☒ State or Outlying Area    ☐ Other Country

Address

13402 North Scottsdale Road Suite B160

City	State or Outlying Area	ZIP Code	County <i>(Optional)</i>
Scottsdale	Arizona ▼	85254-4065	

Description *(Optional)*

# Campus Safety Officer

## General Information

Name

Nikki Parcels

Title

President

E-mail Address

Nikki@penrose.edu

Phone

(480) 222-9540

Extension (*Optional*)

202

## Address

Location

☒ State or Outlying Area ☐ Other Country

Address

13402 North Scottsdale Road Suite B160

City

Scottsdale

State or Outlying Area

Arizona ▼

ZIP Code

85254-4065

# Campus Fire Safety Officer

## General Information

Name

Nikki Parcels

Title

President

E-mail Address

Nikki@penrose.edu

Phone

(480) 222-9540

Extension (*Optional*)

202

## Address

Location

☒ State or Outlying Area ☐ Other Country

Address

13402 North Scottsdale Road Suite B160

City

Scottsdale

State or Outlying Area

Arizona ▼

ZIP Code

85254-4065



# Lead Title IX Coordinator

## General Information

Name	Title	
<input type="text" value="Missy Conti"/>	<input type="text" value="Director of Education"/>	
E-mail Address	Phone	Extension (Optional)
<input type="text" value="missy@penrose.edu"/>	<input type="text" value="(480) 222-9540"/>	<input type="text" value="204"/>

## Address

Location

☒ State or Outlying Area   ☐ Other Country

Address

City	State or Outlying Area	ZIP Code
<input type="text" value="Scottsdale"/>	<input type="text" value="Arizona"/>	<input type="text" value="85254-4065"/>

Does your Institution have other designees who share these responsibilities?

☐ Yes   ☐ No

# Update Status

Date Completed: 8/28/2023

Updated

# 2023 Campus Safety and Security Survey

Institution: (460914001)

User ID: C4609141

## Screening Questions

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

### 1. Does your institution provide On-campus Student Housing Facilities?

- ☒ **No.**
- ☐ **Yes.** (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)

Number of On-campus Student Housing Facilities:

0

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### 2. Does your institution have any noncampus buildings or properties?

- ☐ **Yes**
- ☒ **No**

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### 3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

- ☒ **Yes.** Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.
- ☐ **No.** We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.
- ☐ **Not available.** We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.
- ☐ **Not available.** We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with

our request.

## Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

Criminal offense	Total occurrences On campus		
	2020	2021	2022
a. <u>Murder/Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Manslaughter by Negligence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

Criminal offense	Total occurrences on Public Property		
	2020	2021	2022
a. <u>Murder/Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Manslaughter by Negligence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

j. Motor vehicle theft  
(Do not include theft from a motor vehicle)

0

0

0

k. Arson

0

0

0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Crimes - On campus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

YEAR 2022

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>
c. <u>Rape</u>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>
d. <u>Fondling</u>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>
e. <u>Incest</u>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>

f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
l. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
m. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
n. <u>Intimidation</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
o. <u>Destruction/damage/vandalism of property.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

YEAR 2021

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
l. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
m. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
n. <u>Intimidation</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
o. <u>Destruction/damage/vandalism of property.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

YEAR 2020

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin



a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
l. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
m. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
n. <u>Intimidation</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
o. <u>Destruction/damage/ vandalism of property.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

YEAR 2022

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

motor vehicle)

k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
l. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
m. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
n. <u>Intimidation</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
o. <u>Destruction/damage/ vandalism of property.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

YEAR 2021

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
l. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
m. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
n. <u>Intimidation</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
o. <u>Destruction/damage/vandalism of property.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

YEAR 2020

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>
c. <u>Rape</u>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>
d. <u>Fondling</u>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>
e. <u>Incest</u>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>

f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
l. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
m. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
n. <u>Intimidation</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
o. <u>Destruction/damage/ vandalism of property.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Caveat:**  
 If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime	Total occurrences On Campus		
	2020	2021	2022
a. <u>Domestic violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Dating violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Stalking</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime	Total occurrences on Public Property		
	2020	2021	2022
a. <u>Domestic violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Dating violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Stalking</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

Crime	Number of Arrests		
	2020	2021	2022
a. <u>Weapons: carrying, possessing, etc.</u>	<div>0</div>	<div>0</div>	<div>0</div>
b. <u>Drug abuse violations</u>	<div>0</div>	<div>0</div>	<div>0</div>
c. <u>Liquor law violations</u>	<div>0</div>	<div>0</div>	<div>0</div>

**Please Note:** Do NOT include drunkenness or driving under the influence in liquor law violations.

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Crime	Number of Arrests		
	2020	2021	2022
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Please Note:** Do NOT include drunkenness or driving under the influence in liquor law violations.

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

**Do not include disciplinary actions that were strictly for school policy violations.**

**If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**

Crime	Number of persons referred for Disciplinary Action		
	2020	2021	2022
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>



b. Drug abuse violations

c. Liquor law violations

**Please Note:** Do NOT include drunkenness or driving under the influence in liquor law violations.

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

**Do not include disciplinary actions that were strictly for school policy violations.**

**If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**

Crime

Number of persons referred for  
Disciplinary Action

2020

2021

2022

a. Weapons: carrying, possessing, etc.

b. Drug abuse violations

c. Liquor law violations

**Please Note:** Do NOT include drunkenness or driving under the influence in liquor law violations.

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

	Number		
	2020	2021	2022
a. <u>Total unfounded crimes</u>	<div>0</div>	<div>0</div>	<div>0</div>

**Please Note:** If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded." Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# 2023 Campus Safety and Security Survey

Institution: (460914001)

User ID: C4609141

## Fires - Summary

		2020			2021			2022		
S/N	Name of Facility	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
<b>Total</b>										

# Campus Safety and Security Survey Completion Certificate

The Campus Safety and Security data for

**Penrose Academy**

**(460914)**

were completed and locked on **August 28, 2023**.

Thank you for your participation in the 2023 data collection.

This certificate was prepared on **August 28, 2023**

## **HEALTH & SAFETY**

Penrose Academy adheres to an Emergency Preparedness Policy and Plan known as Safety Sanitation and Infection Control (SSIC). This framework was established to educate and implement protocols and strategies that bolster the safety, well-being, and overall health of the Penrose community. The policy places emphasis on educating students about various diseases, infections, and potential threats.

Furthermore, the policy is designed to educate both students and employees on disease prevention, proper hygiene practices, and adherence to safety and sanitation standards. This extends to interactions with the public and integration within the daily curriculum.

The SSIC Policy undergoes an annual review, with more frequent evaluations in response to emerging threats. This ensures that students and employees are consistently informed and capable of implementing these practices daily throughout their time at the academy and even beyond graduation.

Additionally, Penrose Academy retains the ability to formulate SSIC policies tailored to ongoing pandemics and other evolving threats. These policies are regularly updated and promptly communicated via the Penrose App following each revision.

### **Reporting Health and Safety Concerns**

Should you encounter any health or safety issues, it's important to promptly inform campus faculty or staff personnel. If you're unable to locate someone in person, please don't hesitate to contact Student Services.

For non – non-emergencies, we encourage students to utilize incident forms. You can find these forms at the Student Services office or access them via the Penrose app.

## **EMERGENCY POLICIES & PROCEDURES**

### **Emergencies**

Specific emergencies, crimes, and suspicious activities that don't involve serious personal injury, property injury, or property loss can be reported to your local law enforcement officers at their non-emergency number. Some examples may include reports of a burglary where the suspect has left the vicinity, hit-and-run accidents with no injuries, graffiti or other vandalism, or persons disturbing the peace.

### **Timely Warning and Emergency Response**

Timely warnings are triggered when the Academy determines a crime for which we must report statistics, such as a criminal homicide, sex offenses, robbery, aggravated assault, burglaries, hate crimes, persons with weapons with intent to use, and the threat of violence to students and employees. If a situation arises, either on or off campus, that, in the judgment of the President, constitutes an ongoing or continuing threat to the Academy's community. In that case, a campus-wide Timely Warning will be issued. The warning will be issued through the Penrose app, email, or phone, depending on the situation. A notice will be published in all cases that could immediately threaten individuals and the community.

### **Timely Warning Notification**

The Academy will alert faculty, staff, and students if a pattern of criminal activity becomes apparent. Timely Warnings do not include the names of victims. In addition, when issuing a Timely Warning, some specific information may be withheld if there is a risk of compromising law enforcement efforts to investigate or solve the crime.

## **Emergency Notifications**

Penrose Academy notifies its community of an emergency using the emergency message system in the Penrose app. However, due to the fast-moving nature of an emergency, it may not be possible to notify building occupants in a timely manner. Therefore, emergency events may be prompted by verbal notification from the Penrose leadership team, faculty, staff, or other building occupants aware of immediate danger.

## **Emergency Evacuation Drills**

The Academy conducts several emergency evacuation drills with students, staff, and faculty each year.

## **Emergency Evacuation Policy and Procedure**

Evacuation means exiting a facility as directly and safely as possible. Evacuation is appropriate when conditions inside a structure threaten the health and safety of building occupants, and leaving the facility is safer than remaining inside it. Evacuation should occur through the closest exit, but depending on the circumstances, an alternate or secondary evacuation route may need to be used.

The goal of evacuation is to leave the premises as quickly and safely as possible.

### **Strategies for an Effective Evacuation**

- Exit the premises through the nearest exit.
- Exit immediately; do not return personal items.
- If possible, inform others of the evacuation.
- If possible, help others evacuate.
- Evacuate regardless of whether others agree to follow.
- Use the safest evacuation route possible.
- Avoid coming in contact with the hazard (fire, suspicious package, violent intruder, etc.....).
- Prevent individuals from entering an area where the risk may be

### **Notification**

The Academy notifies its community of an emergency using the emergency message system in the Penrose app. However, due to the fast-moving nature of the event, it may not be possible to notify building occupants promptly. Therefore, emergency evacuations may be prompted by the notification from the Penrose leadership team, faculty, staff, or other building occupants aware of immediate danger.

If you feel your safety is at risk and evacuation is an appropriate strategy, you do not have to wait for official notification.

### **Preparedness**

Knowing the nearest exits and evacuation routes is essential before an emergency. Refer to the Penrose Academy emergency evacuation plan and exit maps posted in each classroom, the student clinics, the break room, and the office on evacuation routes before an event occurs to be equipped to act fast and ensure your safety.

If you feel your safety is jeopardized and evacuating is an appropriate strategy given your circumstances, you do not have to wait for an official notification to evacuate.

### **Shelter In Place Policy and Procedures**

Shelter in place is a precaution aimed at keeping the Academy's community members safe by requiring people to remain in their current location until the danger has passed.

Find a secure place indoors and stay there until you are given an "all clear" or told to evacuate.

## **Strategies for effective Sheltering-In-Place**

To effectively shelter in place, you must first consider the hazard and choose a place to shelter in a safe building. For example, for a severe thunderstorm, the safest location is inside a large, enclosed structure. Stand or sit away from doors and windows that lead outside. Stand out from concrete walls and avoid lying on concrete floors. Close doors and windows to the outside to prevent wind damage and injuries inside the building.

### **General recommendations that may increase the effectiveness of sheltering-in-place:**

- Shelter in an area that will shield you from the hazard
- A better shelter area will vary based on the hazard but in general, choose a place away from windows and glass, with no vents, and away from room corners where debris can accumulate.
- Large storage closets, utility rooms, pantries, break rooms, and conference rooms without exterior windows may work well as shelter areas.
- When sheltering in place, crouch down along the wall and protect your head with your hands, if necessary.
- Stay away from lobbies, walkways, and other large glassed-in areas. Additionally, stay away from large, open spaces with an extended roof span.
- Take a cell phone and flashlight, if possible.
- If outside, seek shelter in the nearest building.
- Time permitting, close and lock external facing doors and windows and close curtains, blinds, or shades.
- If instructed, use duct tape, plastic sheeting, or heavy-duty plastic garbage bags to seal all cracks around the doors, windows, or vents.
- Facility managers should turn off HVAC or systems that exchange inside air with outside air.
- Consider that a shelter-in-place event can last minutes to hours. Be cognizant of seating areas and access to restrooms.
- Remain in a sheltered area until given the 'all clear' by the City of Phoenix Emergency responders. The Academy's faculty and staff will signal that an all-clear has been given.
- When given the 'all clear,' open windows and doors, turn on HVAC and ventilation systems, and go outside until the building's air has been exchanged with the now clean outdoor air.

## **Notification**

The Academy notifies its community of an emergency using the emergency message system in the Penrose app. However, due to the fast-moving nature of the event, it may not be possible to notify building occupants in a timely manner. Therefore, shelter-in-place may be prompted by the notification from the Penrose leadership team, faculty, staff, student, coworker, or other building occupant's coworkers or students aware of immediate danger.

If you feel your safety is at risk and sheltering in place is an appropriate strategy, you do not have to wait for official notification.

## **Preparedness**

Identify areas suitable for shelter-in-place before an incident, allowing you to think clearly during an emergency and increase your safety odds. Also, communicate everyday actions or procedures during emergencies to family members and loved ones. Finally, review Penrose Academy's emergency procedures and be aware and cautious of threats in your locality.

## **Lockdown Policy and Procedures**

Lockdown is a procedure used when there is an immediate threat to the building occupants. This temporary sheltering technique limits building occupants' exposure to imminent hazards or dangers.

When "locking down," building occupants will shelter inside a room and prevent access from the outside.

### **Strategies for Effective Lockdown**

No room can be made 100 percent inaccessible from an outside entrance, but below are a few strategies that can make a room more feasible for lockdown.

- Choose a room with a sturdy door and a strong lock. if possible
- Avoid locking down in a room with glass windows or panes as they are easily penetrable. If possible
- Be aware of which way the door opens
- In addition to locking, fortify entranceways with heavy items
- If possible, avoid limiting escape routes
- Stay low and hide behind large items that may provide full or partial cover
- Avoid detection
- Be out of the view of the hazard (stay away from glass windows or doors)
- Turn cell phones on silent (not vibrate; a vibrating phone is still audible)
- Turn off room lights
- Turn off other items that may cause noise, such as TVs, radios, or web browsers

### **Notification**

The Academy notifies its community of an emergency using the emergency message system in the Penrose app. However, due to the fast-moving nature of a threat associated with lockdown, it may not be possible to notify building occupants in a timely manner. Therefore, lockdown notification may come from the Penrose leadership team, faculty, staff, students, coworkers, or other building occupant's coworkers or students.

It is important to note that if you feel your safety is at risk and lockdown is an appropriate strategy given your situation, you do not have to wait for an official notification of lockdown.

### **Preparedness**

Knowing what characteristics make a room more conducive to lockdown may help avoid danger during an incident. Considering an appropriate lockdown room in a facility before an incident is critical.

### **Notifying Law Enforcement**

If an event warrants locking down, notify law enforcement as soon as possible, but only if it is safe to dial 9-1-1 on any Academy landline phone or mobile device.

### **Interaction with Law Enforcement**

When law enforcement arrives on the scene, their primary goal will be to neutralize the threat, not to assist injured victims.

Victims will be treated by emergency medical personnel. Law enforcement will have limited information as to the location of the threat.

### **Interacting With Law Enforcement:**

- Remain calm and follow officers' directions
- Put down any items in your hands (cell phone, tools, Etc.)
- Immediately raise your hands and spread your fingers.
- Always keep your hands visible.
- Avoid making quick movements toward officers, such as holding on to them for safety.
- Avoid shouting, pointing, or screaming.



- Do not stop to ask officers for help or directions when evacuating; proceed in the order from which officers are entering the building.

### **Lockout Policy and Procedures**

A lockout is used to constrain access to the facility and is different from a lockdown and ensures all access to the facility is inaccessible.

A lockout intends to prevent an outside threat from entering a secure facility. When lockout procedures are activated, internal doors are not necessary to be locked and fortified, only for external entranceways.

### **Violent Intruder Policy and Procedure**

Knowing what to do is crucial if you are in a potentially threatening situation. Putting time and distance between you and the threat is the best way to enhance your safety.

#### **The Department of Homeland Security provides the following guidance:**

**RUN** – Escape the situation if you know you can safely evacuate without coming in contact with the threat.

**HIDE** – If escaping is not an option, barricade access to your space, hide, silence your devices, and stay as quiet as possible.

**FIGHT** – As a last resort, and only if the above two strategies fail, act aggressively toward the person or persons creating the threatening situation using whatever weapons are available to you at that time.

The above strategies are not sequential. Instead, use whichever option increases your safety, given your circumstances.

## **STUDENT CODE OF CONDUCT**

This code of conduct guides students on personal conduct that reflects Penrose Academy's mission and culture. The Code of Conduct policy supports a professional, safe, and healthy learning environment that promotes all students' academic, social, and professional growth. The Code of Conduct is meant to support the development of self-discipline in all students. Both positive and negative consequences of behavior are recognized as necessary to encourage appropriate behavior and discourage inappropriate behaviors that would interfere with the goals and missions of Penrose Academy.

While attending school during regular hours or school-sponsored activities, students are expected to adhere to the following standards:

- Practice professionalism.
- Be committed to their education.
- Connect and communicate authentically with the entire Penrose community.
- Be genuine, fair, kind, respectful, and honest to the Penrose community.
- Be accountable by taking responsibility for doing well.
- Handle critical feedback with an open mind; avoid the urge to deny, deflect, or diffuse constructive feedback.
- Be available. Put technology away and connect face to face.
- Students' priority at school is to learn to avoid distractions that interfere with or are counter-intuitive to that mission.
- Be in the assigned place with appropriate materials, ready to perform at the designated time that class and student clinic begins.

- Always use school-appropriate language and behavior while maintaining friendly and courteous behavior.
- Follow individual educator instructions, class and student clinic rules, and expectations.
- Do not become a distraction for others. Instead, allow every other student to maximize their potential. Encourage your fellow students. Never tear them down.
- School attendance and participation in classroom and student clinics are critical to the educational process. Refusal to participate is defined as the refusal to perform services, refusal to take a guest, and refusal to take a walk-in guest.
- School attendance is necessary for student success. Furthermore, it allows students to achieve the maximum possible benefits from their educational experience. All students are encouraged to be present and prompt. School attendance is the responsibility of students.
- Represent yourself in a manner that you will be proud of.

### **Prohibited Conduct**

Penrose Academy will not tolerate prohibited conduct violations. Prohibited conduct violations will bring severe penalties and the involvement of law enforcement in some incidents. Also, be advised that carrying or using a firearm will have the swiftest and most severe penalties available to the academy.

- Students shall obey federal, state, and local laws and the policies of Penrose Academy.
- Students are prohibited from making false statements and providing incorrect information to Penrose Academy's personnel, including Title IX coordinators and investigators.
- Students shall not take pictures or videos of other students, guests, faculty, or staff without consent.
- Students are prohibited from bullying other students. If you see someone being bullied, intervene by telling them to stop or immediately report it to Academy personnel. Arizona defines bullying as any written, verbal, or physical act/electronic communication, including social media, intended to harm a student and will not be tolerated.
- Students are prohibited from possessing weapons or controlled dangerous substances, including alcohol, on any school property or at any school function on or off school property.
- The obstruction of teaching: Disrupting or obstructing teaching and learning is prohibited.

Disruptions are behaviors that continue after a warning and which a faculty member would view as being likely to interfere with the conduct of a class substantially or repeatedly.

Examples may include but are not limited to Unauthorized use of cell phones and electronic devices in the classroom and student clinics, persistent speaking without being recognized, talking with classmates while a faculty member or another student who has the floor) is talking, arriving late, leaving early, or leaving and returning to class while the course is in session without approval.

Penrose Academy has a zero-tolerance policy for drug and alcohol use. The manufacture, distribution, dispensing of, possession, use, sale, purchase, offer to buy/sell or use of alcohol, illegal drugs, or related paraphernalia and the illegal use of drugs (including the use of prescription drugs that cause impairment and medical marijuana) at Penrose Academy is prohibited.

Penrose Academy will not tolerate on any school property or at any school function on or off school property:

Weapons Theft	Violence	Illegal drugs	Drug paraphernalia
Sexual violence	Alcohol	Disorderly conduct	Gambling
Retaliation	Harassment	Stalking	Discrimination
Property destruction	Sexual harassment	Sexual misconduct	Tobacco/E-cigarettes/vapes
Fraud	Intimidations	Verbal abuse	physical abuse
	Forgery	Arson	

## **Rights & Responsibilities**

### **Faculty and Staff**

Penrose Academy employees strive to help each student realize their potential. Together, we work to foster inquisitiveness, gain knowledge, and succeed.

To make this commitment, Penrose Academy employees shall:

- Always allow the student access to varying viewpoints.
- Consistently deliver the subject matter relevant to the student's progress.
- Always make a reasonable effort to protect the student from safety risks.
- Always attempt to eliminate exposure to embarrassment or disparagement.
- Always follow the "Praise Publicly, Coach Privately" rule.
- Always accept differing points of view and celebrate diversity by providing a safe environment regardless of a student's race, color, creed, gender, gender identification, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation.
- Always require and expect a student's involvement in the learning process.
- To know and execute the academy's policies regarding the Student Code of Conduct.
- It is the responsibility of faculty to inform students of classroom and student clinic expectations and assessment guidelines.
- It is the responsibility of faculty to work within the academy in a setting of clear and structured guidelines of the due process concerning violations of the Student Code of Conduct.

### **Student**

- Students shall respect the rights of others.
- Students shall be involved in the learning process.
- Students shall have access to varying viewpoints.
- Students have the right to express their opinions responsibly.
- Students have the right to take part in their education.
- Students have the right to be respected by their educators, support staff, and peers.
- Students shall be responsible for demonstrating respect for themselves through their hygiene, dress, and behavior.
- It is the responsibility of students to familiarize themselves and comply with Penrose Academy's policies regarding the Student Code of Conduct.
- Students shall be informed of any alleged violations and possible sanctions concerning violations of the Student Code of Conduct policy.
- Students have the right to due process concerning alleged violations of the Student Code of Conduct policy, including an appeal process.

### **Code of Conduct Violation Penalties**

Penalties shall be viewed as progressive to meet the severity and nature of any offense. The principal element of all sanctions is to create a positive learning experience for the students, highlight a sense of responsibility for one's actions, and prevent future behaviors that may escalate in severity.

- |                    |                             |
|--------------------|-----------------------------|
| • Informal warning | • Behavioral contract       |
| • Formal warning   | • Suspension from school    |
| • Early dismissal  | • Termination of enrollment |

Suspension from school will include suspension of privileges for participation in all school activities during the suspension period.

## **Right To Due Process**

A student charged with code of conduct violations must be informed of the nature of the charges in writing, be given copies of any documents related to the charges, and be given the opportunity to refute them.

The Academy must not be subjective in its decisions to sanction students and must always provide the opportunity for students to appeal any disciplinary penalty. When disciplinary decisions are rendered, students are provided with procedural guidelines for appeal. Whenever possible, except for reasons related to the mental or physical safety or well-being of the student or others on the campus, a student's status, including the right to attend classes, participate in school-related activities, or use Penrose Academy facilities, should not be altered pending disciplinary action.

## **TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

**Title VI** is a federal law that prohibits discrimination based on race, color, or national origin in any program and activity that receives federal funding or other federal financial assistance.

**Title VI** States that No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal Financial Assistance.

The policy of Penrose Academy is to comply with Title VI of the Civil Rights Act of 1964 and its regulations that prohibit unlawful discrimination based on race, color, sex, age, disability, and national origin.

The Title VI Compliance Officer is the President at Penrose Academy, appointed to coordinate the efforts to comply with the law.

Any person who believes they have been subjected to discrimination or retaliation based on their race, color, sex, age, disability, or national origin may file a Title VI complaint.

Complaints may be filed directly to the President. Complaints must be filed within 180 days of the date of the alleged discriminatory Act.

## **Complaint Procedure**

Notify the President as soon as possible after the incident.

### **Nikki Parcels, President**

480.222.9450 Ext 202

[compliance@penrose.edu](mailto:compliance@penrose.edu)

[nikki@penrose.edu](mailto:nikki@penrose.edu)

Grievance procedures to address complaints of discrimination based on race, color, sex, age, disability, and national origin are outlined in the student grievance procedure published in the student catalog.

## **SUBSTANCE ABUSE POLICY & PREVENTION PLAN**

Penrose Academy is committed to maintaining a campus free of substance abuse. Accordingly, no employee who performs work for Penrose Academy or student who is enrolled at Penrose Academy is allowed to consume, possess, sell, purchase, or be under the influence of alcohol or illegal drugs, as defined by federal law, on any property owned by or leased on behalf of Penrose Academy, or in any vehicle owned or leased on behalf of the Company or while on Company business. The use of over the counter and legally prescribed drugs is permitted if they are used in the manner they were prescribed and provided that such use does not hinder an employee's ability to safely perform their job or hinder a student's ability to conduct training safely. Employees should inform their department heads if they believe their medication will impair their job performance, safety, or the safety of others.

or if they think they need reasonable accommodation when using such medicine. Likewise, students should inform Student Services if they believe their medication will impair their training performance, safety, or the safety of others or if they think they need reasonable accommodation when using such medicine.

Penrose Academy will not tolerate employees who report for work while impaired by using alcohol or drugs. All employees should report evidence of alcohol or drug abuse to their department head or the President immediately. In cases in which the use of alcohol or drugs creates an imminent threat to the safety of persons or property, employees are required to report the violation. Failure to do so may result in disciplinary action, including termination of employment. In addition, Penrose Academy will not tolerate students who report to school while impaired by using alcohol or drugs. All students should report evidence of alcohol or drug abuse to the Student Services Department immediately. In cases in which the use of alcohol or drugs creates an imminent threat to the safety of persons or property, students are required to report the violation.

Failure to do so may result in disciplinary action, up to and including termination of enrollment. In addition, as a part of our effort to maintain a campus free of substance abuse, Penrose Academy employees and students may be asked to submit to a medical examination and clinical testing for the presence of alcohol and drugs.

Penrose Academy reserves the right to examine and test for drugs and alcohol at our discretion within the limits of federal, state, and local laws. As a condition of employment and enrollment with Penrose Academy, employees, and students must comply with this Drug & Alcohol Use Policy. Be advised that no part of the Drug & Alcohol Use Policy shall be construed to alter or amend the at-will employment relationship between Penrose Academy and its employees.

Employees and students violating this policy may be subject to disciplinary action, including termination of enrollment and employment.

Drug abuse can have a pervasive effect on an entire community. Understanding drug use risk factors and spreading the word through prevention programs is the best defense against drug abuse. Drug abuse prevention has become an essential first step in informing our staff, faculty, and students about the dangers of addiction, prevention techniques, and where to find recovery help if necessary.

The use of drugs and alcohol can cause numerous health problems and lead to death. The effects on a person's health include respiratory failure, heart attack, overdose, acute intoxication, and transmittable diseases such as Hepatitis C and AIDS. In addition, thousands of deaths are caused each year by drug overdoses, allergic reactions to drugs, toxic combinations of drugs, and alcohol poisoning. Some drugs legally purchased at a pharmacy, whether prescribed by a doctor or bought over the counter (OTC), can be just as dangerous and impair your judgment. Look for warning labels or ask your pharmacist if you are in doubt about a drug's capacity for impairment. Penrose Academy has a zero-tolerance policy for drug and alcohol use. For the safety of Penrose Academy, students, staff, faculty, and its guests, the manufacture, distribution, dispensing of, possession, use, sale, purchase, offer to buy/sell or use of alcohol, illegal drugs, or related paraphernalia and the illegal use of drugs (including the misuse of prescription drugs) at Penrose Academy, on campus or while engaged in the course curriculum, is strictly prohibited. Students, staff, or faculty under the influence of nonprescription or prescription drugs (those that impair judgment, alertness, concentration, or motor skills), alcohol, or any unknown substance (including before school, during school, on a field trip, or at a Penrose Academy event) will be asked to leave the premises immediately.

An investigation and termination proceedings may follow and be subject to criminal prosecution. Penrose Academy further reserves the right to take all appropriate and lawful action necessary to enforce this substance abuse policy, including, but not limited to, the inspection of school-issued

lockers, desks, or other suspected areas of concealment, as well as personal property when the school has reasonable suspicion to believe the student, staff or faculty member has violated this policy. The use of a drug detection dog may also be used for searches.

Penrose Academy also prohibits such conduct during the non-curriculum time to the extent that, in the judgment of Penrose Academy, it impairs a student's ability to progress through the curriculum, threatens the reputation and integrity of the school, or violates the law. Penrose Academy will refer violators to the authorities for prosecution consistent with local, state, and federal law under the Arizona Revised Statutes Title 13 Criminal Code, Chapter 34 Drug Offenses, Sections 3401 – 3421, which can be found online at the [Arizona State Legislature](#). You may request a copy of Penrose Academy's Substance Abuse Policy and Prevention Plan from the Student Services office for resources on substance abuse prevention; this policy is also provided digitally for every student and posted on our student app. The penalties for drug possession can vary and depend on the kind and quantity of drugs or substances in possession, previous criminal history, and whether your charges are simple possession, which is for personal use, or possession with the intent to sell. Students and staff members who use prescription drugs should follow the prescribing physician's directions for use. Prescriptions must be kept in the prescription bottle with the person's name and prescribed medication. Suppose the use of a prescription drug impairs performance or affects safety. In that case, you should notify your educator or immediate supervisor so Penrose Academy can take appropriate action to protect your safety and the safety of fellow students, coworkers, and guests. Any student or staff member violating this policy is subject to suspension or expulsion from the program.

Below are some examples of charges and penalties that may be imposed.

- **Dangerous Drug** – § 13-3407, possessing or using dangerous drugs is a Class 4 felony. In Arizona, a "dangerous drug" is generally defined as any narcotic that is not marijuana. Including the possession of cocaine, methamphetamine, amphetamines, anabolic steroids, hallucinogenic drugs, and certain prescription medications.
- **Narcotics** – § 13-3408 makes it a felony offense to possess narcotic drugs in Arizona. Cocaine, heroin, and oxycodone are all classified as narcotic drugs in Arizona. If a person is caught in possession of narcotic drugs, they may face either probation or prison time, depending on their criminal history.
- **Marijuana** – Voters in Arizona passed [Prop 207](#), a statewide ballot initiative legalizing the possession, use, and commercial sale of marijuana for adults. The Act permits those age 21 or older to possess up to one ounce of cannabis and directs revenue from retail cannabis sales to fund various public education and safety programs. In addition, adults may cultivate up to six plants for non-commercial purposes in a private residence. The law took effect on November 30, 2020.
  - Possession by those under age 21 is a civil penalty for a first offense, a petty offense for a second offense, and a class 1 misdemeanor for a third offense.
  - Use in public is classified as a petty offense.
  - Possession for the personal use of more than one ounce but less than 2.5 ounces of marijuana is a petty offense punishable by a maximum fine of \$300.
  - Possession for the personal use of fewer than 2 pounds of marijuana is a Class 6 felony, punishable by a minimum sentence of 6 months, a maximum sentence of 1.5 years, and a minimum fine of \$1000 or a fine to exhaust the proceeds of the drug offense. In addition, if probation is granted after conviction for this offense, the offender will face a mandatory sentence of 24 hours of community service.

- Possession for the personal use of 2-4 pounds of marijuana is a Class 5 felony, punishable by a minimum sentence of 9 months, a maximum sentence of 2 years, and a minimum fine of \$1000 or a fine to exhaust the proceeds of the drug offense. In addition, if probation is granted after conviction for this offense, the offender will face a mandatory sentence of 24 hours of community service.
  - Possession for the personal use of more than 4 pounds of marijuana is a Class 4 felony, punishable by a minimum sentence of 1.5 years, a maximum sentence of 3 years, and a minimum fine of \$1000 or a fine to exhaust the proceeds of the drug offense. In addition, if probation is granted after conviction for this offense, the offender will face a mandatory sentence of 24 hours of community service.
  - **DUI** –In Arizona, Driving Under the Influence of drugs or alcohol is illegal for adults and minors. Arizona has strong penalties for DUI.
    - **First offense:** You will be jailed for not less than ten consecutive days and fined not less than \$1,250. You will also be required to undergo alcohol screening/education/treatment, equip any vehicle you operate with a certified ignition interlock device, and be ordered to perform community service.
    - **Second and subsequent offenses:** You will be jailed for not less than 90 days and fined not less than \$3,000, and your license will be revoked for 12 months. You will also be required to undergo alcohol screening/education/treatment, equip any vehicle you operate with a certified ignition interlock device, and be ordered to perform community service.
    - **Extreme DUI** – This category of DUI applies to a person with an alcohol concentration of 0.15 or higher.
      - **First offense:** You will be jailed for not less than 30 consecutive days with no eligibility for probation or suspended sentence and fined not less than \$2,500. You will also be required to undergo alcohol screening/education/treatment and be ordered to perform community service and equip any vehicle you operate with a certified ignition interlock device.
      - **Second and subsequent offenses:** You will be jailed for not less than 120 days, fined not less than \$3,250, and your license will be revoked for 12 months. You will also be required to undergo alcohol screening, education, and treatment, equip any vehicle you operate with a certified ignition interlock device, and be ordered to perform community service.
- If you or someone you know is struggling with drug or alcohol abuse, please call 1-877-335-HOPE (4673) for a referral or one of the treatment centers provided in the table below.

**Please note:** Penrose Academy does not have a professional relationship with or endorse any treatment centers.

#### Drug and Alcohol Treatment Facilities

Magellan of Arizona	Crisis Hotline: 800-631-1313 <a href="http://www.magellanofaz.com">www.magellanofaz.com</a>
Community Information & Referral	800-352-3792 <a href="http://www.cir.org">http://www.cir.org</a>
Cenpatico Behavioral Health of Arizona	Crisis Hotline: 866-495-6735 <a href="http://www.cenpaticoaz.com">www.cenpaticoaz.com</a>
U.S. Substance Abuse & Mental Health Services Administration	<a href="http://www.samhsa.gov">www.samhsa.gov</a>

Any student who violates this policy is subject to expulsion from the program. In addition, any staff or faculty member who violates this policy is subject to sanctions leading up to or including termination.

## **TITLE IX SEXUAL HARASSMENT, DISCRIMINATION, AND MISCONDUCT POLICY & VAWA**

Penrose Academy does not tolerate sexual misconduct, including sexual harassment. Such conduct harms the well-being of our community members, our learning environments, working environments, and the collegial relationships among students, faculty, and staff that characterize the culture of Penrose Academy. Therefore, all prohibited conduct under this policy is regarded as severe academy offenses, and violations may result in discipline, including the possibility of separation from the Academy.

Penrose Academy does not discriminate based on sex in its education programs or activities. Title IX requires Penrose Academy of the Education Amendments of 1972 (Title IX) and 34 C.F.R. Part 106 not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be referred to Penrose Academy's Title IX coordinators, the United States Department of Education, the Office for Civil Rights, the Assistant Secretary for Civil Rights, or both. Further, Penrose Academy is committed to providing safe and non-discriminatory learning and working environments for all members of the Academy's community. Therefore, Penrose Academy does not discriminate based on sex or gender in any of its education or employment programs or activities as outlined in the policy 'Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence. This policy prohibits behavior that violates Title IX, VAWA, Title VII, and Clery Act, and Penrose Academy's Code of Conduct.

Penrose Academy adopts this policy with a commitment to eliminating, preventing, and addressing the effects of prohibited conduct and fostering a community of trust and mutual respect in which prohibited conduct is not tolerated.

Penrose Academy strives to cultivate a climate where all individuals are well-informed and supported in reporting prohibited conduct, providing a fair and impartial process for all parties.

### **Title IX**

Title IX of the Education Amendments Act of 1972 is a federal law that states: "No person in the United States shall, based on sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

Penrose Academy adheres to the specifications of Title IX.

### **Clery Act**

The Clery Act or The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. § 1092(f)) is the federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. Penrose Academy announces and publishes an Annual Safety Report to current and prospective students and employees by October 1. This report provides crime statistics for the prior three years, policy statements regarding various safety and security measures, campus crime prevention descriptions, emergency notifications, missing students, and prevention and procedures to be followed in the investigation and prosecution of alleged sex offenses. In addition, under the Clery Act, any student or employee who becomes a victim of dating violence, domestic violence, sexual assault, and stalking (on or off campus) has the right to receive a written explanation of their rights and options.



## **VAWA**

Congress passed the Violence Against Women Act (VAWA) as part of the Violent Crime Control and Law Enforcement Act of 1994 In recognition of the severity of the crimes associated with domestic violence, sexual assault, and stalking.

### **Title IX Coordinators**

Penrose Academy Title IX coordinators Missy Conti, Stephanie Toth, and Andria Young are integral in ensuring that all students have access to the variety of resources that Penrose Academy offers.

#### **Responsibilities of the Title IX Coordinator:**

- Oversee the Academy's compliance with Title IX.
- Respond to any report of sexual harassment or violations of Title IX and the code of conduct against any employee or student at Penrose Academy.
- Oversee and participate in resolving any formal complaint of sexual harassment or other violations of Title IX and the Code of Conduct.

### **Title IX Contact Information**

**In person:** Penrose Academy 13402 N Scottsdale Rd, 85254

**Phone:** (480) 222-9520

**Email:** [compliance@penrose.edu](mailto:compliance@penrose.edu)

- Missy Conti – Title IX Coordinator
- Stephanie Toth – Title IX Deputy Coordinator
- Andria Young – Title IX Deputy Coordinator
- Haleigh Trout – Title IX Deputy Coordinator

### **Title IX Coordinator Training**

Penrose Academy's Title IX coordinator and Deputy Title IX coordinators, investigators, and other identified administration members have undergone extensive training in the Title IX policies and regulations through Thompson Coburn Title IX, a module-based training series.

**Module 1 – An Introduction to Managing Title IX Sexual Harassment on Campus:** [Module 1 - Fundamentals of the Law](#)

**Module 2 – Formal Complaints of Title IX Sexual Harassment:** [Module 2 - Formal Complaints](#)

**Module 3 – Title IX Investigations & Informal Resolutions:** [Module 3 - Investigations & Informal Resolutions](#)

**Module 4 – Title IX Hearings:** [Module 4 - Hearings](#)

**Module 5 – Title IX Determinations:** [Module 5 - Determinations](#)

**Module 6 – Title IX Appeals:** [Module 6 - Appeals](#)

Title IX coordinators, investigators, decision-makers, and anyone who facilitates an informal resolution process under these procedures also receive training on prohibited conduct not constituting sexual harassment as defined in this policy and on the policy and procedures contained herein. All materials used to train Title IX coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process under these procedures do not rely on sex stereotypes and promote impartial investigations and adjudications of formal complaints of prohibited conduct. Training is provided annually to Title IX coordinators, investigators, decision-makers, and anyone who facilitates an informal resolution process.

## Prohibited Conduct

Penrose Academy is committed to providing safe and non-discriminatory learning and working environments for all the Academy's community members. Penrose Academy does not discriminate based on sex or gender in its education or employment programs and activities.

Penrose Academy strictly prohibits harassment of any kind, including sexual harassment, sexual or gender-based misconduct, sexual exploitation, retaliation, and involvement (prohibited conduct). Sexual or other unlawful harassment or discrimination includes verbal, physical, or visual conduct based on sex, race, age, national origin, disability, or another legally protected basis. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education or employment.

Submission or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment. It creates a hostile or offensive work environment, which means the alleged conduct is a severe limit or denies a student's ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs, derogatory remarks, stereotypes, jokes, posters, or cartoons based on race, national origin, age, disability, marital status, or other legally protected categories.

Sexual harassment is based on sex, whether directed towards a person of the opposite or same sex. Including explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences, or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body.

Gender-based harassment, including acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex stereotyping, is strictly prohibited, even if those acts do not involve conduct of a sexual nature.

These prohibited forms undermine the Academy's character and purpose and will not be tolerated. Penrose Academy will take prompt and equitable action to eliminate prohibited conduct, prevent its recurrence, and remedy its effects.

### **Sexual harassment means conduct based on sex that satisfies one or more of the following:**

1. An employee of the academy conditioning the provision of aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct. 'Quid Pro Quo.'
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Academy's education program or activity; or "sexual assault," "dating violence," "domestic violence," or "stalking" as defined for VAWA purposes.
3. Sexual assault, dating violence, domestic violence, or stalking as defined by federal statutes known as the Clery Act and the Violence Against Women Act (VAWA).
4. Sexual harassment under Title IX includes harassment based on sexual orientation and gender identity.

Penrose Academy's Title IX policy applies to all persons involved in the Academy's operation. It prohibits unlawful harassment by academy employees, students, customers, vendors, or anyone who does business with the Academy. Any employee, student, or contract worker who violates this policy will be subject to disciplinary action. In addition, Penrose Academy will take appropriate action to the extent to which a customer, vendor, or another person with whom Penrose Academy does business engages in unlawful harassment or discrimination.

Penrose Academy shall disseminate this policy to the school community through publications on the Penrose Academy website, Penrose app, new employee and student orientations, and other appropriate communication channels. In addition, the Academy will respond quickly to all reports and take appropriate action to prevent, correct, and, if necessary, discipline behavior that violates this policy. Additional information can be found on the Office of Civil Rights website at [www.HHS.gov](http://www.HHS.gov) or call toll-free: (877)969.6775.

### **Response to Sexual Harassment**

A recipient with actual knowledge of sexual harassment in an education program or activity of the Academy against a person in the United States must respond promptly in a manner that is not deliberately indifferent. A recipient is intentionally indifferent only if their response to sexual harassment is unreasonable considering the known circumstances.

Educational program or activity includes locations, events, or circumstances over which the Academy exercised substantial control over both the respondent and the context in which the sexual harassment occurs and consists of any building owned or controlled by a student organization that a postsecondary institution officially recognizes.

The Academy will treat complainants and respondents equitably. The Title IX coordinator must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes concerning supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint.

### **Definitions**

**Quid Pro Quo Harassment** is when a school employee conditions educational benefits on participation in unwelcome sexual conduct.

**Sexual misconduct** is defined as sexual assault, sexual harassment, sexual intimidation, dating violence/domestic violence, sexual exploitation, and stalking.

**Sexual harassment** is defined as unwelcome conduct of a sexual nature. It includes quid pro quo, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical behavior of a sexual nature. Other unwelcome conduct is so severe or pervasive that it interferes with or creates a hostile environment. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education, interferes with a person's work or educational performance, or creates an environment where a reasonable person would find the conduct intimidating, hostile, or offensive. Such behavior only has to happen once to violate the policy. Less severe behaviors violate the policy when pervasive or repeatedly occur, such as sexual comments or requests for dates after the person has already said no.

**Sexual intimidation** is defined as threatening or coercive behavior of a sexual nature, such as exposing oneself and sexual extortion.

**Sexual exploitation** is defined as taking sexual advantage of someone without their consent, such as prostituting someone and sharing images.

**Sexual violence** is physical and sexual acts done without the other person's consent or when the other person cannot consent to the activity. Sexual violence includes sexual assault, rape, battery, sexual coercion, domestic violence, dating violence, and stalking.

**Domestic violence** is defined as abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

**Dating Violence** is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

**Sexual assault** occurs when physical or sexual activity is done without the other person's consent or when the other person cannot consent to the action. The activity or conduct may include physical force, violence, threat, intimidation, ignoring the other person's objections, causing the other person's intoxication or incapacitation by using drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).

**Stalking** is a course of conduct directed at a person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. Such conduct includes physical contact, verbal contact, electronic contact, following someone, and sending unwanted social-media posts.

**Consent** is a mutual agreement to engage in an activity. Joint engagements are informed, voluntary, and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. Consent must be given without coercion, force, threats, or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

**Incapacitation** is when a person is incapable of giving consent, such as sleep, unconsciousness, intoxication, disabilities, or injuries.

### **Prevention**

Students and employees must take the 'Title IX Harassment, Discrimination, Sexual Misconduct, Sexual Harassment, Sexual Violence, Sexual Assault, Sexual Abuse Awareness and Prevention Training.' This training occurs during new hire orientations and new student orientations.

### **Information on Risk Reduction**

At the individual level, there are practical methods and strategies for reducing the risk of sexual misconduct. However, it is essential to know that no plan or system would be able to eliminate the risk of sexual misconduct entirely and that it is never your fault if you are harmed by sexual misconduct.

### **Stalking**

Below are some practical methods and strategies for reducing the risk of stalking, but it is essential to know that no method or strategy will be able to eliminate the risk of stalking entirely and that it is never your fault if you are stalked.

- Trust your instincts. Tell someone (preferably Title IX Coordinator and law enforcement) if something doesn't feel right.
- Don't post or remove any posting of personal contact information on social media and other websites.
- Don't give your passwords or login information to anyone, including your significant other.
- If someone tells you they don't want to communicate with you, or if they stop responding, take the hint and stop contacting them.
- Change your routes and routines.

### **Sexual Assault**

Below are some practical methods and strategies for reducing the risk of sexual assault. However, it is essential to know that no method or strategy would eliminate the risk of sexual assault entirely and that it is never your fault if you are sexually assaulted.

- Don't accept drinks from anyone you don't know or trust, and continuously monitor your drink.
- Trust your gut. Do not hesitate to leave or ask for help if something doesn't feel right.

- Make a pact with your friends to watch out for one another and ensure everyone gets home safely.
- Be an active bystander.

### **Sexual Harassment**

Below are some practical methods and strategies for reducing the risk of sexual harassment. However, it is essential to know that no method or strategy would eliminate the risk of sexual harassment entirely and that it is never your fault if you are sexually harassed. Don't continue to ask someone out if they have already declined.

- Don't touch someone without permission.
- Respect a person's wishes related to contact with them.
- Say, "That wasn't funny," if you hear someone telling an offensive joke.
- Tell someone if you see or hear someone exhibiting behavior that makes you uncomfortable.
- Take a minute to consider the implications of comments, jokes, or stories before sharing them with others.
- Don't post sexually explicit material on social media or public spaces.
- Don't send or post pictures of your or others' genitalia.

### **Bystander Intervention**

Effective bystander programs foster an encouraging environment for others to speak out against sexist attitudes, rape myth beliefs, and sexual violence itself. Confronting sexual violence can help change the social norms of a community and society. The most commonly used bystander intervention model outlines the following five steps.

1. Recognize signs that an act of sexual violence may occur or is occurring.
2. Identify that the potential victim is at risk and that intervention is appropriate.
3. Decide whether to take responsibility for intervening.
4. Decide the most appropriate and safest way to intervene.
5. Implement the decision to intervene safely to diffuse the situation.

### **Understanding & Obtaining Consent**

- Understand that mixing alcohol or drugs with sexual activity is always risky. Do not engage in sexual activity if either or both parties are intoxicated.
- Talk to your partner about your needs, limits, and boundaries.
- Listen and watch for signs that your partner is not consenting. Remember, you are looking for an enthusiastic yes!
- If your partner gives anything less than an enthusiastic yes, stop what you are doing and ask your partner if they're okay and want to continue.
- Listen and watch for signs that your partner is not consenting.

### **Grievance Policy & Procedure**

Notify a Title IX coordinator as soon as possible after the incident. Reports of sexual harassment may be verbal or written and received at any time.

**A formal Complaint** means a document filed by a Complainant and signed by the Title IX coordinator alleging sexual harassment or other violations of the Academy's Title IX policy against a respondent and requesting that the Academy investigate the allegation of sexual harassment and not allow an inappropriate situation to continue, regardless of who is creating the problem. No employee, contract worker, student, vendor, or another person who does business with Penrose Academy is exempt from the prohibitions in this policy.

Faculty/Staff will refer all harassment complaints to the Title IX Coordinator for student-related complaints and complaints involving an employee.

To facilitate the investigation, a student complaint should include details of the incident or incidents, names of the individuals involved, and terms of any witnesses. Incident reports and complaint forms can be obtained from the Student Services Department or the Title IX coordinator for an Incident Report.

The Title IX coordinator can assist students in completing this report and notifying the appropriate authorities, if necessary and requested by the alleged victim. In addition, Penrose Academy ensures that the employee designated to serve as Title IX coordinator has adequate training on what constitutes sexual harassment, including sexual violence, and that students understand how Penrose Academy's complaint procedures operate.

**Complainant** means an individual alleged to be the victim of conduct that could constitute sexual harassment or other violations of the Academy's Title IX policy. When a formal complaint is filed, a complainant must be participating in or attempting to participate in the education program or activity of the Academy with which the formal complaint is filed.

**Respondent** means an individual reported to be the perpetrator of conduct that could constitute sexual harassment or other violations of the Academy's Title IX policy. Respondents are always presumed innocent or, more technically, not responsible for sexual harassment. Respondents may not be sanctioned unless and until an investigation is completed and a final decision rendered.

#### **Advisors**

Complainants and respondents may have an advisor. Title IX advisors may be a Penrose Academy faculty or staff member, another Penrose Academy student, a friend, a parent, an attorney, or any other person of the student's choosing.

The student must notify The Title IX coordinator two working days before conducting meetings or hearings if accompanied by an advisor.

#### **Advisors may:**

- Accompany you in any conduct proceedings.
- Advise you in the preparation and presentation of sharing of information.
- Advise you in the preparation of any appeals or sanction reviews.

During conduct proceedings, complainants and respondents are expected to ask and respond to questions independently.

Advisors may advise but may not make a presentation or represent you. Advisors may consult with you but may not speak on your behalf.

Delays in the conduct process will not normally be allowed due to scheduling conflicts with advisors. Advisors may not be disruptive to the operation.

#### **Upon receiving a complainant, the Title IX coordinator will:**

- Contact the Complainant as soon as practicable.
- Notify the Complainant of their right to file a formal complaint and the grievance process.
- Discuss and implement supportive measures. Title IX Coordinator will consider supportive measures but is not bound by the Complainant's wishes.
- Dismissal of Formal Complaint

#### **The Title IX Coordinator will dismiss a formal complaint if:**

- The allegations do not establish sexual harassment, even if they are true.
- The allegations did not occur in connection with Penrose Academy's programs or services.
- The allegations did not occur in the United States.

- The respondent's employment with or enrollment at Penrose Academy ends.
- Specific circumstances prevent the Academy from gathering sufficient relevant evidence to reach a final decision (e.g., the passage of time, unavailability of witnesses, or other information). The Title IX coordinator will document the basis for any formal complaint's dismissal.

### **Disabled Students**

A disabled student's status as the respondent does not waive or otherwise affect their protections under the IDEA, the A.D.A., or Section 504. Generally subject to statutory exceptions, an IDEA or Section 504-eligible student may not be disciplined for misconduct that is a manifestation of their disability.

### **Retaliation Prohibited**

Penrose Academy or another person may not intimidate, threaten, coerce, or discriminate against any individual to interfere with any right or privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, participated, or refused to participate in any manner in a Title IX investigation, proceeding, or hearing.

Penrose Academy will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except otherwise noted in regulations.

Charging an individual with a code of conduct violation for making a false statement in bad faith during a grievance proceeding does not constitute retaliation, provided that a determination regarding responsibility alone is not sufficient to conclude that any party made a materially false statement in bad faith.

### **Temporary Removal**

The Academy may remove a respondent from the education program or activity on an emergency basis, provided that the Academy undertakes an individualized safety and risk analysis and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

### **Administrative Leave**

A non-student employee respondent may be placed on temporary administrative leave during the pendency of a grievance process.

### **Supportive Measures**

Title IX was enacted to prevent sex discrimination and harassment from adversely affecting access to educational opportunities.

- Supportive measures to restore or ensure continued access to educational opportunities are provided to the Complainant.
- Supportive measures provided to the Complainant will not be punitive or unreasonably burdening to the respondent.
- Non-exclusive examples of supportive measures include no-contact orders, counseling, course modifications,
- Schedule changes, transfers, increased security, and monitoring.

The Title IX coordinator will consider but is not bound by the Complainant's wishes. Notice of Allegations Upon Receipt of Formal Complaint, the Title IX Coordinator will notify the Complainant

and the respondent in writing when a formal complaint is filed. In addition, supplemental notice will be provided to the Complainant and the respondent if new allegations arise during the investigation.

**Notice to the respondent include:**

- A statement of the allegations in sufficient detail permits the respondent to prepare a response.
- A statement that the respondent is presumed not responsible until a final decision is rendered.
- The parties' right to inspect the formal complaint and all relevant evidence.
- The parties' right to be represented by an advisor, who may be an attorney.
- Declaration of Student Code of Conduct prohibiting false statements or representations.
- Sufficient details with sufficient time to prepare a response before any initial interview.
- A statement stating the respondent is presumed not responsible and that a determination regarding responsibility is made after the grievance process.
- The notice must inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney and may inspect and review evidence.
- The notice must inform the parties of any provision in the Academy's code of conduct that prohibits knowingly making false statements or submitting incorrect information during the grievance process.

**Procedures for the Investigation of Complaints**

The Title IX coordinator or designee may serve as the investigator. Investigators will maintain the presumption of innocence until the investigation is completed.

In response to all complaints, Penrose Academy ensures prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses, written responses, and other evidence.

The time necessary to investigate will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint.

**Investigation procedural steps:**

- Appoint an investigator
- Pre-Investigation gathering of evidence
- Witness interviews
- Delivery of relevant evidence and written responses
- Investigation report
- Questions and answers period
- Findings of facts & credibility determinations

**Investigation of Complaints**

During the investigation, the Academy will provide interim measures, as necessary, to protect the safety and well-being of employees/students involved.

**Reasonable academic accommodations** will be provided during and after the alleged Title IX or VAWA offense. If the Academy determines that unlawful harassment or sexual violence has occurred, immediate and appropriate corrective action will be taken following the circumstances involved. And the Academy will take steps to prevent the recurrence of any harassment or discrimination.

Any employee or student determined by the Academy to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, including termination.

Reports of sexual violence should be made to "911" or local law enforcement to initiate a criminal investigation. The criminal process is separate from the Academy's disciplinary process. Suppose an



employee or contract worker is not satisfied with the Academy's handling of a harassment or discrimination complaint. In that case, they may also contact the appropriate state or federal enforcement agency for legal relief.

### **Confidentiality**

Penrose Academy shall maintain confidentiality for all parties to the extent possible; absolute confidentiality cannot be guaranteed. In cases where a student/staff member does not consent to an investigation, Penrose Academy will weigh the student/staff member's request for confidentiality against the impact on the Academy to determine whether an investigation must proceed safely. Complainants should be aware that, in a formal investigation, due process requires that the charging party's identity and the complaint's substance be revealed to the person charged with the alleged harassment.

### **Interviews and Information Gathering**

#### **Interviewing the Complainant and respondent**

- The Complainant and respondent will be interviewed in every case.
- The interview will be preceded by written notice that gives the parties adequate time to prepare and identifies the interview's date, time, and place.
- Both parties and their advisors may attend the interview.
- Direct exchanges between the parties and advisors are prohibited.
- The investigator will create a written summary of the interviews as soon as practicable.

#### **Interviewing witnesses**

All identified eyewitnesses will be interviewed. Questioning will cover the allegations, relationship to parties, and the identification of other witnesses and information the parties may not know. Investigators will create a summary of the interview as soon as practicable.

### **Gathering of Information**

#### **Relevant Evidence**

Title IX does not assume investigators will apply the rules of evidence like lawyers in a trial. Instead, investigators will consider information relevant if it makes the existence of an allegation or a response to an allegation more or less likely.

#### **Rape-Shield**

A rape shield law is a law that limits the ability to introduce evidence or cross-examine rape complainants about their past sexual behaviors. Information about the complainant's sexual behavior or proclivities is irrelevant unless it is about the Complainant's sexual conduct with the respondent to prove consent.

#### **Privileged Information**

Without a party's written consent, the investigator will not seek, access, or rely on privileged information.

#### **When investigating a formal complaint, the Academy will:**

- Ensure that the burden of proof and the burden of gathering evidence sufficient to determine responsibility rests on the Academy and not on the parties.
- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses and other inculpatory and exculpatory evidence.
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present evidence.

- Provide the parties with the same opportunities to have others present during any grievance proceeding, including an advisor of their choice and relevant evidence.
- Provide, to a party whose participation is invited or expected, written notice of the date, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.
- Provide parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint. And create an investigative report that fairly summarizes relevant evidence and, at least ten days before a hearing or other time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report for their review and written response.

### **Investigative Report**

The investigator completes the investigative report within sixty (60) days. The Title IX Coordinator may grant an extension for a good cause. The investigative report does not resolve credibility issues but fairly summarizes the relevant evidence and information that may bear on the decision-maker's resolution of credibility issues. Credibility determination may be based on various factors, such as ability and capability to observe, consistency with other known facts, consistency over time, relationship to parties, and others.

### **The investigative report contains the following documents:**

- Cover letter
- Investigative report
- Witness summaries
- Respondent summaries
- Complainant summaries
- Other Relevant Information

### **Delivery of Investigative Report**

The investigator will simultaneously deliver the investigative report to the Title IX coordinator and the parties.

### **Parties Questions and Responses**

After receiving the investigative report, the parties may submit written questions to the opposite party or witnesses and file a response within the time frame permitted by the investigator. The investigator will submit written questions and respond to each party. If the investigator declines to submit a question, they must notify the party who submitted it with an explanation.

### **Determination Regarding Responsibility**

The decision-maker(s), who cannot be the same person(s) as the Title IX Coordinator or the investigator(s), must issue a written determination regarding responsibility. The decision-maker reviews all the information collected during the investigation and concludes that the respondent is or is not responsible for violating Title IX.

The decision-maker may not make credibility determinations based on a person's status as a complainant or respondent. The decision-makers report will be delivered to the parties and the Title IX coordinator.

The Determination Report will be given to both parties simultaneously and will contain the following components:

- Complainant's allegations.
- A description of the procedural steps taken from the receipt of the formal complaint through the determination.
- Site visits or other methods used to gather evidence.

- Findings of fact supporting the determination.
- Penrose Academy's Title IX and Student Code of Conduct Policies.
- A statement and rationale for the result as to each allegation, including determinations of responsibility, disciplinary sanctions, and whether the Complainant will be provided remedies to restore or preserve their equal access to the Academy's education programs and activities.
- The procedure and basis for appeal.

### **Standard of Proof**

The standard of evidence may be the preponderance of the evidence or clear and convincing evidence. Proof by a majority of the evidence means the evidence on one side of a question is more convincing than the evidence on the other. This concept is distinguished from the quantity of evidence. Clear and convincing evidence is a higher standard of proof. Evidence is clear and convincing if the evidence on one side of a question is highly and substantially more provable than the evidence on the other side.

### **The written determination will include the following:**

- Identification of the allegations potentially constituting sexual harassment.
- A description of the procedural steps taken from the receipt of the formal complaint through the determination.
- Findings of fact supporting the determination.
- Conclusions regarding applying the Academy's code of conduct to the facts.
- A statement of and rationale for each allegation's result. And the Academy's procedures and permissible bases for the Complainant and respondent to appeal.

The Academy will provide the written determination to the parties simultaneously. The Title IX Coordinator is responsible for the effective implementation of any remedies.

### **Appeals**

Penrose Academy will offer both parties an appeal from a determination regarding responsibility and a recipient's dismissal of a formal complaint or any allegations therein on the following bases:

- Procedural irregularity that affected the outcome of the matter.
- New evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal could affect the matter's outcome.
- Bias or conflict of interest on the part of the investigator or decision-maker.

Both the Complainant and the respondent have thirty (30) days to determine to file an appeal.

### **Resolving Appeals**

Penrose Academy will assign an appellate officer to review the appeal and determine whether the request implicates one or more of the bases for appeal. If not, the appeal will be denied. If so, the appellate officer will review the entire record and decide whether to grant the request in whole or part. The appellate officer can affirm or reverse the decision, in whole or part, and if necessary, remand the decision to the investigator or decision-maker for further action. Appeal decisions are not final until the appeal process is over or the thirty days for taking an appeal have passed with no request.

### **Hearings Procedures for the Title IX Sexual Harassment and Related Conduct Policy**

These procedures shall govern the hearing process for the formal resolution of formal complaints of sexual harassment, as outlined in the Academy's Title IX Sexual Harassment and Related Conduct Policy. The parties to each formal complaint have the right to a hearing after the Academy's

investigation into cases where the parties do not elect an alternative resolution, and the formal complaint is not dismissed.

## **Pre-Hearing Steps**

### **Selection of Hearing Officer**

- The hearing will be presided over by a hearing officer selected by the Academy.
- The hearing officer will receive annual training regarding the Academy's policies and procedures, handling Title IX cases, how to conduct a hearing, and issues of relevance. In addition, training includes when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant and how to serve impartially by, among other things, avoiding prejudgment of the facts at issue, conflicts of interest, bias, and other relevant matters. The hearing officer will also be trained on any technology used during a hearing.
- The hearing officer will be impartial and free from bias or conflict of interest. The Title IX Coordinator will provide the parties with the hearing officer's name no later than five business days before the hearing. Objections to the hearing officer must be raised in writing, detailing the rationale for the objections. They must be submitted to the Title IX coordinator as soon as possible and no later than two business days before the hearing. In addition, the Title IX coordinator will give the hearing officer a list of the names of all parties, witnesses, and advisors before the hearing. The hearing officer will notify the Title IX coordinator of potential bias or conflict of interest.

### **Notice of Hearing**

The Complainant and respondent will be notified in writing of the date, time, and location of the hearing; the charges to be reviewed by the hearing officer, including the date, time, place, and essential factual allegations concerning the violation; and the provisions of the policy alleged to have been violated. Generally, the respondent and Complainant will be provided the notice of hearing at least ten (10) business days before the hearing date.

### **Witnesses**

The hearing officer will identify witnesses they wish to hear from at the hearing based on a review of the final investigative report. The Complainant and respondent may each request the presence of any additional witnesses at the hearing, which will be determined based on relevance by the hearing officer.

The Academy cannot compel the attendance of any witness. Only witnesses identified and interviewed as part of the investigation may be called at the hearing. Under minimal circumstances, the Complainant, respondent, or hearing officer may identify a witness with relevant information who has not previously been interviewed. In such a case, the hearing officer will determine whether the new witness' participation at the hearing is relevant and appropriate under the circumstances and, if so, may allow the witness to participate in the hearing or refer the matter to the investigator for additional investigation.

### **Identification of Hearing Advisor**

Parties may have one advisor for all matters leading up to a hearing and a different advisor for the hearing, but no more than one advisor per party may attend the hearing. Irrespective of whether a party plans to change advisors for the hearing or retain the same advisor, all parties must inform the Title IX coordinator at least two business days before the hearing who the party's advisor at the hearing will be and whether that person is an attorney. If a party does not have an advisor for the hearing, the Title IX coordinator will appoint an advisor for the hearing. Selected advisors will be, at no cost to the party, to ask cross-examination questions on behalf of the party.

## **Pre-Hearing Procedures**

The hearing officer or Title IX coordinator may establish additional pre-hearing procedures relating to scheduling, hearing procedures, structure, advance determination of the relevance of specific topics, and other procedural matters. The hearing officer will communicate with the parties about these issues before the hearing and establish reasonable, equitable party participation/input deadlines.

- The hearing officer may invite the parties to submit the questions or topics they wish to ask or discuss at the hearing so that the hearing officer can rule on their relevance ahead of time. This advance review opportunity does not preclude advisors from asking a question for the first time at the hearing or asking for a reconsideration based on any new information or testimony.
- In advance of the hearing, the hearing officer will consider any argument by a party that evidence identified as relevant in the final investigative report is not, in the party's view, relevant. Similarly, evidence identified as directly related but not appropriate by the investigator(s) may be argued to be relevant.
- The hearing officer may rule on these arguments pre-hearing and share those rulings with the parties to prepare for the hearing. In addition, the hearing officer may consult with the Title IX coordinator to make these determinations before the hearing.

## **Request to Postpone Hearing**

Permission to postpone a hearing may be granted provided that the request to do so is based on a compelling emergency and, where possible, such request is provided to the hearing officer and Title IX coordinator at least 48 hours before the time of the hearing.

## **Timing**

A hearing will be scheduled for at least ten business days after the final investigative report is provided to the parties; typically, a hearing will be held within 15 business days from the date the final investigative information was provided. However, this timeframe may be extended for good cause as the policy offers; if granted, the reason for the extension will be shared with the parties in writing.

## **Hearing Guidelines**

### **Decorum**

The hearing officer has broad discretion over matters of decorum at the hearing, including the authority to excuse participants who are unwilling to observe rules of etiquette from the hearing process. Suppose a party's advisor does not abide by the Academy's rules of decorum (including, but not limited to, those listed below). In that case, the advisor may be subject to removal, and the Academy will appoint a new advisor for a party for the remainder of the hearing.

- The parties and their advisors will always remain seated during the hearing, including during cross-examination.
- The following behaviors will not be tolerated during the hearing: yelling, verbal abuse, disruptive behavior, interrupting or talking over one another, name-calling, or using profane or vulgar language (except where such language is relevant).
- Any participant in the hearing who is not currently involved in questioning should refrain from disrupting the hearing, making gestures, facial expressions, audible comments, or the like as manifestations of approval or disapproval during any testimony.
- When cross-examining a party or witness, advisors shall not repeat, characterize, express an opinion about, editorialize, or otherwise state any response to the answer given by the party or witness except to ask a follow-up question to elicit relevant evidence.

## **Advisors**

While the advisor may be present, the advisor may not speak or otherwise participate in the hearing except for conducting cross-examination when directed by the hearing officer. Other than cross-examination, the advisor may not address the hearing officer and must conduct themselves in a manner that is not disruptive to the hearing or meetings.

### **Presence and Participation at Hearing**

The Complainant or respondent is not required to participate in person for the hearing to proceed. A complainant or respondent may request alternative testimony options that would not require physical proximity to the other party, including testifying via a remote electronic method. This request should be made no fewer than five business days before the hearing.

- If the respondent or Complainant is not in attendance despite being notified of the hearing's date, time, and location, the hearing will proceed. In doing so, the hearing officer will consider the available testimony and evidence. In the absence of clear evidence that emergency circumstances beyond the Complainant's control or respondent prevented such a person from being present, the final determination of the hearing officer will stand.
- If a party or witness elects not to participate in the live hearing or participates in the hearing but refuses to answer questions posed by a party through their advisor, the hearing officer will not rely on any statement of the non-participating party or witness in reaching a determination regarding responsibility. Suppose a party or witness participates in the hearing and answers questions posed by a party through their advisor but refuses to answer questions posed by the hearing officer. In that case, the hearing officer can still rely on that party's or witness's statements when determining.
- "Statements" or purposes of this section means factual assertions made by a party or witness that do not themselves constitute the alleged harassment. Statements might include accurate claims made during an interview or conversation, written by the individual making the assertions (including those found in a Formal Complaint), and memorialized in the writing of another (e.g., in an investigative report, police report, or medical record). Where evidence involves intertwined statements of both parties (e.g., a text message exchange or an email thread) and one party refuses to participate in the hearing or submit to questioning about the evidence. In contrast, the other does participate and answer questions. The statements of only the participating party may be relied on by the hearing officer.
- If a party does not appear for the hearing, their advisor may still occur for cross-examination of the other party and witnesses. Suppose the non-participating party's selected advisor also does not appear for the hearing. The Academy will appoint an advisor to participate in the hearing for cross-examination of the other party on behalf of the non-participating party.

### **Hearing Format**

The hearing officer has broad discretion to designate the hearing format. Subject to the discretion of the hearing officer, hearings will ordinarily begin with introductory remarks by the hearing officer, followed by the hearing officer asking relevant initial questions of the parties as deemed appropriate. During this portion of the hearing, an advisor may confer privately and in a non-disruptive manner with their advisee. However, they are not allowed to make opening statements or address the hearing officer or anyone else at the hearing. After the hearing officer has asked their initial questions of the parties, the hearing officer will permit each party's advisor to ask the other party relevant questions and follow-up questions. The hearing officer may ask follow-up questions as necessary. Subject to the discretion of the hearing officer, questioning of witnesses will generally follow a similar process. Such cross-examination of the parties and witnesses by advisors will be conducted directly, orally, and in real-time by the party's advisor of choice and never by the party personally.

## **Questioning at the Hearing**

The parties' advisors, and not the parties themselves, will be permitted to ask the other party and any witnesses relevant and follow-up questions. The advisor will conduct the questioning directly, orally, and in real time. Suppose a party does not have an advisor present at the hearing. In that case, the Academy will provide, without fee, an advisor of the Academy's choice to conduct a cross-examination on behalf of that party.

## **Relevance**

Only a party or witness may ask relevant cross-examination and other questions. Before a complainant, respondent, or witness answers a cross-examination or further inquiry. The hearing officer will first determine whether the question is relevant and explain any decision to exclude a question as not applicable. Advisors are not permitted to object to the hearing officer's findings regarding relevance during a hearing. In general, the hearing officer will not consider statements of opinion or views on any party's public reputation for any character trait as relevant.

## **Prior Sexual History or Disposition**

Questions about the Complainant's sexual predisposition or prior sexual behavior are irrelevant unless such questions are intended to elicit evidence that someone other than the respondent committed the alleged conduct. Specific previous sexual behavior with the respondent may be relevant to establishing consent.

## **Hearing Record**

The hearing is closed to the public. However, the Complainant and the respondent can have one advisor of their choice present throughout the hearing. The Academy shall keep a transcript or audio recording of the hearing. Any other recording is prohibited. No camera, T.V., or other equipment, including cellphones, will be permitted in the hearing room except as arranged by the Academy. The parties may inspect and review the transcript or audio recording after completion.

## **Post-Hearing Process**

### **Determination Regarding Responsibility**

After the hearing, the hearing officer will make a finding by the preponderance of the evidence as to whether the respondent(s) violated the policy and create the written notice of outcome as outlined below.

### **Disciplinary Authority**

Suppose the hearing officer determines that the respondent is responsible for violating the policy. In that case, the hearing officer will refer the matter to the appropriate disciplinary authority, who will determine the proper remedies and sanction(s) to be imposed.

The disciplinary authority is typically the academy administrator with appointing or other control over the respondent as follows:

- For student respondents, the disciplinary authority is the President or designee.
- For staff respondents, the disciplinary authority is the President or designee, who may consult with the respondent's direct supervisor.
- For a respondent who is both a student and employee, the disciplinary authority is the President, Owner, and Chair or a designee if the respondent's prior status is an enrolled student. Such a respondent may be subject to sanctions applicable to students and employees.
- For faculty respondents, the disciplinary authority is the Director of Education or the President, who may consult with the Owner and Chair.

In determining the appropriate sanction(s) and remedies, the disciplinary authority considers several factors, including:

- The nature of the conduct at issue.
- The impact of the conduct on the Complainant.
- The impact on, or implications of the conduct for, the Academy's community.
- If such information is available and known, prior misconduct by the respondent, including the respondent's relevant previous discipline history, both at the Academy or elsewhere, and any criminal convictions.
- Any expression of remorse or acceptance of responsibility by a respondent.
- Maintenance of a safe and respectful environment conducive to learning.
- Protection of the Academy's community.
- The necessity of any specific action to eliminate the Sexual Harassment, prevent its recurrence and remedy its effects on the complainant or other academy community members, and any mitigating, aggravating, or compelling circumstances to reach a just and appropriate resolution in each case.
- The disciplinary authority will also consider restorative outcomes that evaluate the safety of the Academy's community, allow a respondent to develop insight about their responsibility for the behavior, learn about the impact of the conduct on the
- Complainant and the community, identify how to prevent or change the behavior.
- A combination of sanctions may be issued:
- The disciplinary authority will provide the hearing officer with a description of any disciplinary sanctions the Academy imposes on the respondent and whether remedies designed to restore or preserve equal access to the Academy's education programs or activities will be provided by the Academy to the Complainant, as applicable.

### **Written Notice of Outcome**

After the hearing, the hearing officer will create a written notice of outcome that will include the following:

1. Identification of the allegations potentially constituting sexual harassment.
2. A description of the procedural steps from receiving the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings.
3. Findings of facts supporting the determination.
4. Conclusions regarding the application of this policy to the facts.
5. A statement of, and rationale for, the result of each allegation, including a determination regarding responsibility.
6. Description of any sanctions imposed on the respondent and whether remedies designed to restore or preserve equal access to the Academy's education Programs and Activities will be provided to the Complainant; and
7. Information about the appeal process.

Regardless of their participation in the Formal Resolution process, the Title IX coordinator will provide the Complainant and respondent the written notice of outcome issued by the hearing officer simultaneously.

Remedial measures and sanctions will not be imposed until any appeal process in the policy is final.

### **Informal Resolution (I.R.)**

As an option to resolve a complaint of discrimination or harassment under Title IX, the parties may request to attempt an Informal Resolution ("I.R."). I.R. is a voluntary resolution process that may be pursued after filing a formal complaint that uses alternative dispute resolution mechanisms, such as mediation, facilitated dialogue, alternative resolution, or administrative resolution.



Complainant and the respondent must agree to pursue I.R., and this agreement must be voluntary, informed, and in writing.

- Neither Complainant nor the respondent is required to engage in I.R. as a condition of enrollment, continuing enrollment, or enjoyment of any other right.
  - At any time before the completion of the I.R. process, the Complainant and respondent may withdraw from I.R., and the complaint will/may be addressed through investigation and the formal resolution process per the applicable policy.
  - I.R. is never available to resolve allegations that an employee sexually harassed a student.
  - The Complainant and respondent may have an advisor of their choice attend any meetings as part of the I.R. as a support person. The parties, however, are responsible for presenting their information, and advisors are not permitted to cross-examine or question any party or to participate directly in the I.R. process.
  - The content of discussions held as part of the I.R. process will be kept confidential and cannot be introduced as evidence in any formal resolution process should the I.R. be unsuccessful.
- The decision by the Complainant or respondent to participate, refuse to participate, or request to end I.R. and return to the investigation or resolve the complaint using the formal resolution process will not be a factor in any determination made by the decision-maker(s) as to whether a policy violation occurred.

The Complainant and respondent can obtain a request for an I.R. application via the Penrose app and receive a hard copy from the Title IX coordinator. Once a bid has been received, the request will be shared with the other party, who may choose to move forward with I.R. or decline to do so. Both parties must consent to I.R. by submitting the online form before any attempts at I.R.

Parties may attempt more than one form of I.R. For example, if an attempt is made to participate in facilitated dialogue. Still, the results are not satisfactory to both parties. The Complainant or respondent may request a transition to formal mediation. If both parties agree, an attempt at formal mediation will be made.

Once the I.R. has been finalized, the terms of the agreement are binding on both parties, and failure to abide by the terms of the resolution may be referred to the appropriate academy process for review and possible corrective action or sanction(s).

### **Types of Informal Resolution**

#### **Facilitated Dialogue**

This form of I.R. is most appropriate when both parties are comfortable with direct interaction and management of the discussion but prefer the presence of a neutral third party. The process typically begins with a brief conversation between the facilitator and each party to assess the situation. Once these conversations have occurred, the facilitator schedules a meeting with the parties. During this meeting, the Complainant and respondent participate in a facilitated discussion with the purpose being to develop a shared agreement regarding how to correct the harm perceived or realized by the Complainant. The Complainant and respondent work together to create an agreement that resolves the issue and repairs relationships damaged by the conduct. The neutral facilitator acts as a buffer should emotions run high or the parties need assistance in maintaining focus on the primary issue(s). The facilitator may suggest breaks or interject comments/questions designed to redirect dialogue productively.

#### **Formal Mediation**

This form of I.R. is most appropriate when the parties are unlikely to solve without support. Mediation involves a neutral mediator who seeks to improve the parties' relationship by assisting them in

understanding one another, introducing possible solutions to the problem, and making suggestions for improved communication.

**Step 1:** Mediator schedules private meetings with each party individually; guidelines for mediation will be presented to both parties.

**Step 2:** The mediator assesses the appropriateness of mediation as a conflict resolution technique and, if appropriate, schedules a joint meeting with all parties.

**Step 3:** A meeting is held to allow parties to share their views without interruption, followed by an interactive mediator-guided discussion to determine a resolution, if possible.

**Step 4:** If a resolution is reached between the parties, each party will review and sign a binding resolution agreement, which will outline the terms of the solution and expectations of the parties moving forward.

### **Alternative Resolution**

Alternative options for facilitated dialogue and formal mediation include the following:

#### **Shuttle Diplomacy**

The crafting of an agreement does not require the Complainant and respondent to participate in an in-person meeting. Instead, a member of the Title IX team will work with the parties individually to create an agreement that satisfies both parties.

#### **Acceptance of Responsibility**

The respondent can choose to take responsibility for the alleged policy violation(s). When this path is selected, the Title IX coordinator and President work directly with the respondent to determine corrective action(s) and sanctions. The complainant and respondent must agree to this form of I.R., and the parties must also agree to the planned sanctions before I.R.

#### **Voluntary Permanent Separation**

The respondent can choose to separate from the Academy voluntarily. If the Title IX team accepts this I.R., the respondent must sign a Voluntary Permanent Separation and General Release Agreement to terminate the complaint resolution process.

#### **Administrative Resolution**

In an administrative resolution, the decision-maker will meet separately with the Complainant and the respondent to discuss the allegations. Both parties may have an advisor present for these meetings. The respondent and Complainant may provide a list of questions for the decision-maker to ask the other party. If questions are considered appropriate and relevant by the decision-maker, they may be requested on behalf of the requesting party. In addition, answers to questions will be shared with the requesting party.

The decision-maker will also consider the evidence provided by the investigator, including the investigative report and exhibits. Once the decision-maker has deliberated, they will decide whether the respondent has violated the Academy's policy. Once issued, this determination is binding on both parties. Before the Complainant and respondent can choose this option, both parties must acknowledge that by pursuing an administrative resolution. And they are waiving their rights to a formal solution by a hearing panel unless they choose to end the I.R. process before the decision-maker's determination is issued.

The decision maker's determination will be based on the "preponderance" standard of evidence. Ultimately, a decision-maker is balancing probabilities or determining whether it was more likely than not that the alleged conduct occurred. This standard of proof is known as a "preponderance." It only requires that one party can support their position with evidence and credible testimony, "a feather" more than the other. A way to think about the preponderance standard is to picture two people holding shopping bags equal in weight. Each party's supporting evidence and testimony are

contained separately in one of the bags. At this point, the parties are balanced at a 50/50 probability. Then, as part of the meeting with the decision-maker, questions are asked that were submitted by the other party.

The information provided in the response is relevant but only slightly crucial to the determination, contributing no more weight to one party's bag than a feather. However, once the information is added, the balance shifts and the bags are no longer equal. The decision-maker bases their determination on this shift, caused by one piece of evidence or testimony that weighed just a feather but tipped the finding to "more likely than not" favor one party over the other.

The decision-maker has the discretion to determine the relevance of any witness or documentary evidence and may exclude information that is irrelevant, immaterial, cumulative, or more prejudicial than informative.

### **Possible Sanctions**

The sanction of expulsion is not available under an administrative resolution.

### **Record Keeping**

Penrose Academy will maintain records of sexual harassment and other violations of Title IX for seven years. Documents will include investigation records, disciplinary sanctions, remedies, appeals, supportive measures, documentation for why a response was not deliberately indifferent, and measures taken to restore or preserve equal access to educational programs or activities.

### **Penrose Academy will maintain for a period of seven years records of:**

- Each sexual harassment investigation includes any determination regarding responsibility, audio or audiovisual recording or transcript required, disciplinary sanctions imposed on the respondent, and any remedies provided.
- Any appeal and the result from there.
- Any informal resolution and the result from there.
- In response to receipt of actual knowledge of sexual harassment, the Academy will create and maintain, for seven years, records of any actions, including any supportive measures taken in response to a report or formal complaint of sexual Reporting Requirements.

Victims of sexual misconduct should be aware that school administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other campus community members.

In addition, Penrose Academy will make every effort to ensure that a victim's name and additional identifying information are not disclosed while still providing enough information for community members to make safety decisions considering the danger.

### **Additional Requirements**

The U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at [www.HHS.gov](http://www.HHS.gov).