



penrose academy

**2024**

# Annual Security Report

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## INTRODUCTION

Penrose Academy is a 20,000-square-foot private post-secondary institution and 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.

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.

### Accreditations & Memberships

Penrose Academy is a proud member of the American Association of Cosmetology Schools (AACCS), a Pivot Point International Member School, a member of the Greater Phoenix Chamber of Commerce and accredited by the Commission of the Council on Occupational Education (COE)

### Licensing & Certification

The Arizona Barbering and Cosmetology Board (AZBCB) has licensed Penrose Academy as a school to provide Cosmetology Hybrid, Hair Hybrid, and Esthetics programs. Penrose Academy is approved to offer cosmetic laser training through the Arizona Department of Health Services (ADHS).

## ANNUAL SECURITY REPORTING

### Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

The Clery Act requires all colleges and universities that participate in federal financial aid programs to report campus crime data, support victims of violence, and publicly outline the policies and procedures they have implemented to improve campus safety. The United States Department of Education monitors compliance.

The Clery Act mandates that colleges and universities receiving federal funding

disseminate a public Annual Security Report (ASR) to employees and students every October 1st. This ASR must include campus crime statistics for the preceding three calendar years and details about efforts to enhance campus safety. ASRs must also contain policy statements on 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 (Violence Against Women Act)

VAWA is a U.S. law designed to help prevent and address domestic violence, sexual assault, and stalking. Passed in 1994, it provides funding for victim services, trains law enforcement, and establishes programs to support survivors. The law aims to improve the response to these crimes and enhance protection for victims.

The Violence Against Women Act was reauthorized, and significant amendments were made to the Clery Act through the Campus Sexual Violence Elimination Act (Campus Save Act). This amendment enhances the Clery Act by requiring higher education institutions to disclose campus crime statistics and security information.

### Preparation

Penrose Academy collaborates across multiple departments, including Operations, Student Services, Guest Services, and Education, to prepare the Annual Safety Report. Each department contributes relevant information.

### Statement of Availability

Penrose Academy is committed to assisting all members of the Penrose community in providing for their own safety and security. The annual security report is available on the Penrose website at [penrose.edu](https://www.penrose.edu).

If you would like to receive the Annual Security Report that contains this information, you can stop by the Penrose Academy at 13402 N Scottsdale Rd, Scottsdale, AZ 85254, or you can request that a copy be mailed to you by calling (480) 222-9540.

The Annual Security Report contains information regarding campus security and

personal safety, including crime prevention, law enforcement authority, crime reporting policies, disciplinary procedures, and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Penrose Academy, and on public property within or immediately adjacent to and accessible from the campus.

### **Disclosure**

The ASR is accessible at [penrose.edu](http://penrose.edu). The ASR is available within the Penrose app under the "Forms and Docs" section in the student safety information.

### **Notification**

Current and prospective students receive push notifications on the Penrose app about the updated report's availability. These notifications include a link to the report's website.

### **Employee Notification and Acknowledgement:**

Employees are notified about the updated ASR via email, which includes a link to the website where the report is published.

### **Clery Geography**

For collecting crime statistics for the U.S. Department of Education and Penrose Academy's annual security report, Clery geography includes:

- (A) Buildings and property on the institution's campus
- (B) Public property within or immediately adjacent to and accessible from the campus

For maintaining Penrose Academy's crime log, Clery geography also includes these locations.

Penrose Academy crime statistics within the Clery geography are reported to the U.S. Department of Education via the online data collection portal at [surveys.ope.ed.gov/campussafety](http://surveys.ope.ed.gov/campussafety).

Penrose Academy reports and discloses crime statistics for the three most recent calendar years concerning the number of specific crimes that occurred on or within its Clery geography and were reported to local police agencies or campus security authorities. The crimes include:

- Criminal homicide, including murder, nonnegligent manslaughter, and negligent manslaughter
- Sex offenses, including rape, fondling, incest, and statutory rape
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

Penrose Academy reports arrests and referrals for disciplinary actions related to liquor law violations, drug law violations, and illegal weapons possession. This includes both arrests and cases referred for campus disciplinary action.

Hate crimes are also reported, including the number of each type of primary crime determined to be a hate crime, as well as specific hate crimes such as larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property.

Statistics on dating violence, domestic violence, and stalking must be included.

## EMERGENCY CONTACTS & 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>
Campus Security Authorities	(480) 222.9540	<a href="#">Penrose Compliance</a>
Title IX Coordinator & Deputy Coordinators	(480) 222-9540	<a href="#">Penrose Compliance</a>
Silent Witness	(480) Witness	<a href="#">Phoenix Police</a>
Crime Stop - PHX Police	(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>
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	(602) 279 - 2980	<a href="http://acesdv.org/survivor-emergency-relief-fund">acesdv.org/survivor-emergency-relief-fund</a>
Arizona Child Abuse Hotline	(888) 767 - 2445	<a href="http://dcs.az.gov">dcs.az.gov</a>
DES Medical Assistance Program	(855) 432 - 7587	<a href="http://healtharizonaplus.gov">healtharizonaplus.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>

## SAFETY & SECURITY

### Local Law Enforcement

Local law enforcement has the arresting authority on Penrose Academy's Campus. Penrose Academy complies with all local, state, and federal laws. When student conduct or behavior adversely impacts Penrose Academy's community, the educational programs are jeopardized, and all are at risk. Behavior that is in violation of local, state, or federal law will not be tolerated. Penrose Academy does not protect from prosecution by law enforcement agencies in these cases.

### Campus Security Authorities (CSAs)

#### Responsibilities of CSAs:

Penrose Academy's Campus Security Authorities (CSAs) are responsible for promptly reporting any incidents of crime that come to their attention. This reporting is crucial for compiling Penrose Academy's Annual Safety Report and, if necessary, issuing Timely Warning Notices.

CSAs are entrusted with the authority and obligation to take proactive measures and respond to safety and security matters on behalf of Penrose Academy. They play a pivotal role in maintaining a secure campus environment.

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

**Reporting Procedures:** Confirmed and documented incidents of crime, as identified by the CSAs, are communicated to the President of Penrose Academy. This communication is to ensure and maintain transparency and inform decision-making regarding campus safety.

#### Obligations of Designated Campus Security Authorities:

- 1. Maintain an Accurate and Up-to-Date Campus Crime Log:** Ensure all incidents are recorded accurately and timely.
- 2. Report Campus Crimes and Violations of the Clery Act, VAWA, and Title IX:** Ensure compliance with federal mandates by reporting all relevant incidents.

- 3. Encourage Reporting:** Encourage individuals who have experienced or witnessed crimes to come forward and report these incidents.
- 4. Provide Information on Resources:** Offer information about available resources for assistance and support to affected individuals.
- 5. Confidentiality in Reporting:** Assure reporting individuals that the incident will be included as a statistical record without revealing their identity.
- 6. Timely Reporting:** Complete the CSA Clery crime reporting form within 24 hours of receiving pertinent information.
- 7. Uphold Reporting Obligations:** Report incidents regardless of whether the alleged victim pursues formal legal actions or engages law enforcement.

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

- **Nikki Parcels** - President, [nikki@penrose.edu](mailto:nikki@penrose.edu)
- **Cheri Parcels** - Senior Director of Operations and Guest Relations, [cheri@penrose.edu](mailto:cheri@penrose.edu)
- **Andria Young** - Director of Student Services [andria@penrose.edu](mailto:andria@penrose.edu)
- **Haleigh Trout** - Assistant Director of Education [haleigh@penrose.edu](mailto:haleigh@penrose.edu)
- **Stephanie Toth** - Education Manager [steffi@penrose.edu](mailto:steffi@penrose.edu)
- **Parci Flake** - Education Manager, [parci@penrose.edu](mailto:parci@penrose.edu)

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

#### Timely Warning Notification Policy

The Academy is committed to ensuring the safety of its faculty, staff, and students by providing timely warnings about potential threats. In compliance with the relevant regulations, the Academy will issue timely warnings to alert the campus community when:

- 1. Pattern of Criminal Activity:**
  - A pattern of criminal activity that poses a threat to the safety of the campus community becomes apparent.
- 2. Confidentiality of Victims:**

- Timely warnings will not include the names or other identifying information of victims to ensure their confidentiality.

### **3. Protection of Law Enforcement Efforts:**

- Specific information may be withheld from timely warnings if disclosing it could compromise law enforcement efforts to investigate or solve the crime.

By adhering to this policy, the Academy aims to effectively inform and protect its campus community while supporting ongoing law enforcement activities.

### **Crime Log**

Penrose Academy maintains a crime log to ensure transparency and campus safety in compliance with federal regulations. While no crimes have been reported to campus security to date, this log is prepared to record any future incidents within Clery geography, detailing the nature of the crime, report date, time and location, and disposition of the complaint. Entries will be made within two business days unless confidentiality or legal concerns arise.

Information may be withheld if its release jeopardizes investigations, safety, or evidence but will be disclosed once the risk is no longer present. Crime logs from the past 60 days are available for public inspection during business hours, and older logs are provided within two business days upon request. By adhering to this policy, Penrose Academy ensures compliance with federal regulations and maintains a safe and transparent environment for all.

### **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.

### **Safety & Access**

Penrose Academy welcomes students, staff, faculty, approved contractors, and guests during standard business hours. Outside of these hours, entry 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 coordinates and supervises 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 Search 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. Information can be found on the website at <http://www.azdps.gov/services/public/offender>. 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. Arizona has no law against offenders seeking or obtaining employment or living near educational institutions.

### **Safety Awareness & Prevention Programs**

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.

### **Employee Awareness & Prevention Programs**

Penrose Academy implements awareness and prevention programs for all new employees as part of their initial onboarding and periodic sessions.

### **Student Awareness & Prevention Programs**

For students, Penrose Academy offers thorough awareness and prevention programs integrated into the student orientation and periodic sessions. These programs ensure students are well-versed in the policies and procedures to maintain campus safety. These programs are designed to ensure employees and students are well-informed and prepared to maintain a safe and supportive campus environment. The key components include:

- **Annual Security Report (ASR) and Safety Policies:** New students and employees are oriented on the importance of the ASR and various safety and security policies. This covers emergency response, evacuation procedures, incident reporting, and maintaining a secure environment.
- **Title IX Training:** Focused on understanding and preventing gender-based discrimination, sexual harassment, and related issues. This training helps employees recognize and address any instances of sex-based discrimination effectively.
- **Clery Act Training:** New hires are educated on the significance of the Clery Act, including crime reporting requirements and the impact of accurate reporting on the campus community.
- **Bystander Intervention:** Focused on how to safely and effectively intervene in potentially harmful situations. Participants learn to recognize when intervention is needed, understand factors contributing to violence, overcome barriers, and implement safe intervention strategies. During orientation and periodic training sessions, participants learn to:

- Recognize situations where intervention is needed.
- Understand cultural and institutional factors that contribute to violence.
- Overcome common barriers to intervention.
- Identify and implement safe and effective intervention strategies. Training methods include interactive workshops, role-playing scenarios, and group discussions, which help build a proactive community ready to act against violence.
- **Risk Reduction Strategies** Risk reduction strategies are integrated into the training programs for both students and employees to decrease perpetration and bystander inaction while empowering victims. Training sessions provide practical information on recognizing and avoiding potentially dangerous situations, enhancing personal safety, and supporting victims. Tools and resources, such as safety apps and self-defense classes, are introduced and made available. Additionally, participants learn to understand and address the conditions that facilitate violence, ensuring they are better equipped to promote overall safety and well-being within the campus community.

By incorporating these programs and strategies into student and employee training, Penrose Academy ensures a well-informed, supportive, and proactive campus environment dedicated to preventing violence and promoting safety.

### **Student Code of Conduct**

This code of conduct guides students in personal behavior that reflects Penrose Academy's mission and culture. It supports and maintains a professional, safe, and healthy learning environment that promotes students' academic, social, and professional growth. While attending school during regular hours or participating in school-sponsored activities, students are expected to:

- **Practice Professionalism:** Commit to education and engage respectfully and honestly with the Penrose community.
- **Be Accountable:** Take responsibility for personal success and handle critical feedback constructively.

- **Stay Engaged:** Prioritize learning, minimize distractions, and be prepared and punctual for classes and clinical sessions.
- **Maintain Respect:** Use school-appropriate language and behavior, follow educator instructions, and respect classroom rules and expectations.
- **Support Others:** Encourage fellow students and avoid becoming a distraction.
- **Value Attendance:** Regular attendance is crucial for success and to maximize educational benefits.

### **Prohibited Conduct**

**Sex-Based Harassment** is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

- 1) **Unwelcome Conduct** determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to Penrose Academy's Education Program or Activity. Such conduct may include, but is not limited to, unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature, sexual exploitation sexual coercion, sexual touching, and fondling, the touching of an unwilling person's intimate parts, and forcing an unwilling person to touch another's intimate parts.
- 2) **Quid Pro Quo Harassment.** An employee, agent, or other person authorized by the recipient to provide an aid, benefit, or service under the recipient's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;
- 3) **VAWA Offenses.** Domestic violence, dating violence, sexual assault, and stalking. (as defined in VAWA -34 U.S.C. § 12291)
  - Specific offenses.**
    - i. **Sexual Assault** meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

- ii. **Dating Violence** means violence committed by a person:
    - a) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
    - b) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
      1. The length of the relationship;
      2. The type of relationship; and
      3. The frequency of interaction between the persons involved in the relationship;
  - iii. **Domestic Violence** meaning felony or misdemeanor crimes committed by a person who:
    - a) Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the recipient, or a person similarly situated to a spouse of the victim;
    - b) Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
    - c) Shares a child in common with the victim; or
    - d) Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or
  - iv. **Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
    - a) Fear for the person's safety or the safety of others; or
    - b) Suffer substantial emotional distress.
- 1) **Hostile Environment Harassment.** Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
- i. The degree to which the conduct affected the complainant's ability to access the recipient's education program or activity;
  - ii. The type, frequency, and duration of the conduct;
  - iii. The parties' ages, roles within the recipient's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
  - iv. The location of the conduct and the context in which the conduct occurred; and
  - v. Other sex-based harassment in the recipient's education program or activity.
- 2) **Sexual Misconduct Offenses:**
- Actions that constitute sexual misconduct include, but are not limited to, inappropriate comments, jokes, gestures, and the posting of images. This conduct is defined as any unwanted and distressful behavior that is sexual in nature, including harassment, bullying, or victimization.
- 3) **Discrimination:**
- Prohibited based on race, color, national origin (Title VI of the Civil Rights Act of 1964), sex (Title IX of the Education Amendments of 1972), disability (Section 504 of the Rehabilitation Act of 1973), and age.
- 4) **Retaliation Offenses:**
- Intimidation, threats, coercion, or discrimination against individuals who participate in grievance procedures or report violations is strictly prohibited.
- 5) **False Statements:**
- Knowingly making false statements or submitting false information during the grievance process is prohibited.
  - Making false statements or providing false information to Penrose Academy personnel is prohibited.
- 6) **Weapons and Violence:**
- The possession of weapons on campus, including vehicles, is strictly prohibited. The use of firearms imposes severe disciplinary sanctions, including legal action. Engaging in acts of violence, including physical harm, bodily harm, or threatening the safety of another student or Penrose Academy employee, is prohibited.
- 7) **Audio/Video Recording:**
- Videotaping and audio recordings are not allowed at any time unless approved by the President. Photography of another student and/or guests may occur only

with the permission of students and/or guests.

#### 8) **Bullying:**

- Bullying, defined as any harmful or intimidating behavior communicated via verbal, physical, or by electronic means.

#### 9) **Drugs and Alcohol:**

- Manufacturing, distribution, dispensing, possession, or use of drugs (including medical marijuana), alcohol, or related paraphernalia on campus, including any property owned or leased by Penrose Academy, as well as during any academy activities. Prescription and over-the-counter medications are permitted, provided they do not impair safe participation in academy activities.

#### 10) **Disruptive Behavior:**

- Any actions or behaviors that significantly interfere with the normal operations of the environment, obstruct the learning or work of others, or create an atmosphere of intimidation, hostility, or undue stress are prohibited. This includes but is not limited to, loud or repeated interruptions, physical or verbal aggression, obstructive or inappropriate use of technology, and refusal to follow established guidelines or directives.

#### 11) **Academic Dishonesty:**

- Cheating or plagiarizing is prohibited. This includes, but is not limited to, giving and receiving answers; unauthorized use of external assistance, resources, or materials that are not explicitly permitted; copying the work of others; falsifying data or records; collaborating in an unauthorized manner; and using technology in prohibited ways during assessments or assignments.

#### 12) **Other Prohibited Conduct:**

- Using profane, obscene, or ethnically offensive language.
- Possessing pornographic material.
- Theft (from another student or Penrose Academy).
- Gambling on campus.

### **Disciplinary Sanctions**

Students who commit these serious offenses will face strong disciplinary sanctions. Some of these offenses violate state and federal laws, and many of them directly threaten the well-

being and safety of the students or the Penrose Academy community.

Upon determination that violations of prohibited conduct have occurred, the following disciplinary sanctions may be imposed:

- Informal warning
- Formal warning
- Early dismissal
- Suspension
- Termination
- Legal action

### **EMERGENCY POLICIES & PROCEDURES**

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 & 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. Emergency evacuations may be prompted by the notification from the Penrose leadership team, faculty, staff, or other building occupants aware of immediate danger.

### **Emergency Evacuation Drills**

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

### **Emergency Evacuation Policy & 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 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. Emergency evacuations may be prompted by notification from the Penrose leadership team, faculty, staff, or other building occupants who are 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. 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 & 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. 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.

Emergency medical personnel will treat the victims. Law enforcement will have limited information about 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 & Procedures**

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

facility. 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 & 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 increase 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.

## **ALLEGED SEX-BASED DISCRIMINATION & VAWA OFFENSES**

### **Title IX Coordinator & Deputy Coordinators**

Penrose Academy's Title IX coordinator and Deputy Coordinators:

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

### **Title IX Contact Information:**

- **In person:** Penrose Academy, 13402 N Scottsdale Rd, Scottsdale, AZ 85254
- **Phone:** (480) 222-9520
- **Email:** [compliance@penrose.edu](mailto:compliance@penrose.edu)

### **Responsibilities of the Title IX Coordinators**

- Oversee the Academy's compliance with Title IX.

- Respond to any reports 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 complaints of sexual harassment or other violations of Title IX and prohibited conduct.

### **Title IX Coordinator Training**

Penrose Academy's Title IX Coordinator and Deputy Coordinators receive comprehensive training on:

- Title IX obligations
- The scope of conduct that constitutes sex discrimination.
- Serving impartially and without bias
- The meaning of relevant evidence and types of impermissible evidence.
- Informal resolution processes.
- Recordkeeping policies, obligations, and grievance procedures.

### **Grievance Procedures for Complaints of Sex-Based Harassment**

Penrose Academy has adopted Title IX grievance procedures that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals participating or attempting to participate in its education program or activity or by the Title IX Coordinator. These grievance procedures address complaints of sex-based harassment that involve a student party.

#### **Complaints:**

The following people have a right to make a complaint of sex-based harassment, requesting that Penrose Academy investigate and make a determination about alleged sex-based harassment under Title IX:

- A "complainant," which includes:
  - a student or employee of Penrose Academy who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
  - a person other than a student or employee of Penrose Academy who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in

Penrose Academy's education program or activity.

- A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant;
- Penrose Academy's Title IX Coordinator.

Note that a person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of 34 C.F.R. § 106.44(f)(1)(v).

Penrose Academy may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

#### **Requirements of Title IX Grievance Procedures:**

Penrose Academy will treat complainants and respondents equitably.

Penrose Academy requires that any Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. As long as there is no conflict of interest or bias, a decisionmaker may be the same person as the Title IX Coordinator or investigator.

Penrose Academy presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures.

#### **Timeframes for the Major Stages of the Grievance Procedures**

Penrose Academy has established the following timeframes for the major stages of the grievance procedures:

- 1) **Evaluation of Complaint – Five (5) Days**

- Decision whether to dismiss or investigate the complaint.

## 2) Investigation – 15 Days

- Question the Parties and Witnesses.
- Gather sufficient evidence.
- Analyze and determine relevant and impermissible evidence.
- Provide parties with access to relevant evidence.

## 3) Determination – 5 Days

- Notify the parties simultaneously in writing of the determination whether sex-based harassment occurred under Title IX.

## 4) Appeal (if any) – 30 Days

- The complainant or respondent has 30 days to file an appeal. Appeals filed after 30 days will no longer be considered timely.

Penrose Academy has also established the following process that allows for the reasonable extension of timeframes on a case-by-case basis for good cause with written notice of any extension to the parties that includes the reason for the delay:

### Process for Extension of Timeframes

#### 1) Identify the Need for an Extension

- Initiation: The need for an extension can be identified by any party involved in the process.
- Criteria for Good Cause: Good cause may include medical emergencies, unforeseen personal circumstances, technical issues, or other significant barriers.

#### 2) Submit a Request for Extension

- Submit a written request to the title IX Coordinator for an extension, including a reason for the request and the requested new timeframe.
- Submit substantiated documentation to support the extension request. (e.g., doctor's note, official notices, etc).

#### 3) Review and Decision Making

- The Title IX Coordinator will review the extension request promptly. The request will be evaluated on the legitimacy of the reason, impact on the overall timeframe, and previous extension granted to the party.
- Decisions on extension requests will be made within three (3) days.

#### 4) Notification of Decision

- The Title IX Coordinator will provide written notice of the decision to all relevant parties. This notice will include:
  - Whether the extension was granted or denied.
  - The new deadline if the extension is granted.
  - The specific reason(s) for the decision.

Penrose Academy will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including against witnesses.

Penrose Academy will objectively evaluate all evidence that is relevant and not otherwise impermissible—including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, except by Penrose Academy to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless Penrose Academy obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and;

- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

### **Written Notice of Allegations:**

Upon initiation of these Title IX grievance procedures, Penrose Academy will notify the parties in writing of the following with sufficient time for the parties to prepare a response before any initial interview:

- Penrose Academy's Title IX grievance procedures and any informal resolution process;
- Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex-based harassment, and the date(s) and location(s) of the alleged incident(s);
- Retaliation is prohibited;
- The respondent is presumed not responsible for the alleged sex-based harassment until a determination is made at the conclusion of the grievance procedures. Prior to such a determination, the parties will have an opportunity to present relevant and not otherwise impermissible evidence to a trained, impartial decisionmaker;
- The parties may have an advisor of their choice who may be, but is not required to be, an attorney;
- The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an

investigative report that accurately summarizes this evidence.

- Penrose Academy's Code of Conduct prohibits knowingly making false statements or knowingly submitting false information during grievance procedures, as described in section eight of the student catalog under the Student Code of Conduct policy.

If, in the course of an investigation, Penrose Academy decides to investigate additional allegations of sex-based harassment by the respondent toward the complainant that are not included in the written notice or that are included in a consolidated complaint, it will provide written notice of the additional allegations to the parties.

### **Dismissal of a Complaint:**

Penrose Academy may dismiss a complaint if:

- Penrose Academy is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in Penrose Academy's education program or activity and is not employed by Penrose Academy;
- Penrose Academy obtains the complainant's voluntary withdrawal in writing of any or all of the allegations, the Title IX Coordinator declines to initiate a complaint, and Penrose Academy determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or
- Penrose Academy determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, Penrose Academy will make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, Penrose Academy will promptly notify the complainant in writing of the basis for the dismissal. If the dismissal occurs after the respondent has been

notified of the allegations, then Penrose Academy will notify the parties simultaneously in writing.

Penrose Academy will notify the complainant that a dismissal may be appealed on the bases outlined in the *Appeals* section. If dismissal occurs after the respondent has been notified of the allegations, then Penrose Academy will also notify the respondent that the dismissal may be appealed on the same bases. If a dismissal is appealed, Penrose Academy will follow the procedures outlined in the *Appeals* section.

When a complaint is dismissed, Penrose Academy will, at a minimum:

- Offer supportive measures to the complainant as appropriate;
- If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and
- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within Penrose Academy's education program or activity.

**Investigation:**

Penrose Academy will provide for adequate, reliable, and impartial investigation of complaints.

The burden is on Penrose Academy—not on the parties—to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred.

Penrose Academy will provide a party whose participation is invited or expected with written notice of the date, time, location, participants, and purpose of all meetings or proceedings with sufficient time for the party to prepare to participate.

Penrose Academy will provide the parties with the same opportunities to be accompanied to any meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney.

- Penrose Academy will not limit the choice or presence of the advisor for the complainant or respondent in any meeting or proceeding.
- Penrose Academy may establish restrictions regarding the extent to which the advisor may participate in these grievance procedures, as long as the restrictions apply equally to the parties.

Penrose Academy will provide the parties with the same opportunities, if any, to have people other than the advisor of the parties' choice present during any meeting or proceeding.

Penrose Academy will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible.

Penrose Academy will review all evidence gathered during the investigation and determine what is relevant and impermissible, regardless of relevance.

Penrose Academy will provide each party and the party's advisor, if any, with an equal opportunity to access the evidence that is relevant to the allegations of sex-based harassment and not otherwise impermissible, in the following manner:

- Penrose Academy will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or the same written investigative report that accurately summarizes this evidence.
- Penrose Academy will take reasonable steps to prevent and address the parties' and their advisors' unauthorized disclosure of information and evidence obtained solely through the sex-based harassment grievance procedures.

Penrose Academy will provide a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex-based harassment.

Penrose Academy's process for proposing and asking relevant and not otherwise impermissible questions and follow-up questions of parties and witnesses, including questions challenging credibility, will:

- Allow the investigator or decisionmaker to ask such questions during individual meetings with a party or witness;
- Allow each party to propose such questions that the party wants asked of any party or witness and have those questions asked by the investigator or decisionmaker during one or more individual meetings, including follow-up meetings, with a party or witness, subject to the procedures for evaluating and limiting questions discussed below; and
- Provide each party with an audio or audiovisual recording or transcript with enough time for the party to have a reasonable opportunity to propose follow-up questions.

### **Determination of Whether Sex-Based Harassment Occurred**

Following an investigation and evaluation of all relevant and permissible evidence, Penrose Academy will:

- Use a clear and convincing standard of proof to determine if sex discrimination occurred. This standard requires the decisionmaker to evaluate evidence for its persuasiveness. If the decisionmaker is not convinced by the evidence, regardless of its quantity, they will not determine that sex discrimination occurred.
- Notify the parties simultaneously in writing of the determination regarding sex-based harassment under Title IX, including:
  - A description of the alleged sex-based harassment;
  - Information about the policies and procedures used to evaluate the allegations;
  - The decisionmaker's evaluation of the relevant evidence and determination of whether sex-based harassment occurred;
  - Any disciplinary sanctions to be imposed on the respondent if harassment is found, remedies provided to the complainant, and, if appropriate, to other affected students;

- Procedures and permissible bases for appeal by the complainant and respondent.
- Only impose disciplinary sanctions on a respondent for sex discrimination if there is a determination, after the Title IX grievance procedures, that the respondent engaged in prohibited sex discrimination.
- If sex discrimination is determined to have occurred, the Title IX Coordinator will:
  - Coordinate the provision and implementation of remedies for the complainant and others identified as affected by the discrimination;
  - Coordinate the imposition of any disciplinary sanctions on the respondent, including notifying the complainant of such sanctions;
  - Take appropriate steps to ensure that sex discrimination does not continue or recur within Penrose Academy's education program or activities.
- Comply with the Title IX grievance procedures before imposing any disciplinary sanctions against a respondent.
- Not discipline any party, witness, or others participating in the Title IX grievance procedures solely based on the determination of whether sex discrimination occurred.
- The determination regarding responsibility becomes final either on the date that Penrose Academy provides the parties with the written determination of the result of any appeal, or, if no party appeals, the date on which an appeal would no longer be considered timely.

### **Appeals**

Penrose Academy will offer an appeal from a dismissal or determination whether sex-based harassment occurred on the following bases:

- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonably available when the determination or dismissal was made; and

- The Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

If a party appeals a dismissal or determination whether sex-based harassment occurred, Penrose Academy will:

- Notify the parties in writing of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
- Implement appeal procedures equally for the parties;
- Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
- Ensure that the decisionmaker for the appeal has been trained consistent with the Title IX regulations;
- Communicate to the parties in writing that Penrose Academy will provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
- Notify the parties in writing of the result of the appeal and the rationale for the result.

Any additional appeal procedures or bases Penrose Academy offers will be equally available to all parties.

### **Informal Resolution**

In lieu of resolving a complaint through Penrose Academy's Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process. Penrose Academy will inform the parties in writing of any informal resolution process it offers and determine what is appropriate, if any. Penrose Academy will not offer an informal resolution to resolve a complaint when such a process would conflict with Federal, State, or local law. Before the initiation of an

informal resolution process, Penrose Academy will explain in writing to the parties:

- The allegations;
- The requirements of the informal resolution process;
- That any party has the right to withdraw from the informal resolution process and initiate or resume grievance procedures at any time before agreeing to a resolution;
- That if the parties agree to a resolution at the end of the informal resolution process, they cannot initiate or resume grievance procedures arising from the same allegations;
- The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and
- What information Penrose Academy will maintain and whether and how Penrose Academy could disclose such information for use in Title IX grievance procedures if such procedures are initiated or resumed.

### **Disciplinary Sanctions & Remedies:**

Following a determination that sex-based harassment or other prohibited occurred, may impose disciplinary sanctions, which may include:

- Warning
- Early dismissal
- Suspension
- Termination of enrollment

Penrose Academy may also provide remedies, which may include:

- Leave of absence
- Schedule modifications
- Informal resolution

## **SUBSTANCE ABUSE & PREVENTION**

### **Commitment to a Drug-Free Campus:**

Penrose Academy is dedicated to maintaining a campus free from substance abuse. Employees and students are prohibited from consuming, possessing, selling, purchasing, or being under the influence of alcohol or illegal drugs, as defined by federal law, on any

property owned or leased by Penrose Academy, including vehicles and while conducting company business. Legally prescribed and over-the-counter drugs are permitted if used as prescribed and do not impair safe performance of duties or training.

### **Reporting and Accommodation:**

Employees should inform their department heads if prescribed medications may impair job performance or safety. Students should report similar concerns to Student Services. Reasonable accommodations will be considered to support safety and compliance.

### **Enforcement & Disciplinary Actions:**

Penrose Academy has a zero-tolerance policy towards substance abuse. Employees and students found to be impaired by drugs or alcohol while at work or school are subject to disciplinary actions, up to and including termination of employment or enrollment. Reports of substance abuse should be made to the department head, the President, or Student Services. Immediate reporting is required if substance use poses an imminent safety threat, with failure to report also resulting in disciplinary action.

### **Health Risks & Legal Consequences:**

Substance abuse can lead to serious health issues, including respiratory failure, heart attack, and overdose, and increases the risk of transmittable diseases. Legally obtained drugs can also impair judgment and coordination. Penrose Academy prohibits any use that affects safety and compliance, both on and off campus, and will enforce this policy up to legal prosecution under Arizona law.

### **Testing and Inspections:**

To enforce this policy, Penrose Academy reserves the right to conduct drug and alcohol testing and to inspect property on school premises where there is reasonable suspicion of policy violation. This may include the use of drug-detection dogs.

### **Resources and Prevention:**

Penrose Academy provides resources on substance abuse prevention through the Student Services office and digitally via the Penrose app. The policy includes detailed

information on the penalties for drug possession tailored to the nature and intent of possession.

### **General Provisions:**

This policy does not alter the at-will employment relationship between Penrose Academy and its employees. Violations may lead to criminal prosecution consistent with local, state, and federal laws.

- **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 ten consecutive days and fined no less than \$1,250. 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.
  - **Second and subsequent offenses:** You will be jailed for not less than 90 days, fined at 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 under 30 consecutive days with no probation or suspended sentence eligibility 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.

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.

### **Drug & Alcohol Treatment Facilities**

- U.S. Substance Abuse & Mental Health Services Administration | 800-487-4889 | [samhsa.gov](http://samhsa.gov)
- 211 Arizona | 2-1-1 (602) 263-8856 | [211arizona.org](http://211arizona.org)
- Solari Crisis & Human Services | 1-844-534-HOPE | [crisis.solari-inc.org/get-help/crisis-line](http://crisis.solari-inc.org/get-help/crisis-line)

# Institution Information

## General Information

Institution Name : Penrose Academy

Address 1

City

State

ZIP Code

Web Address *(Optional)*

## Chief Administrative Officer information

Name

Title

E-mail Address

Phone

Extension *(Optional)*

# Campus Information

Campus Name

Location

State or Outlying Area  Other Country

Address

City State or Outlying Area ZIP Code County (Optional)

<input type="text" value="Scottsdale"/>	<input type="text" value="Arizona"/>	<input type="text" value="85254-4065"/>	<input type="text"/>
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Description (Optional)

# Campus Safety Officer

## General Information

Name	Title	
<input type="text" value="Andria Young"/>	<input type="text" value="Director of Student Services"/>	
E-mail Address	Phone	Extension (Optional)
<input type="text" value="andria@penrose.edu"/>	<input type="text" value="(480) 222-9540"/>	<input type="text" value="208"/>

## Address

Location

State or Outlying Area    Other Country

Address

City	State or Outlying Area	ZIP Code
<input type="text" value="Scottsdale"/>	<input style="border-bottom: 1px solid black; text-align: right; padding-right: 5px;" type="text" value="Arizona"/> ▼	<input type="text" value="85254-4065"/>

# Campus Fire Safety Officer

## General Information

Name	Title	
<input type="text" value="Andria Young"/>	<input type="text" value="Director of Student Services"/>	
E-mail Address	Phone	Extension (Optional)
<input type="text" value="andria@penrose.edu"/>	<input type="text" value="(480) 222-9540"/>	<input type="text" value="208"/>

## Address

Location

State or Outlying Area    Other Country

Address

City	State or Outlying Area	ZIP Code
<input type="text" value="Scottsdale"/>	<input style="border-bottom: none; border-top: none; border-left: none; border-right: none; padding: 0 5px; text-align: center;" type="text" value="Arizona"/> ▼	<input type="text" value="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 style="border-bottom: 1px solid black; text-align: right; padding-right: 5px;" 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: 8/28/2024

Updated

# 2024 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:

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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		
	2021	2022	2023
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 <i>from</i> 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		
	2021	2022	2023
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)

k. Arson

**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 2023

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

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

a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text" value="0"/>								
c. <u>Rape</u>	<input type="text" value="0"/>								
d. <u>Fondling</u>	<input type="text" value="0"/>								
e. <u>Incest</u>	<input type="text" value="0"/>								
f. <u>Statutory rape</u>	<input type="text" value="0"/>								
g. <u>Robbery</u>	<input type="text" value="0"/>								
h. <u>Aggravated assault</u>	<input type="text" value="0"/>								
i. <u>Burglary</u>	<input type="text" value="0"/>								
j. <u>Motor vehicle theft</u>	<input type="text" value="0"/>								
k. <u>Arson</u>	<input type="text" value="0"/>								
l. <u>Simple assault</u>	<input type="text" value="0"/>								
m. <u>Larceny-theft</u>	<input type="text" value="0"/>								
n. <u>Intimidation</u>	<input type="text" value="0"/>								
o. <u>Destruction/damage/vandalism of property.</u>	<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 2023

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> <i>(Do not include theft from a</i>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input 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"/>								
l. <u>Simple assault</u>	<input type="text" value="0"/>								
m. <u>Larceny-theft</u>	<input type="text" value="0"/>								
n. <u>Intimidation</u>	<input type="text" value="0"/>								
o. <u>Destruction/damage/ vandalism of property.</u>	<input type="text" value="0"/>								

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

## VAWA Offenses - On Campus

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

Crime	Total occurrences On Campus		
	2021	2022	2023
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		
	2021	2022	2023
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		
	2021	2022	2023
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)."

## Arrests - Public Property

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

Crime	Number of Arrests		
	2021	2022	2023
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		
	2021	2022	2023
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

2021

2022

2023

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		
	2021	2022	2023
a. <u>Total unfounded crimes</u>	<input style="width: 60px; border: 1px solid black;" type="text" value="0"/>	<input style="width: 60px; border: 1px solid black;" type="text" value="0"/>	<input style="width: 60px; border: 1px solid black;" type="text" value="0"/>

**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 unfind 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)."

# Campus Safety and Security Survey Completion Certificate

The Campus Safety and Security data for  
**Penrose Academy**

**(460914)**

were completed and locked on **August 28, 2024**.

Thank you for your participation in the 2024 data collection.

This certificate was prepared on **August 28, 2024**