



DRUG-FREE SCHOOLS AND CAMPUS REGULATIONS (DFSCR)

The Drug and Alcohol Abuse Prevention Regulations (Education Department General Administrative Regulations [EDGAR]), requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Career Development Institute, Inc (CDI) is in compliance with these regulations. The school adopts and implements a drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees both on school premises and as part of any of its activities. The school has program that complies with the regulations such as:

1. Annually notifying each employee and student, in writing, of standards of conduct; a description of appropriate sanctions for violation of federal, state, and local law and school policy; a description of health risks associated with alcohol and drug use; and a description of available treatment programs.
2. Developing a sound method for distributing annual notification information to every student and staff member each year.
3. Conducting a biennial review on the effectiveness of its alcohol and other drug programs and the consistency of sanction enforcement.
4. Maintaining its biennial review material on file.

The school's DFSCR policy addresses the legal and responsible use of alcohol. It addresses the academic, health, personal and safety risks associated with alcohol and other drug use through education, services and resources that focus on prevention of alcohol and other drug abuse. Through wide dissemination of this policy, the school community will be informed of its contents, as required by the Drug-Free Workplace and Drug-Free Schools and Schools Act.

It is a goal of the school to provide a safe, productive, and healthy environment in which all members of the school community can learn, work, and grow from a wealth of different school experiences. The school is determined to establish and maintain working, living, and learning conditions that are free from the negative effects of alcohol and other drug abuse. The school recognizes that the misuse or abuse of any drug can be detrimental to the health, safety, learning, and well-being of individuals as well as the school community. Therefore, in compliance with the U.S. Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, the school offers substance abuse prevention programs for its students and employees and will identify resources and provide assistance and support for those who have, developed or are in recovery from problems with alcohol and other drugs.

The illegal or abusive use of alcohol and/or other drugs by students, faculty or staff adversely affects the school's commitment to provide an environment of excellence in teaching, research and learning. As members of the school community, we all share in the responsibility for



creating and maintaining a healthy and productive environment for work and study alike. With this responsibility comes the obligation to be involved in preventing problems caused by the abuse of alcohol, tobacco and other drugs.

The school's comprehensive approach to addressing substance abuse emphasizes:

1. Taking effective steps to create and maintain a drug-free workplace and educational environment for students, faculty and staff.
2. Providing continual prevention, education and counseling services along with referrals to off-school treatment facilities as appropriate.
3. Encouraging individuals who are experiencing problems associated with alcohol and/or other drugs or chemical dependency to seek assessment, counseling and/or treatment voluntarily with the understanding that this assistance is confidential and will not be used against them.

CDI's school policy on alcohol and other drug use respects all legal requirements including, but not limited to:

1. Federal and California controlled substance laws, as well as other administrative regulations concerning alcohol and other drugs.
2. The Drug-Free Workplace Act of 1988 sets forth special requirements for employees on federal contracts and grants. It requires the school to provide notice of a conviction for a violation of any criminal drug statute occurring in the workplace by an employee engaged in the performance of work under federal contract or grant; and to report to the funding agency within ten calendar days after notice from an employee of a conviction for a violation of any drug statute occurring in the workplace.
3. California Drug Free Workplace Law. Employees or contractors of any state agency are prohibited from the unlawful manufacture, distribution, dispensation possession or use of a controlled substance as defined in the Controlled Substances Act. The employer or contractor must publish a statement regarding the prohibition and any sanctions that will be imposed and establish a drug-free awareness program.
4. Federal and California controlled substance laws, as well as other administrative regulations concerning alcohol and other drugs.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM (DAAPP)

Purpose

Career Development Institute, Inc. is dedicated to the safety, health and welfare of its students, faculty and staff. The unlawful use and or abuse of drugs and alcohol can have a negative impact on the safety and well-being of Institute students and on our educational environment.

The primary purpose of the following guidelines are in support of the Drug and Alcohol Abuse Prevention Program (DAAPP) developed and implemented in an effort to prevent the unlawful possession, use, and distribution of drugs and alcohol on school and at recognized events and activities. CDI aspires to educate, call our community to action, help those in need, and be in full compliance with the Drug-Free Schools and Schools Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA).



Guidelines

I. Entities Affected by this Policy

Persons covered by the Drug and Alcohol Abuse Prevention Program (DAAPP) are employees of CDI and students who enroll in our program for any type of academic credit.

II. Standards of Conduct

CDI complies with local, state, and federal laws and penalties regarding the unlawful use of drugs and alcohol including the possession of illegal drugs and drug paraphernalia on school premises and the sale or use of alcoholic beverages on CDI premises. (Please see Drug-Free Schools and Schools Regulations in School Catalog)

III. Disciplinary Procedures

CDI believes it is the responsibility of all employees and students to report prohibited use or abuse of drugs and alcohol. If a student/employee is suspected of violating the Drug-Free Schools and Schools Regulations of the CDI, the school will perform an investigation to determine the appropriate course of action. An Incident Report (student or employee) detailing alleged violations of the Standards of Conduct by an CDI student/employee will need to be completed to initiate the Disciplinary Actions/Due Process procedures.

IV. Disciplinary Sanctions

Violations of the CDI Standards of Conduct refer to a student's failure to meet his/her responsibilities and are subject to General Disciplinary Action in accordance with school policy as stated in the CDI Student Handbook and School Catalog.

Sanctions: The School Director has the authority to issue sanction(s) including, but not limited to, the following:

- a. Written reprimand
- b. Loss of privileges/access
- c. Removal from course
- d. Warning
- e. Suspension
- f. Expulsion
- g. Termination (employee)
- h. Referral for prosecution (student and/or employee)

Laws Concerning Controlled Substances

Controlled Substances:

“Controlled Substances” are regulated drugs that have been determined to have special “abuse potential”. Such drugs include; marijuana, hashish or has oil, cocaine, LSD and other hallucinogens, barbiturates and other sedative-hypnotics, amphetamines and other prescription stimulants, MDMA (Ecstasy), PCP, and similar drugs. It is illegal under both state and federal law to:

- Manufacture, deliver, or possess with intent to manufacture or deliver, a controlled substance.
- Deal in a substance represented to be a controlled substance (including counterfeit, “look-alike” drugs)



- Manufacture, advertise, distribute, or possess with intent to manufacture, advertise or distribute a substance represented to be a controlled substance.
- Possess, without a valid prescription, a controlled substance.
- Visit a building, structure, vehicle, or other place used by person to unlawfully use a controlled substance.
- Possess, manufacture, dealing, or deliver drug paraphernalia (an instrument, device, or distribute a substance represented to be a controlled substance.
- Possess, without a valid prescription, a controlled substance.
- Visit a building, structure, vehicle, or other place used by person to unlawfully use a controlled substance.
- Possess, manufacture, dealing, or deliver drug paraphernalia (an instrument, device, or other object intended for use for introducing a controlled substance into a body or for enhancing the effect or testing a controlled substance).

Criminal sanctions for such violations can include fines from \$250.00 to \$50,000.00 under state law and up to \$25,000.00 under Federal Law, and imprisonment in a state prison for up to 50 years or in a federal prison for up to life. The sanction imposed will be determined by; (1) the classification of the controlled substance, (2) the quantity involved, (3) the nature of the offense (sale, use, ect.), (4) the age of the recipient (higher penalties for possession, sale or delivery near a school, ect.) and (5) the prior criminal record of the offender. More detailed information may be obtained by consulting the California Criminal Code or the Federal Controlled Substances Act, as amended.

V. DAAPP Information Dissemination

Notification of the information contained in the DAAPP is distributed to all enrolled students registered in the LV Program in the following methods:

- Admissions application notification to all applicants
- Catalog and/or Registration guide
- Online student handbook
- CDI main website (Consumer Right To Know)

Notification of the information contained in the DAAPP is distributed to all employees on the first day of employment and annually thereafter.

VI. Program Resources for Individual and Group Counseling

A list of local resources with descriptions of drug and alcohol counseling treatment, rehabilitation or reentry programs available to students are provided below:

The Ness Counseling Center

The Ness Counseling Center is committed to providing an array of low-fee services such as therapy-individuals, couples and families, assessments, monitored visitations, drug and alcohol counseling, domestic violence treatment, anger management, parenting, sexual addiction, drug testing, live scan fingerprinting located at:
8512 Whitworth Dr.

Los Angeles CA, 90035

You can get help by calling 310-360-8512 or the hotline at INFO@THENESSCENTER.ORG

Types of Services

Mental health, individual and family counseling, drug and alcohol treatment, domestic violence, anger management, parenting, intensive outpatient



Payment Structure & Forms

Insurance accepted

Southland Outpatient Recovery Center

Southland Outpatient Recovery Center is an alcohol rehab and drug rehabilitation center that is located at 431 West Compton Boulevard
Compton, CA 90220

You can contact Southland Outpatient Recovery Center by calling (310) 637-0341.

Types of Services

Mental Health and Substance Abuse Treatment, Outpatient Treatment, Services for Minors, Dual Diagnosis, HIV - AIDS, Gay and Lesbian, Seniors, Pregnant Women, Women, Men, Court Appointed Clients, Spanish Speaking

Payment Structure & Forms

Medicaid Assistance, Medicare Assistance, Private Pay, Military Insurance, Self Pay

Get Off Drugs Treatment Center

Get off Drugs Treatment Center is a drug treatment and alcoholism treatment program that is located at 1416 South Tamarind Street
Compton, CA 90220

You can contact Get off Drugs Treatment Center by calling (562) 422-5212.

Types of Services

Residential Long-Term Rehab

Payment Structure & Forms

Self Pay

Behavioral Health Services

Behavioral Health Services is a drug treatment and alcohol rehab center that is located at 15519 Crenshaw Boulevard
Gardena, CA 90249

You can contact Behavioral Health Services by calling (310) 679-9031x1211.

Types of Services

Outpatient Treatment, DUI Offenders, Court Appointed Clients, Spanish Speaking

Payment Structure & Forms

Private Pay, Self Pay

New Beginnings Interfaith Drug and Alcohol Treatment Care Center

New Beginnings Interfaith Drug and Alcohol Treatment Care Center is an alcohol rehab and drug treatment program that is located at

3119 Torrance Blvd #36D

Torrance, CA 90503

You can contact New Beginnings Interfaith Drug and Alcohol Treatment Care Center by calling (310) 904-6782.

Types of Services

Methadone Maintenance, Hospital Inpatient Treatment, Gay and Lesbian, Residential Beds for Children, Methadone Detox, Transitional Housing, Men, Women, Seniors

Payment Structure & Forms

Sliding Scale Fee

VII. Oversight Responsibility

The school director and financial aid director shall serve as the main contacts that will have oversight responsibility of the Student DAAPP including, but not limited to: updates, coordination of information required in the DAAPP, coordination of the annual notification to students, and the biennial review report.



VIII. Assessment of Program Effectiveness and Biennial Report

The school director and financial aid director will review documented infractions of the student conduct policy on an annual basis. The assessment includes reviewing the incident(s) and the outcome(s) to ensure that Institute policy regarding drug, alcohol and other substance abuse violations and sanctions are imposed and consistently enforced. The school director and financial aid director will conduct an annual review to determine program effectiveness and implement changes as necessary. The school director and financial aid director will prepare a biennial review report as required to be in full compliance with the Education Department General Administrative Regulations (EDGAR) 34 CFR Part 86.100.

A review of the number of documented cases regarding students of concerns referred through the school director and financial aid director will be gathered for statistical purposes and to ensure prevention and awareness activities are delivered appropriately to all student populations.

Under the leadership of the school director an assessment to measure student perceptions and behavior will be conducted periodically. This data will be analyzed to continuously determine the most appropriate interventions.

IX. Policy History

The DAAPP for students and policy with accompanied guidelines will be reviewed on an annual basis to ensure that it accurately reflects institutional policy, procedures and programs; and to consider expansion of evaluation, prevention, and awareness activities.

X. Related Documents

Drug and Alcohol Abuse Prevention Program (DAAPP), Drug Free Schools and Schools Regulations (34 CFR Part 86), Drug Free Schools and Communities Act (DFSCA) Administrative Rule.

HEALTH RISKS ASSOCIATED WITH ALCOHOL AND OTHER DRUGS

ALCOHOL

Alcohol is a legal drug. Nonetheless, it is a depressant and is the leading drug of abuse in America. Use of alcohol may affect judgment and decision-making abilities, slow down the central nervous system and brain function, and reduce coordination and reflex actions. Alcohol use (even low doses) may increase the incidence of a variety of aggressive acts, including physical altercations, threats, and domestic abuse. Higher doses may cause marked impairments in mental functions, severely altering a person's ability to learn and remember information. Very high doses may cause respiratory depression and death. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, also can lead to permanent damage to vital organs such as the brain and the liver.

A 12-oz. can of beer, a 5-oz. glass of wine and a 1.5-oz. shot of hard liquor all contain the same amount of alcohol. Coffee, cold showers and exercise do not speed up the body's ability to metabolize alcohol – only the passage of time will free the body from the effects of alcohol.



Signs and Symptoms of Abuse

- Dulled mental processes
- Lack of coordination
- Slowed reaction time
- Poor judgment
- Reduced inhibitions

Alcohol consumption causes a number of marked changes in behavior. Even small amounts of alcohol can significantly impair the judgment, reaction time and coordination needed to safely operate equipment or drive a car.

Health Effects of Alcohol

- Decreased sexual functioning
- Liver cancer, fatty liver, hepatitis, cirrhosis
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast and skin
- Kidney disease
- Ulcers
- Increased acid in the stomach
- Insomnia
- Gout
- Contributes to high blood pressure and strokes
- Heart muscle disease or heart failure
- Use during pregnancy can cause fetal alcohol syndrome, increased risk of miscarriages, premature births, stillbirths, and low-birth-weight babies
- Increased blood sugar levels which makes diabetes worse
- Increased severity of mental health problems such as bipolar disorder, posttraumatic stress disorder, depression, anxiety, and addiction

MARIJUANA

Marijuana is a derivative of the cannabis sativa plant and is illegally used for its intoxicating effects and dreamy state of relaxation and euphoria. All forms of marijuana have negative physical and mental effects. Long-term users of marijuana may develop tolerance levels requiring more and more marijuana to achieve the same “high”. Prolonged use leads to dependence, and the drug can become the center of users’ lives. The active ingredient in marijuana is Delta-9-Tetrahydrocannabinol, or THC.

Signs and Symptoms of Abuse

- Several regularly observed physical effects of marijuana include:
 1. substantial increase in heart rate
 2. bloodshot eyes
 3. dry mouth and throat
 4. increased appetite
 5. chronic sore throat
- Use of marijuana also has mental effects that may include:
 1. impaired or reduced short-term memory and comprehension



2. altered sense of time
 3. changed sensory perception--sight, smell, hearing, touch
 4. reduced ability to perform tasks requiring concentration and coordination, such as driving a car
- Research also shows that people do not retain knowledge when they are “high”. Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana also can produce paranoia and psychosis.

Health Effects of Marijuana

- Emphysema-like symptoms
- Respiratory track and sinus infections
- Lowered immune system response
- Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco smoke.

INHALANTS

Inhalants are mood-altering substances that are voluntarily inhaled. Most substances used are commercial and household products, such as solvents and aerosols, which are easily obtained and are not harmful, if used for the purpose intended and as directed. Because they are common products, inhalants often are a young person’s first attempt at “getting high”. Inhalants can severely impair judgment and driving ability. They also cause severe disorientation, visual distortion and confusion. There is evidence that tolerance to the effects of inhalants develops with continued use so, users need to increase use to obtain the same high. Studies have shown that dependence on inhalants continues even when the user goes on to use other drugs. Inhalants include: Nitrous Oxide, laughing gas, propellant aerosol cans, Amyl Nitrite, poppers, snappers in ampules, Butyl Nitrite, rush, bullet, climax, aerosol sprays, aerosol paint cans, containers of cleaning fluid, gasoline, glue and paint thinner.

Signs and Symptoms of Use

- Inhaling solvents allows the substance to reach the bloodstream very quickly. The immediate negative effects of inhalants include:
 1. nausea
 2. sneezing
 3. coughing
 4. nosebleeds
 5. fatigue
 6. poor coordination
 7. loss of appetite
- Solvents and aerosol sprays also may decrease heart and respiratory rates. Amyl and Butyl Nitrite cause rapid pulse, headaches and involuntary passing of urine and feces.



Health Effects of Inhalants

1. Hepatitis
 2. brain damage
 3. debilitating effects on the central nervous system
 4. weight loss
 5. fatigue
 6. electrolyte imbalance
 7. muscle fatigue
 8. permanent damage to the nervous system
- Deeply inhaling the vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or depressing the central nervous system to the point that breathing stops.

COCAINE

Cocaine is the most potent stimulant of organic origin and the most widely used of the stimulants. Although cocaine has been used in the past as a topical anesthetic, its therapeutic uses have almost been eliminated due to the development of safer anesthetics. Cocaine is a powerfully addictive drug leading to physical and psychological dependence. Cocaine powder is sniffed or snorted. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Cocaine powder can also be injected into the bloodstream when it is mixed with water. Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Inhalation of cocaine fumes from freebasing produces effects that are very fast in onset, very intense and momentary in duration. Crack is cocaine that is processed into tiny chips having the appearance of slivers of soap. Crack has become a very popular form of cocaine, since it is inexpensive and relatively easy to use. It is smoked in a pipe or rolled with tobacco in a cigarette.

Signs and Symptoms of Use

- dilated pupils
- increased pulse rate
- elevated blood pressure
- insomnia
- loss of appetite
- tactile hallucinations
- paranoia
- seizures
- anxiety, agitation
- periods of increased activity followed by fatigue and depression
- wide mood swings
- difficulty in concentration

Health Effects of Cocaine

- Cocaine stimulates the central nervous system. Its effects include:



1. dilated pupils
2. elevated blood pressure
3. elevated heart rate
4. elevated respiratory rate
5. elevated body temperature
6. death by cardiac arrest or respiratory failure

OTHER STIMULANTS

Stimulants are drugs that stimulate the central nervous system and excite bodily activity. Methamphetamine is one of the fastest growing drugs of abuse. These drugs create less intense and less expensive cocaine-like effects in the body. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia. These symptoms usually disappear when drug use ceases. Amphetamines can be swallowed in pills or capsules, smoked as “crank” and “ice” or injected. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever or heart failure.

Signs and Symptoms of Use

- Mood changes
- Impaired concentration
- Impaired mental functioning
- Swings between apathy and alertness
- Restless, anxious and moody behavior

Health Effects of Other Stimulants

1. increased heart and respiratory rates
2. elevated blood pressure
3. sweating
4. headaches
5. blurred vision
6. dizziness
7. sleeplessness and anxiety
8. rapid or irregular heartbeat
9. tremors
10. poor coordination
11. physical collapse
12. Physical exertion while using stimulants can be dangerous because of the drugs' effects on the body's temperature-regulating and cardiovascular systems and can cause deaths in otherwise healthy young athletes.



DEPRESSANTS

A depressant is a drug that depresses the central nervous system, resulting in sedation and a decrease in bodily activity. Depressants, taken as prescribed by physicians, can be beneficial for the relief of anxiety, irritability, stress and tension. The main classes of medical depressants are barbiturates and benzodiazepines. When regular users suddenly stop taking large doses, they can develop withdrawal symptoms ranging from restlessness, insomnia and anxiety to convulsions and death. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result. Depressants are known as: barbiturates, downers and tranquilizers, such as Valium, Librium, Equanil, Serax, Tranxene and Zanax.

Signs and Symptoms of Use

- The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause:
 1. slurred speech
 2. staggered walk
 3. altered perception
 4. mental clouding and drowsiness
 5. respiratory depression
 6. coma and death

Health Effects of Depressants

- physical and psychological dependence
- tolerance to the drug, leading the user to increase the quantity consumed.

HALLUCINOGENS

Hallucinogenic drugs distort the senses and often produce hallucinations--experiences that depart from reality. Some negative health effects may last six months to a year following prolonged daily use. Phencyclidine (PCP) interrupts the function of the neurocortex, the section of the brain that controls the intellect and keeps instincts in check, because the drug blocks pain receptors. Violent PCP episodes may result in self-inflicted injuries. Lysergic acid (LSD), mescaline and psilocybin also are hallucinogens that cause illusions and hallucinations. It is common to have a bad psychological reaction to LSD, mescaline and psilocybin. The user may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects or flashbacks can occur even after use has ceased.

Signs and Symptoms of Use

- impaired concentration
- confusion and agitation
- muscle rigidity
- profuse sweating
- a sense of distance and estrangement
- muscular coordination worsens and senses are dulled
- blocked and incoherent speech



- dilated pupils
- elevated body temperature
- increased heart rate and blood pressure
- loss of appetite
- sleeplessness
- tremors

Health Effects of Hallucinogens

- persistent memory problems
- speech difficulties
- Mood disorders, such as depression, anxiety and violent behavior
- paranoid and violent behavior
- hallucinations
- convulsions and coma
- heart and lung failure

NARCOTICS

Narcotic analgesics are the most effective compounds used for pain relief. Narcotic analgesics include Opium, Opiates (morphine, codeine, percodan, heroin and dilaudid) and Opioids (synthetic substitutes such as vicodin, darvon, demerol and methadone). Narcotics can be smoked or eaten (opium), injected, taken orally or smoked (morphine), inhaled, injected or smoked (heroin). Opiates also are known as: heroin, smack, horse, brown sugar and black tar.

Signs and Symptoms

- A feeling of euphoria that is often followed by:
 1. drowsiness
 2. nausea and vomiting
 3. constricted pupils
 4. watery eyes and itching
 5. low and shallow breathing
 6. clammy skin
 7. impaired respiration
 8. convulsion
 9. coma
 10. possible death

Health Effects of Narcotics

- easy addiction
- addiction in pregnant women can lead to premature, stillborn or addicted infants who experience severe withdrawal symptoms

DESIGNER DRUGS

Illegal drugs are defined in terms of their chemical formulas, but underground chemists can modify the molecular structure of certain illegal drugs to produce analogs known as designer



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drugs, which do not meet these definitions. These drugs can be several hundred times stronger than the drugs they are designed to imitate.

Many of the so-called designer drugs are related to amphetamines and have mild stimulant properties but are mostly euphorants. They can produce severe neurochemical damage to the brain. The narcotic analogs can cause symptoms such as those seen in Parkinson's disease, including uncontrollable tremors, drooling, impaired speech, paralysis and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating and faintness.

Psychological effects include anxiety, depression and paranoia. As little as one dose can cause brain damage, and the designer drugs still cause illusions, hallucinations and impaired perception.

Some designer drugs are: Synthetic Heroin White, MPTP (New Heroin), analogs of MDMA (Ecstasy, XTC, Essence), hallucinogens (STP, PMA, EVE) and analogs of PCP.



SCHOOL SECURITY & CRIME AWARENESS (CLERY ACT POLICY)

Purpose

To establish a policy and procedure for the collection and disclosure of school crime information in compliance with the Jeanne Clery Crime Awareness and School Security Act of 1990.

In compliance with the Disclosure of School Security Policy and School Crime Statistics Act, information pertaining to specific crime categories at Career Development Institute, Inc. is being reported and made known to students and employees that will include:

1. Murder/Non-negligent homicide
2. Negligent Manslaughter
3. Forcible Sex/Non-forcible Sex Offenses
4. Robbery
5. Burglary
6. Motor vehicle theft
7. Aggravated assault
8. Arson
9. Hate crime
10. Liquor law violations
11. Drug law violations
12. Illegal weapons possessions

The school shall publish and distribute an Annual School Security report to current and prospective students and employees disclosing crime statistics and shall make timely warnings to the school community about crimes that pose an ongoing threat to students and employees.

The school shall maintain a public log of all crimes reported to them, or those of which they are made aware that contains the nature, date, time and general location of each crime and disposition of the complaint.

Background

School security and safety are important issues for students and their families. The Jeanne Clery Disclosure of School Security Policy and School Crime Statistics Act (Clery Act), provides students and families, as higher education consumers, with the information they need to make informed decisions. The Clery Act requires that institutions disclose institutional safety and security policies, along with statistics for offenses committed on school by October 1st of every year. The information is a compilation of data reported in the school records and incidents that were reported to local law enforcement agencies. Crimes statistics are disclosed each year for the previous three calendar years. Statistics for all schools nationwide are made available to the public by the Department of Education's website located at <http://ope.ed.gov/security>.



Annual School Security Report

Notices of this report are published in the School Catalog and Employee Handbook. Further, a notification is sent to all students and employees annually.

Since crime can occur anywhere and at any time, it is our sincere hope that you will read this policy and follow the included guidelines. If you suspect a crime has been committed, notify the School Director or any key manager or supervisor. If you witness a crime in progress, call 911 to alert local law enforcement agencies, and then notify the School Director or any key manager or supervisor.

While the school employs electronic security systems, there is no such thing as a fail-safe security system. Even the most elaborate security precautions are not a guarantee against crime. The best safety measures are the ones you perform using common sense. You should always remain alert and aware of your surroundings. Secure your vehicles and do not leave valuables in your car. Do not leave your personal items unattended. Avoid walking alone, particularly at night. Be cautious, use good sense, and look after your friends and classmates.

TIMELY WARNING AND EMERGENCY NOTIFICATION

A Timely Warning

Timely warnings are triggered by crimes that have already occurred but represent an ongoing threat. Timely warnings are issued for any Clery crime committed within the Clery geography that is reported to the school security authorities or a local law enforcement agency and is considered by the institution to represent a serious or continuing threat to students and employees. A warning is being issued as soon as the pertinent information is available. In the event of a situation which, in the judgment of the school security authority, constitutes an ongoing or continuing threat of a criminal nature to the school community, a timely warning will be issued, without delay, by the school designated official. Events that qualify for timely warnings include, but are not limited to, the following:

1. Burglary
2. Homicide
3. Motor Vehicle Theft
4. Arson
5. Hate Crimes
6. Manslaughter
7. Sex Offenses
8. Robbery
9. Aggravated Assault
10. Any crime considered to represent a threat to the public

In order to determine if a timely warning is required, and to determine the content of the warning, the School Director will consult with all relevant outside authorities, including local emergency responders and the police department.



Career Development Institute, Inc. will consider any factors reflecting on whether the alleged crime represents a serious or continuing threat to the school community, including, but not limited to:

1. The nature of the incident
2. When and where the incident occurred
3. When it was reported
4. The continuing danger to the school community
5. The risk of compromising law enforcement efforts

Emergency Response Procedures

If a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurs, students and employees will be notified through the e-mail notification or text message system, via building fire alarm systems, the school website, classroom's door-to-door contact, and/or other situational-appropriate means to best protect the health and safety of students and employees.

Emergency notifications may be issued for fires and explosion emergencies, natural gas leaks, unplanned utility outages, bomb threats, weather emergencies or other situations requiring building or school evacuations; criminal or violent acts that may require building lockdowns or shelter-in-place instructions; and other situations requiring communications to the community, such as disease outbreaks.

The fire alarm system will be used to order an emergency evacuation of the building. All students, instructors, and staff must immediately evacuate the building whenever the fire alarm sounds. Failure to evacuate will be a cause for disciplinary action for both students and employees.

The e-mail and text message alert system may be used to order a "lockdown". A lockdown order requires all students and employees to quickly enter a classroom, office or other room which can be locked, lock the door and attempt to hide from view of the hallways. Students or employees in large, unsecured areas should either find a secure area or quickly evacuate the building and proceed to a safe distance away from the building.

Prior to initiating the Emergency Response system, the School Director (or other designated official), without delay, will confirm that an emergency exists, determine the appropriate methods of communication, and determine the message content.

Forms of Notification

The following forms of communication may be used to provide timely warnings and emergency notifications:

1. E-mail
2. Text/voice messages
3. Website
4. Classroom's door-to-door contact



School Security Authority:

1. Janis Newton (310) 559-0225 Ext. 111 (cell) 310-339-8211
2. Kimberly Cooper (310) 559-0225 Ext. 102 (cell) 614-477-0179

CRIME PREVENTION & EMERGENCY PREPAREDNESS PROGRAMS

- **New Student Orientation:** Student Services personnel provide personal safety tips and emergency contact information to new students on a regular basis. Students are informed of general crime prevention policies such as voluntary confidential crime reporting procedures and safety programs.
- **New Employee Orientation:** The Campus President and/or Campus Director present safety policies and procedures to new employees. Employees are informed of injury and illness prevention, workplace violence, safety programs, and voluntary confidential crime reporting procedures.
- **“Great California Shakeout” Earthquake drill:** Held once a year during the month of October. Students and employees are encouraged to participate and receive helpful information towards earthquake preparedness, and are encouraged to practice the “Drop, Cover and Hold On” safety action on the day and time of the drill.
- **Emergency Procedure Presentations:** Offered to both students and employees during orientation. Topics covered include, building evacuations, and earthquake procedures.

The Institution’s Procedures to Test the Emergency Response and Evacuation Procedures
Scheduled evacuation drills are conducted on the Campus at least once a year during the month of January. These evacuation drills may be announced or unannounced. Students and employees learn the locations of the designated evacuation areas, are provided information on evacuation procedures and told when it is safe to return to the buildings.

During the Great California ShakeOut Earthquake Drill, held during the month of October, fire alarm systems are also activated during evacuation drills to further test the operation of the system.

The evacuation drills are designed to assess how personnel meet their responsibilities during the drill, and are designed to evaluate and test the Institution’s emergency operations plan that is in place and whether or not adjustments are needed to improve those plans.

Incident Reporting

Any staff, instructor, or student observing or having knowledge of a criminal act or other emergency situation should first contact appropriate local emergency response personnel by calling 9-1-1. Students witnessing any such event should also report it immediately to the School Director or any member of the faculty or staff. For nonemergency events, students may submit an *Incident Report Form* to the School Director.

Employees of the school are required to report any incident in which they have been involved or which they have witnessed on the school or on the public areas adjoining the school. Incidents



will be reported on an *Incident Report Form* and forwarded immediately to the School Director (or other available senior official as appropriate).

Copies of all *Incident Report Forms* will be maintained by the School Director for use in data compilation for the Annual School Security Report. Forms for the previous three calendar years will be archived for audit purposes.

Security of and Access to School Facilities

Students should only be on the school during scheduled school hours, or while attending to other legitimate academic or administrative functions at Career Development Institute, Inc. All visitors are required to ring the bell outside of the locked front door. A faculty member will view the camera, confirm an appointment, buzz the visitor into the building, greet the visitor and have them sign in at the front desk. Further, students are prohibited from being on the school at any time when the building is not open and faculty are not present.

Security of the building is an ongoing concern of all faculty. All faculty are expected to be security-conscious and vigilant at all times. All security violations, including unauthorized visitors, should immediately be reported to the School Director or other senior official.

Law Enforcement and Security Personnel

Career Development Institute, Inc does not employ security personnel. All requests for security assistance are handled by law enforcement agencies. The School Director is responsible for ensuring that all crimes occurring on school are reported to the appropriate local law enforcement agency.

Informational Programs

This policy is reviewed during new student orientation, prior to the first day of class, and new employee orientation, upon hiring before the first day of work. This policy is also reviewed with all students and employees yearly during the month of January. These sessions are scheduled by the Director of Nursing and are mandatory. These programs promote awareness of crime and crime prevention, along with promoting awareness of rape, sexual assault, and acquaintance rape. During these orientations, students and employees are also told about good practices in crime prevention including securing their autos and other personal property and how to report a crime, emergency, or other incident. If there are any questions, students and employees may contact the Director of Nursing, Kimberly Cooper at (310) 559-0225.

Other Safety Policies and Related Topics

Career Development Institute's Drug and Alcohol Policy prohibits the possession or use of illegal controlled substances on the school's premises or at any school-related activity. In that regard, the *Drug and Alcohol Policy* is considered part of this School Security Policy. The *Drug and Alcohol Policy* is posted to the school's website and published in the catalog.

Fighting, gambling, or any other behaviors that are illegal and/or interfere with the ability of other students to learn are forbidden inside the school's premises.



Further, possession of ammunition, long blade knives, or any other type of weapon without written permission is not allowed on the school or at any other location when participating in a school-sponsored activity.

Violence Against Women Reauthorization Act of 2013 requires that institutions report incidents of sexual assault, domestic and dating violence (also known as ‘intimate partner violence’) and stalking in its annual security report. The following federal law definitions apply to this reporting requirement. In addition, VAWA requires that institutions publish state law jurisdictions of the same crimes.

Federal Definitions

Domestic Violence: Is defined as a felony or misdemeanor crime of violence committed

- By a current or former spouse or intimate partner of the victim; by a person with whom the Victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence: Is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition: Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Stalking: is a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress?

California Penal Code Definitions

The following is a summary of the definitions applicable to Title IX and the Violence Against Women Reauthorization Act (2013) offenses (sexual assault, dating violence, domestic violence, and stalking) under California state law.

Consent: Positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. A current or previous dating or marital relationship shall not be sufficient to constitute



consent where consent is at issue. Nothing in this section shall affect the admissibility of evidence or the burden of proof on the issue of consent.” See Cal. Penal Code § 261.6.

Sexual Assault: The California Penal Code establishes three categories of sexual assault and related offenses: rape, spousal rape, statutory rape, and sexual battery.

Rape: is defined under section 261 of the California Penal Code as an act of sexual intercourse under certain, enumerated circumstances, including:

- a) where a person is incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the accused;
- b) where the accused uses force, violence, duress, menace, or fear of immediate and unlawful bodily injury;
- c) where any intoxicating or anesthetic substance, or any controlled substance, prevents the accuser from resisting, and this condition was known, or reasonably should have been known by the accused;
- d) where the accuser is at the time unconscious of the nature of the act, and this is known to the accused;
- e) where the accuser submits under the belief that the accused is someone known to the accuser other than the accused, and this belief is induced by any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief;
- f) where the accused threatens to retaliate physically in the future against the accuser or any other person, and there is a reasonable possibility that the accused will execute the threat; and
- g) where the accused threatens to use the authority of a public official to incarcerate, arrest, or deport the accuser or another and the accuser has a reasonable belief that the accused is a public official.

The definition of **spousal rape** under section 262 of the California Penal Code generally tracks the definition of rape, except that the accused is the spouse of the accuser.

Section 261.5 of the California Penal Code refers to statutory rape as “unlawful sexual intercourse.” The term means an act of sexual intercourse accomplished with a person who is not the spouse of the perpetrator, if the person is under eighteen years old. The crime is either a misdemeanor or a felony depending on whether the age difference between the accused and accuser is greater or less than three years.

Under section 243.4 of the California Penal Code, sexual battery is defined, in part, as touching the intimate part of the accused against his or her will for the purpose of sexual arousal while the accuser is either: (1) unlawfully restrained by the accused or an accomplice; (2) institutionalized for medical treatment and seriously disabled or medically incapacitated; or (3) under the impression, due to the accused’s fraudulent representations, that the touching served a professional purpose.



Domestic Violence: Section 243(e) of the California Penal Code defines “domestic battery” to mean willful and unlawful touching that is committed against: (1) the accused’s spouse or former spouse; (2) the accused’s cohabitant or former cohabitant; (3) the parent of the accused’s child; (4) the accused’s fiancé or fiancée, either former or current; or (5) someone with whom the accused has, or has had, a dating relationship (i.e. frequent, intimate associations primarily characterized by the expectation of affectional or sexual involvement independent of financial considerations). In addition, section 273.59 of the California Penal Code prohibits the willful infliction of corporal injury resulting in a traumatic condition upon an accuser who meets these same five categories.

Dating Violence: California law has no criminal law that exclusively addresses dating violence. However, California domestic battery and corporal injury laws, both set forth above, encompass acts committed within the context of dating relationships.

Stalking: Under section 646.910 of the California Penal Code, stalking is defined as willfully, maliciously, and repeatedly following or harassing the accuser and making a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family.

The complete text of section 243 of the California Penal Code is available at:

https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=243.&lawCode=PEN

CRIMINAL OFFENSES, AWARENESS AND REPORTING

Sexual Assault Prevention Policy

Career Development Institute, Inc. (CDI) prohibits any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assault or stalking (as defined by California law), whether committed by an employee, student, or member of the public, occurring on CDI property. Sexual assault and any related misconduct as named above is a violation of CDI policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures.

Prevention, Education , and Awareness Programs

CDI **Student Services Office** provides a variety of information on prevention education and awareness raising programs to students, staff, administrators, and faculty aiming to prevent sexual violence, sexual assault, dating violence, domestic violence, and stalking. The office is located at 1830 South Robertson Blvd. Los Angeles CA 90035 or may be contacted by calling (310) 559-0225.

In addition, through community-based workshops conducted semi-annually and on-school, the Institution provides in-person workshops on topics such as bystander intervention, primary prevention, healthy masculinity, consent, communication, and supporting survivors.



Procedures Students should follow if a Sex Offense Occurs

The first priority for a victim of a dating violence, domestic violence, sexual assault or stalking is to get to a place of safety away from the attacker. Seek medical care as soon as possible. Even if you do not have any visible physical injuries, you may be at risk of becoming pregnant or acquiring a sexually transmitted disease. Contact someone who may help you such as law enforcement, your local rape crisis center or a person you can trust.

Preservation of Evidence

If you are a victim of dating violence, domestic violence, sexual assault or stalking, time is also a critical factor for the preservation of evidence that may be helpful for proving the criminal offense occurred or may be helpful in obtaining a protection order. Completing a forensic examination would not require someone to file a police report, however having a forensic examination will help preserve evidence in case you decide at a later date to file a police report. It is ideal to collect forensic evidence from the body within 72 hours. However, a victim should not refrain from reporting an assault simply because there has been a delay.

- Do not wash your hands, bathe yourself, use the restroom, brush your teeth, or drink anything until a medical exam can be provided and evidence collected.
- Consider remaining in the clothing worn during the assault or putting the clothing in a paper bag (not plastic) so that it can be entered into evidence.
- Do not clean or straighten up the area where the assault occurred.
- Note names/descriptions of other people who may have witnessed, been present in the area or have knowledge of the assault.

Sexual assault forensic examinations may be obtained at the Santa Monica-UCLA Medical Center-Rape Treatment Center located at: 1250 16th St, Santa Monica, CA 90404 – Phone (310) 319-4000

How and to whom the Alleged Offense should be Reported

These crimes should be reported as soon as possible to the School President and/or School Director by dialing (310) 559-0225, or local area law enforcement by dialing 9-1-1. You may also report the offense to;

- President (310)-559-0225 Ext 111
- Director of Nursing (310)-559-0225 Ext 102
- Director of Education (310)-559-0225 Ext 114
- Director of Financial Aid (310)-559-0225 Ext 100

In addition to law enforcement and on Institution resources, a victim may contact community organizations that assist victims of these crimes;

•Wright Institute Los Angeles
11845 West Olympic Blvd.
Los Angeles, CA 90064
(424) 371-5191
<http://www.wila.org/>



Career
Development
Institute, Inc.

•Peace over Violence
1015 Wilshire Blvd.
Los Angeles CA 90017
(213) 955-9090
<http://peaceoverviolence.org>

•YWCA
1600 E Compton Blvd
Compton, CA 90221
(310) 763-9117
<https://ywcagla.org>

Information on Student's Options to Notify appropriate Law Enforcement Authorities

A victim of dating violence, domestic violence, sexual assault or stalking has the option to report the offense directly to the School President or Director of Nursing by dialing (310) 559-0225 or by contacting local area law enforcement by dialing 9-1-1.

Assistance from Institution Authorities in Notifying Law Enforcement

If the victim requests, Institution personnel will assist a victim by notifying the appropriate law enforcement authorities. When filing a police report, an officer will take a crime report, and if appropriate, arrange for a free medical exam. Once the report has been investigated and a suspect has been identified, law enforcement officers will take any appropriate action, including bringing the case to the District Attorney's Office for review. The Police Department will be notified of any dating violence, domestic violence, sexual assault or stalking investigation that is reported to have occurred on the Institute school.

Declining to Notify Law Enforcement

A victim also has the option to decline to notify such authorities and filing a police report will not obligate the victim to prosecute.

Protective Orders, Criminal/Civil Prosecution and Rights of Crime Victims

Where applicable, a victim may have the right to obtain an order of protection, no contact orders, restraining order or similar lawful orders issued by a criminal, civil, tribal court, or by the Institution. CDI will honor, comply and enforce current and valid restraining orders and/or orders of protection. When an order of protection is violated, a victim should immediately enforce that order by notifying the appropriate jurisdiction that issued it.

In cases of violations of Emergency Protective Orders and Temporary Restraining Orders, a victim should immediately notify local law enforcement by calling 9-1-1. In cases of violations of Institute "no contact" orders, the appropriate office or individual who issued the order should be immediately contacted. Criminal Prosecution: A victim may or may not request criminal prosecution. The CDI School Director strongly encourages a victim to prosecute criminal acts; however they are under no obligation to do so. A victim may contact the Los Angeles County District Attorney's Office located at 3204 Rosemead Blvd. Suite 200, El Monte CA 91731, 1-



Career
Development
Institute, Inc.

800-492-5944 or 626-927-2500. The City of Los Angeles Police Department located at 100 W 1st St, Los Angeles, Ca 90012, 877-875-5273.

Civil prosecution: A victim may also pursue civil remedies through the civil court system. Stanley Mosk Courthouse, 111 North Hill Street, Los Angeles, CA 90012, (213) 625-3244.

Rights of Crime Victims: Victims of crime or a family member of a victim have many rights throughout the criminal justice system Bureau of Victim Services, 210 W. Temple St Suite 12-514, Los Angeles, CA 90012

Institution Orders of Protection: Discrimination and Harassment Investigations, the Institution may take measures to protect a complainant who reports being the victim of these crimes. These protective measures may include; prohibiting the accused individual from having any contact with the complainant, by providing escorts to ensure that the complainant can move safely between classes and activities, ensuring the complainant and alleged perpetrator do not attend the same classes or work in the same work area, and preventing offending third parties from entering the Institute. Orders of protection may be requested from the School Director at (310) 559-0225.

Procedures HDMC Will Follow In the Case of Alleged Dating Violence, Domestic Violence, Sexual Assault or Stalking

(i) Protection of Confidentiality of Victims and other Necessary Parties

CDI will maintain the identity of any alleged victim or witness or third party reporter of domestic violence, dating violence, sexual assault or stalking on Institute property, as defined above, in confidence unless the alleged victim or witness, or third party reporter specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged domestic violence, dating violence, sexual assaults or stalking on Institute property shall be referred to the Institutions Director Office, which shall work with the President to assure that all confidentiality rights are maintained. Alleged victims of domestic violence, dating violence, sexual assault or stalking are also required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality.

To protect the privacy of the individuals involved, the Institution will not release names without the consent of those involved unless the release is essential to the health and safety of the victim, or the Institutions community, or in fulfillment of the legal obligations of the Institution.

The Institution will keep an investigation confidential to the extent possible, but cannot guarantee absolute confidentiality because release of some information on a “need-to-know-basis” is essential to a thorough investigation. When determining whether to maintain confidentiality, the Institution may weigh the request for confidentiality against the following factors; the seriousness of the alleged harassment; the complainant’s age; whether there have been other complaints about the same individual; and the accused individual’s rights to receive information about the allegations if the information is maintained by the Institution as an



“educational record” under the Family Educational Rights and Privacy Act. The Institution will inform the complainant if it cannot maintain confidentiality.

It is important for a victim to know that certain information concerning details of the offense and the actual investigation of these crimes may be given to other Institute employees or to outside persons or organizations under contract with the Institution to investigate the offense.

(ii) Publicly Available Recordkeeping

The Institution will complete publicly available record keeping without the inclusion of personally identifying information about the victim. The Institution will redact (remove) first and last names and other personal identifying information such as addresses, physical descriptions/date of birth, contact information, social security/driver’s license/passport and student ID numbers from reports before it is released to other parties, including any Clery Act reporting and disclosures and entries in the Daily Crime Log and Annual Security Report.

(iii) Confidential Accommodations or Protective Measures

The Institution will also maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the Institute to provide the accommodations or protective measures. The Institute may disclose information about a protective measure to an individual found to have engaged in domestic violence, dating violence, sexual assault or stalking when the protective measure/sanction directly relates to the victim. For example, the Institute may inform the accused individual they must stay away from the victim.

Notification to Students of existing On- and Off-School Services

- Fliers (prevention education)
- Pamphlets
- Website
- Email
- Classroom Announcements

Notification to Students that the Institution will Change a Victim’s Academic and Living Situation after an Alleged Sex Offense

The Institute will provide written notification to victims about options for, available assistance in, and how to request changes to academic and to report the crime to local law enforcement. The Institute is obligated to comply with a student’s reasonable request for academic situation change following an alleged sex offense. The School President and School Director are responsible for providing assistance to a student or employee to change class, assistance in working with



instructors on “make up” assignments or tests, working with other Institute services on behalf of the student, allowing for the withdrawal of a class without a penalty, and change of work locations and/or work schedules for employees.

When making an accommodation or protective measure, the Institute will take necessary steps to minimize the burden on the victim. For example, it is not appropriate to remove a victim from a class while allowing an accused individual to stay.

When deciding what accommodations or protective measures to take, the Institute may look at different factors, including but not limited to; the specific need expressed by the victim, the age of the parties involved, the severity or pervasiveness of the allegations, any continuing effects on the victim and if the victim and accused individual share the same class or work location.

To request a student academic situation change, please contact the School Director at (310) 559-0225

To request a work situation change, please contact the School President (310) 559-0225.

Procedures for School Disciplinary Action in case of an Alleged Sex Offense

CDI is committed to providing a prompt, fair, and impartial process from the initial investigation to the final result for an institutional disciplinary proceeding of reported domestic violence, dating violence, sexual assault or stalking. The Institute encourages the victims to contact local police department or their personal attorneys.

Types of Disciplinary Proceedings

CDI has two types of disciplinary proceedings. Disciplinary proceedings for students and for employees. Both proceedings are formal in cases involving an alleged dating violence, domestic violence, sexual assault or stalking incident. The School President with consultation with other administrative staff are responsible for conducting disciplinary proceedings involving employees which may include employment termination.

(i) For students:

Determination of a violation of policy and appropriate sanctions. Upon receipt of a complaint, the School Director will conduct an investigation and make a determination. If a violation of policy is found, a recommendation for expulsion will be made to the School President and designee.

Appeal Procedures: An accused student may appeal any sanction using the regulation for appealing a disciplinary decision.

(ii) For employees:

Determination of a violation of policy and appropriate sanctions. The School Director or designee will make a determination if there was a violation of policy and the appropriate



sanctions after an investigation is completed. The School President will receive the recommendation for sanction and may impose personnel action against the employee and may also include employment termination from Institute.

Anticipated Timeline of Completion

The Institute will undertake the investigation step as promptly and swiftly as possible. To that end, efforts will be made to complete the investigation process within 90 days after receipt of the complaint.

However all efforts are made to complete this process without unnecessary delay. If the Institute imposes discipline against a student or employee as a result of the findings in its investigation, the student or employee may appeal the decision.

Decision Making Process

The School Director shall make recommendations to the School President for disciplinary actions against employees.

Where and How to File a Complaint

In addition to the reporting mechanisms described above, complaints alleging, dating violence, domestic violence, sexual assault or stalking may be filed with:

- Director of Nursing (310) 559-0225
- School President, (310) 559-0225

Complaints may be made orally or in writing within one year of the date of the alleged violation or the date on which the complainant knew or should have known of the facts underlying the complaint. If a complainant decides to file a formal written unlawful discrimination or harassment complaint against the Institute, he/she must file the complaint with any of the following:

- School President; and/or
- School Director

How the Institute Will Determine Which Type of Proceeding to Use Based on the Circumstances of an Allegation?

The Institute will determine which type of proceeding to use based on the type of allegation, i.e. dating violence, domestic violence, sexual assault and stalking and whether it involves students and/or employees. These proceedings will be assigned formal hearings and be conducted by the appropriate officials.

Standards of Evidence

The standard of evidence used during an institutional disciplinary hearing arising from an allegation of dating violence, domestic violence, sexual assault or stalking will be a “preponderance of the evidence” standard. This standard is the same as is used in civil courts,



and is not the standard of beyond a reasonable doubt. The preponderance of the evidence means that the offense “more likely than not” occurred—i.e., greater than 50% likelihood.

In evaluation of complaints involving sexual assault, it is not a valid excuse that the accused believed the complainant consented if: (A) the accused’s belief arose from his or her own intoxication or recklessness, or (B) the accused did not take reasonable steps to ascertain whether the complainant affirmatively consented.

A complainant or witness who participates in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the CDI student conduct policy at or near the time of the incident, unless CDI determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating or academic dishonesty.

The Accuser and Accused are entitled to the Same Opportunities to have Others Present during Disciplinary Proceedings

The accuser and the accused will have the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.

No limitations on the Choice of Advisor

The Institute may not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding; however, the Institute may establish restrictions regarding the extent to which the advisor may participate in the proceeding, as long as the restrictions apply equally to both parties.

Both the Accuser and the Accused must be informed of the outcome of any Disciplinary Proceeding brought alleging a Sex Offense

The Institute will simultaneously notify, in writing, both the accuser and the accused of:

- The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking
- The institution’s procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available
- Any change of the result
- When such results become final.

Written Explanation of Rights

When a student or employee reports to the Institute that the student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off- Institute, the Institute will provide the student or employee a written explanation of the student’s or employee’s rights and options as described above.

FERPA(Family Educational Rights and Privacy Act)

Compliance with these provisions does not constitute a violation of section 444 of the General



Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

Terms

Proceeding: All actives related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

Result: Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result may include any sanctions imposed by the institutions.

Advisor: Any individual who provides the accuser or accused support, guidance, or advice.

Sanctions the Institution may impose, following a final Determination of the Institution Disciplinary Proceeding

The Institute may seek to impose sanctions following a final determination of an institutional disciplinary proceeding regarding dating violence, domestic violence, sexual assault, and stalking.

Each of these crimes is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Possible sanctions **for students** may include;

- Reprimand
- Loss of Privileges
- Restitution
- Removal from Class
- Administrative Hold
- Suspension:
 - Summary: Interim suspension of a student for good cause up to 10 days
 - Disciplinary: Formal dismissal for good cause up to 10 days and /or one or more school terms
- Expulsion

A student may appeal a sanction issued by Institute within five business days to the Office of the School President.

Possible sanctions for **employees** may include:

- Suspension without pay
- Demotion to a lower class in which qualified
- Reduction of pay step within class; and/or
- Dismissal



An employee may appeal a sanction within five calendar days to the Office of School President.

Protective Measures

All reasonable and available protective measures may be provided if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the Institute administration or local law enforcement. All efforts will be made to minimize the burden on the victim.

Protective measures may include but are not limited to;

- Safety escorts
- Giving “no contact” orders
- Preventing offending third parties from entering Institute
- Adjusting class locations/schedules and or
- Adjusting work office locations/schedules

Prompt, Fair and Impartial Process from the Initial Investigation to the Final Result

The Institute will make all efforts to complete proceedings within reasonably prompt timeframes according to the Institute’s policy. Including a process that allows for the extension of timeframes for good cause, with written notice to the accuser and the accused of the delay and the reason for the delay.

The proceedings must be conducted in a manner as follows:

- Is consistent with the Institute’s policies and transparent to the accuser and the accused
- Includes timely notice of meetings at which the accuser or accused, or both, may be present
- Provides timely and equal access to the accuser, the accused and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings
- Is conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

Proceedings Conducted by Trained Officials

These proceedings will be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. These trainings may include online video/tutorials, webinars, and in-person trainings. The trainings, at minimum address relevant evidence and how it should be used during proceedings, proper techniques for questioning witnesses, basic procedural rules for conducting a proceeding and avoid actual or perceived conflicts of interest.

REGISTRATION OF SEX OFFENDERS

State law requires that all sex offenders attending the Institute register with the School President within five business days of enrollment or employment with the Institute, in addition to registering with the police department of the city they reside in. Information on registered sex



offenders attending the schools may be obtained by viewing the California Department of Justice Online Megan's Law.

Website at www.meganslaw.ca.gov or the national registry at www.nsopr.gov , or by calling the California Department of Justice Sex Offender Tracking Program at (916) 227-4974.

Sexual Assault Prevention and Awareness

Career Development Institute is concerned about the safety of its students, instructors and staff. With regard to sexual assault, good sense safety practices are your best defense. Remember to remain aware of your surroundings, do not walk alone outdoors especially at night, do not enter areas of the building to which you are not authorized, and do not feel compelled to enter any secluded location or any situation which makes you uncomfortable.

Whether an assault occurs on- or off-school, victims are strongly encouraged to report sexual assaults to the appropriate authorities. It is important to preserve evidence whenever possible for the police to use in pursuing a criminal investigation.

In the unlikely event that a sexual assault occurs on school, students should immediately notify their Program Director or any available staff or instructor they are comfortable confiding in. Upon being notified, the school will assist the student in contacting the appropriate authorities if the alleged victim chooses to do so. The school personnel will, to the best of their ability, attempt to secure any affected area of the school and to otherwise prevent the compromise of evidence until law enforcement officials arrive. The school will advise the student not to bathe, save clothing etc, for criminal investigation. If a sexual assault occurs to a student off-school, the school will assist an alleged victim with notification to the appropriate law enforcement agency having police jurisdiction where the crime occurred upon request of the student.

The school provides referral to local agencies that provide counseling and other support services. If an alleged victim of sexual assault on-school elects not to file criminal charges, but still wishes to proceed with formal administrative charges, an investigation is conducted, and the case is referred to the School President. Disciplinary actions assessed in a particular case will be dependent upon the nature of the conduct involved, the circumstances and conditions which existed at the time the student engaged in such conduct and the results which followed as a natural consequence of such conduct. Sanctions, up to and including permanent expulsion from the school, will be carried out by the President.

The following principles apply to any such investigation/ disciplinary process:

1. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.
2. Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.
3. Accuser shall be informed of their options to notify law enforcement.
4. Accuser shall be notified of available counseling services.



Procedures:

Responsibility: The School Director (or designee) will be responsible for collecting, processing and publishing annual school crime data, although other staff members may assist with these functions.

Data Collection: All crimes, security incidents, serious injuries, or severe illness incidents known to employees which occur on-school or on the public areas adjoining the school should be recorded on an *Incident Report Form*. The forms will be forwarded to the School Director.

The School Director (or designee) will also request information annually from the appropriate local police department of any incidents, crimes, and/or arrests recorded in their records during the calendar year disclosure period on non-school or public property.

Data Processing: The internal *Incident Report Forms*, police department data, and any other available information will be combined and cross-referenced to form the crime statistics. The data collection/reporting period is the calendar year. The School Director (or designee) will cross-reference data from different sources to prevent duplicate reporting of one incident. All incidents must be categorized appropriately for reporting purposes. If a particular incident fits into none of the appropriate reporting categories, it will not be reported.

Annual Distribution & Publishing: The annual School Security Report will be published by October 1 each year. The report is published on the website which is available to all students and employees and to new student applicants and potential employees. The report will also be published in the catalog. Further, students and employees have an opportunity to request a copy.

Documentation: The School Director (or designee) will maintain all data used in the creation of the annual School Security Report, a printed copy of the Report, and a printed copy of the student/employee notifications.

Printed Copy Upon Request: Although the School Security Report is published electronically and through catalog and handbook, the law requires that a printed copy be distributed to any student, prospective student, or prospective employee upon request. Any member of the staff receiving such a request may print and distribute the School Security Report or refer the inquirer to the School Director (or designee).

ANNUAL SECURITY REPORT (ASR)

Career Development Institute, Inc. is concerned about the safety and welfare of its students, faculty and staff, and visitors, and is committed to providing a safe and secure school. The school has very little serious crime, but the potential exists. Career Development Institute, Inc. has implemented policies and procedures designed to protect all persons on the school.

The school has taken a number of steps to insure that our school remains safe. Most recently, the school has completed installation of video surveillance cameras in all facilities of the school building.



The school is diligent in maintaining its buildings and grounds, with special concern for safety and security. Repairs of a safety and security nature are made promptly. For example, outdoor lights are checked on a regular basis to insure that burned out or damaged bulbs are replaced quickly. In addition, each year classroom buildings are inspected by an outside expert to insure that the buildings meet state and federal fire code. Defects are given priority and repaired promptly. The instructors, staff, and students are given basic training course in CPR and first aid in cases of emergency situations.

Smoke detectors and fire extinguishers have been strategically placed in all school buildings. Vandalizing the alarm system, covering smoke detectors or illegally discharging fire extinguishers are serious offenses. Every effort will be made to identify persons who compromise public safety through such acts.

Career Development Institute, Inc reports to the Department of Education and disclose in its annual security report statistics for the three most recent calendar years concerning the number of each of the following crimes that occurred on or within its Clery geography and that are reported to local police agencies or to a school security authority:

I. Primary crimes, including

(A) Criminal homicide:

- (1) Murder and non-negligent manslaughter; and
- (2) Negligent manslaughter.

(B) Sex offenses:

- (1) Rape;
- (2) Fondling;
- (3) Incest; and
- (4) Statutory rape.

(C) Robbery.

(D) Aggravated assault.

(E) Burglary.

(F) Motor vehicle theft.

(G) Arson

II. Arrests and referrals for disciplinary actions, including

(A) Arrests for liquor law violations, drug law violations, and illegal weapons possession.

(B) Persons not included in paragraph (c)(1)(ii)(A) of this section who were referred for school disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.

III. Hate crimes, including

(A) The number of each type of crime in paragraph (c)(1)(i) of this section that are determined to be hate crimes; and

(B) The number of the following crimes that are determined to be hate crimes:

- (1) Larceny-theft.
- (2) Simple assault.
- (3) Intimidation.
- (4) Destruction/damage/vandalism of property.



IV. VAWA amendment offenses: Dating violence, domestic violence, and stalking.

DEFINITIONS OF REPORTABLE CRIMES AND OTHER ASSOCIATED TERMS

Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter: The killing of another person through gross negligence.

Sexual Assault: Any nonconsensual sexual act proscribed by federal or Illinois law, including when the victim lacks capacity to consent.

Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

1. Forcible (Rape, Fondling): Any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent.

2. Forcible (Incest, Statutory Rape): Unlawful, non-forcible sexual intercourse.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

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

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

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence:

1. A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred (42 U.S. Code Section 13925 (a)(8)); or

2. Physical abuse, harassment, intimidation of a dependent, interference with personal liberty or willful deprivation of a family or household member, which includes spouses, former spouses, parents, children, stepchildren and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, persons who have or allegedly have a child in common, and persons who share or allegedly share a blood relationship through a child.

Dating Violence:

1. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic



- violence. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
2. Threatening to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person.
 3. The existence of a dating relationship in 1 or 2 above shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Stalking:

1. 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.

For the purposes of this definition:

- (i) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, threatens or communicates to or about a person, or interferes with a person's property
 - (ii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim
 - (iii) Substantial emotional distress means significant mental suffering or anguish that may require medical or other professional treatment or counseling.
 - (iv) Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting (42 U.S. Code Section 13925 (a)(30)) or
2. (A) Knowingly and without lawful justification, on at least two separate occasions, following another person or placing the person under surveillance or any combination thereof and
 - (i) At any time transmitting a threat of immediate or future bodily harm, sexual assault, confinement or restraint and the threat is directed towards that person or a family member of that person, or
 - (ii) places that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement or restraint to or of that person or a family member of that person; or
 - (B) when, having been previously convicted of stalking another person, knowingly and without lawful justification on one occasion,
 - (i) follows that same person or places that same person under surveillance; and
 - (ii) transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint to that person or a family member of that person (720 ILCS 5/12-7.3).
 3. Stalking may be accomplished by physical act or electronic means, such as computer or cell phone.

Robbery: The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force, violence and/or causing the victim fear.



Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (All cases are classified as motor vehicle theft where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joy riding.)

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Liquor Law Violations: The violation of laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence of drunkenness.

Drug Abuse Violations: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrest for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Weapons: Carrying, Possessing, Etc.: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Destruction/Damage/Vandalism of Property To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.



Occurrences REPORTED within the 2015, 2016 and 2017 Calendar Years

Crimes Reported	2015	2016	2017	Location: C=Campus N=Non-Campus P=Public Area	* Hate Crime? (see note)
(i) Criminal homicide:					
(A) Murder and non-negligent manslaughter	0	0	0	C N P	0
(B) Negligent manslaughter	0	0	0	C N P	0
(ii) Sex Offenses:					
(A) Rape	0	0	0	C N P	0
(B) Fondling	0	0	0	C N P	0
(C) Incest	0	0	0	C N P	0
(D) Statutory Rape	0	0	0	C N P	0
(iii) Robbery	0	0	0	C N P	0
(iv) Aggravated assault	0	0	0	C N P	0
(v) Burglary	0	0	0	C N P	0
(vi) Motor Vehicle Theft	0	0	0	C N P	0
(vii) Arson	0	0	0	C N P	0
(viii) Liquor law violations	0	0	0	C N P	0
Arrest and referrals for disciplinary actions including:					
(A) Arrests for liquor law violations, Drug law violations, and illegal weapons possession:	0	0	0	C N P	0
(B) Persons not included in 34 CFR 668.46(c)(1)(ii)(A) who were referred to school disciplinary action for liquor law violations, drug law violations, and illegal weapons possession	0	0	0	C N P	0
Hate crimes: As listed under 34. CFR668.46 (c)(1)(i)					
(A) Larceny-theft	0	0	0	C N P	0
(B) Simple Assault	0	0	0	C N P	0
(C) Intimidation	0	0	0	C N P	0
(D) Destruction, Damage or Vandalism of Property	0	0	0	C N P	0
New reporting as of 10/01/2018					
Incidents of sexual assault		0	0	C N P	0
Domestic Violence		0	0	C N P	0
Dating Violence		0	0	C N P	0
Stalking		0	0	C N P	0

General Procedures for Reporting a Crime or Emergency

All members of the CDI community including students, faculty, staff and visitors are encouraged to report all crimes and public safety related incidents to the school management and to the

LA Police Station:

Address: 100 West 1st Street

Los Angeles, CA 90012

Phone: 1-800-ASK-LAPD

For all emergencies, dial 911.



**Career
Development
Institute, Inc.**

If you have any questions about the crime statistics or safety issues on school, do not hesitate to contact the above mentioned phone numbers.

The school will issue an annual report of criminal reports made to the school management and other law enforcement agencies of crimes occurring on school property.

The school will issue timely warnings to members of the school community in cases of reported murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and any hate crimes. If it is determined that a threat continues to exist because of a reportable offense, the school will issue timely warning to members of the school community.