

CAMPUS CRIME AND SECURITY ANNUAL REPORT

2021

CALC, Institute of Technology

Main Campus:	200A North Center Drive Alton, Illinois 62002 618-474-0616
Extension Campus:	4632 North Illinois Street Fairview Heights, Illinois 62208 618-416-5366
Website:	www.calc.edu

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Table of Contents

- I. The 2021 CALC Annual Security Report..... 1
- II. Introduction..... 1
- III. Campus Locations..... 2
 - A. Alton Campus (Main Campus) 2
 - B. Fairview Heights Campus (Extension Campus) 2
- IV. Annual Reporting and Disclosure of Crime Statistics 2
 - A. Policy on Reporting Criminal Offenses 2
 - B. Campus Security Authority..... 3
 - C. Voluntary Confidential Reporting of Crimes 3
 - D. Reporting an Emergency Situation 3
 - E. Safety and Security Responsibility 4
 - F. Law Enforcement Authority of Security Personnel..... 4
 - G. Reporting to Pastoral and Professional Counselors 4
 - H. Missing Persons Policy 4
 - I. Off-Campus Criminal Conduct..... 4
 - J. MOUs with Local Law Enforcement..... 4
 - K. Weapons Policy 5
 - L. Sex Offender Registration..... 5
- V. Emergency and Clery Timely Warning Notice Procedure 5
 - A. Emergency Warning Notice..... 6
 - 1. Events that Trigger an Emergency Warning Notice 6
 - 2. Timing, Content, and Decision Criteria for a Clery Timely Warning Notice 6
 - B. Clery Timely Warning Notice 6
 - 1. Events that Trigger a Clery Timely Warning 6
 - 2. Timing, Content, and Decision Criteria for a Clery Timely Warning Notice 7
 - 3. Information included in a Clery Timely Warning Notice..... 7
 - C. How Emergency and Clery Timely Warnings are Issued..... 8
 - D. Annual Testing of Emergency and Clery Timely Warnings 8
- VI. Crime Prevention & Security Awareness Programs 8
 - A. Crime Prevention Safety Tips 8
 - 1. On Campus: 9
 - 2. At Home:..... 9
 - 3. When Walking: 9
 - 4. While Traveling: 9
 - 5. Responding to an Attack..... 10
 - B. Emergency Response & Evacuation Plan..... 10
 - C. Security Lockdown/Shelter-In-Place Policy 10
 - 1. Objective 10
 - 2. Scope..... 10
 - 3. Event Procedures - (Interior Threat or Exterior Threat) 10
 - 4. Notification System 11
 - 5. All Clear..... 11
 - 6. Communications 11
 - D. Policy on Security of and Access to Facilities..... 12

- E. Physical Maintenance of Facilities 12
- F. Drug & Alcohol Resources 12
- G. Community Resources 13
- H. National Awareness Campaigns 13
- VII. Drug and Alcohol Policy 13
- VIII. Sexual Violence and VAWA Compliance 14
- IX. Title IX 14
- X. Sexual Misconduct Complaint Procedure 14
 - A. Reporting of Sexual Harassment, Misconduct, and Violence 15
 - 1. Difference between Reporting an Incident and Filing a Complaint 15
 - 2. With Whom to File a Report of Incident or File a Complaint With 15
 - 3. Reporting to Law Enforcement 16
 - 4. Reporting to Outside Entities 16
 - 5. Confidential Support and Resources 17
 - 6. Confidential Advisor 17
 - 7. Assistance for Victims: Rights and Options 17
 - 8. Orders of Protection 18
 - B. Title IX Incident and Complaint Grievance Procedure 18
 - 1. Key Officials in the Grievance Process 18
 - 2. Definitions 19
 - 3. Formal Complaints Against Students and Employees 26
 - 4. Written Notice of a Formal Complaint, and Notification of School Offices Offering Assistance 28
 - 5. Informal Resolution Option 28
 - 6. Investigation of the Formal Complaint – Collecting Evidence 29
 - 7. Standard of Evidence & Presumption of Not Responsible 30
 - 8. Live Hearing – Determination of Responsibility 30
 - 9. Sanctions and Remedies 33
 - 10. Appeals and Additional Processes Provided to Students and Employees 33
 - 11. Grievance Process Documentation 34
 - 12. Grievance Process Timeframe 34
- XI. Clery Act Reporting Crime Definitions 34
 - A. Criminal Offenses 35
 - 1. Murder and Non-negligent Manslaughter 35
 - 2. Manslaughter by Negligence 35
 - 3. Sexual Assault 35
 - 4. Robbery 35
 - 5. Aggravated Assault 35
 - 6. Burglary 35
 - 7. Motor Vehicle Theft 36
 - 8. Arson 36
 - B. Hate Crimes 36
 - C. Arrests and Referrals for Disciplinary Action 36
 - 1. Weapons Law Violations (arrests or referrals) 36
 - 2. Drug Abuse Violations (arrests or referrals) 36
 - 3. Liquor Law Violations (arrests or referrals) 36
 - D. Violence Against Women’s Act (VAWA) Offenses 36

1. Dating Violence 36

2. Domestic Violence..... 36

3. Stalking 37

XII. Clery Act Reporting Location (Geography) Definitions 37

 A. On-Campus 37

 B. Non-Campus 38

 C. Public Property..... 38

XIII. Preparing the Campus Crime and Security Annual Report 38

 A. Notification of the Annual Security Report 38

 B. Records and Document Retention 39

XIV. Daily Crime Log 39

XV. Annual Fire Safety Report 39

XVI. Crime Statistics Report for Alton Campus (Main Campus) 40

XVII. Crime Statistics Report for Fairview Heights Campus (Extension Campus) 41

I. The 2021 CALC Annual Security Report

This report contains campus safety and security information along with crime statistics for the calendar years of 2018, 2019, and 2020. This report includes the Alton Main Campus and the Fairview Heights Extension Campus. This report is published in compliance with the Federal Student Right to Know and Campus Security Act of 1990, now known as the “*Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act*”.

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* is the landmark federal law, originally known as the Campus Security Act, which requires colleges and universities across the United States to disclose information about crime on and around their campuses.

Because the law is tied to participation in federal student financial aid programs it applies to most institutions of higher education both public and private. It is enforced by the U.S. Department of Education. The "Clery Act" is named in memory of 19-year-old Lehigh University freshman Jeanne Ann Clery who was raped and murdered while asleep in her residence hall room on April 5, 1986.

Jeanne's parents, Connie and Howard, discovered that students hadn't been told about 38 violent crimes on the Lehigh campus in the three years before her murder. They joined with other campus crime victims and persuaded Congress to enact this law, which was originally known as the "Crime Awareness and Campus Security Act of 1990."¹

More information about the Clery Act can be found at: www2.ed.gov/admins/lead/safety/campus.html.

II. Introduction

CALC, Institute of Technology is committed to providing a safe and secure educational environment for our students, staff, faculty, and visitors. CALC adheres to and supports federal statute “20 U.S.C. 1092(f) Disclosure of Campus Security Policy and Campus Crime Statistics Act” also known as the “Clery Act”. This law requires all colleges and universities that participate in federal financial aid programs to disclose and report campus crimes on an annual basis. Furthermore, the law requires that this information be available to current and prospective students and employees.

Pursuant to the Clery Act, Violence Against Women Act (“VAWA”) amendments to the Clery Act, and the Higher Education Opportunity Act (“HEOA”), CALC has published this document to provide students, faculty, and staff members with an overview of CALC’s resources, policies and procedures regarding safety and security at our campus, along with campus crime statistics.

The Annual Security Report for CALC is published each year in September by the Clery Compliance Officer and is available on-line to the general public, prospective students, prospective employees, and all current CALC students, faculty and staff on our website at: www.calc.edu/student-services/campus-security/.

- For those without computer access, a paper copy of the report may be obtained upon request (24-hour notice required) to: CALC Institute of Technology, Attn. Clery Compliance Officer, 200 North Center Dr., Suite A, Alton, IL 62002. Phone: 618-474-0616 Fax 618-474-0615.
- A hard copy of this report is available for viewing at each campus in the Student Media Center.

General questions about the *Clery Act* or CALC’s publication may be directed to the author at 618-474-0616.

¹ Above information is used by permission of the Clery Center for Security on Campus

III. Campus Locations

A. Alton Campus (Main Campus)



CALC has had a campus in Alton, IL since its founding on October 31, 1996. The Alton campus is located at 200 North Center Drive, Suite A, Alton, Illinois 62002. This campus serves several communities known as the “River Bend” region. A blend of history and scenic beauty combine to make living in the River Bend area a quality life experience.

Clustered along the Illinois banks of the Mississippi River in Northwest Madison County and Southeast Jersey County are the 13 communities that make up the “River Bend” area: Alton, Bethalto, Brighton, East Alton, Elsay, Foster Township, Godfrey, Grafton, Hartford, Roxana, South Roxana, Wood River and Wood River Township.

B. Fairview Heights Campus (Extension Campus)



In January 1998, CALC opened its extension campus is located in Fairview Heights. The current campus is located at 4632 North Illinois Street Fairview Heights, Illinois 62208.

This campus serves several communities of East St. Louis, Belleville, O’Fallon, Swansea, Collinsville, Lebanon, and surrounding areas of the Metro-East. Additionally, the area is home to Scott Air Force base.

IV. Annual Reporting and Disclosure of Crime Statistics

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, commonly referred to as the Clery Act, requires institutions of higher education receiving federal financial aid to report specified crime statistics that occurred within certain geographical areas and to provide other safety and crime information to members of the CALC Community. Institutions must publish an Annual Security Report detailing statistics regarding reported crimes committed on our campuses and at affiliated locations for the previous three (3) calendar years, and describe specified policies, procedures, and programs regarding safety and security. This requirement of the *Clery Act* is intended to provide students and their families, as higher education consumers, with accurate, complete, and timely information about the safety of the campus so that they can make informed decisions.

A. Policy on Reporting Criminal Offenses

A safe environment is everyone’s responsibility. Employees and students should report all criminal acts, suspicious activities, or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports should be filed by contacting a member of the Campus Security Authority.

Reports are kept in a secure location on campus. Names of victims or witnesses will be withheld from the crime report if requested. It is the policy of CALC that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

B. Campus Security Authority

Campus Security Authority (CSA), as defined by the *Clery Act*, have an obligation to report allegations of *Clery Act* defined crimes that they conclude are made in good faith. These crime allegations are reported to appropriate authorities inside CALC or to local law enforcement.

A CSA would be an official or an institution who has significant responsibility for student and campus activities and any individual specified as a member of the CSA. The following individuals are a part of the CSA.

Director: Fred Albrecht – Alton Campus
200 North Center Dr., Ste. A, Alton, IL 62002
Phone: 618-474-0616, Fax: 618-474-0615
Email: falbrecht@calc.edu

Title IX Coordinator / Clery Compliance Officer: Kevin Edwards – Fairview Heights Campus
4632 North Illinois St., Fairview Heights, IL 62208
Phone: 618-416-5366, Fax: 618-235-7739
Email: kedwards@calc.edu

Compliance Officer: Beth Schnaack – Alton Campus
200 North Center Dr., Ste. A, Alton, IL 62002
Phone: 618-474-0616, Fax: 618-474-0615
Email: bschnaak@calc.edu

A CSA has responsibilities under the *Clery Act* to report information for Clery Timely Warnings and crime statistics.

C. Voluntary Confidential Reporting of Crimes

Victims of a crime who do not wish to pursue action with CALC and/or the criminal justice system, may still want to consider making a confidential report. Crimes can be reported on a voluntary, confidential basis. CALC Staff can file a report on the details of an incident without revealing the identity of the victim(s). The purpose of a confidential report is to maintain anonymity; yet it allows the school to take steps to ensure future safety. With this information, the school can keep an accurate record of the number of incidents involving students, employees and visitors and alert the campus community to potential danger if necessary.

D. Reporting an Emergency Situation

Students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents in a timely manner.

Individuals encountering emergency situations on campus are instructed to call “911” and to notify CALC Staff immediately. CALC encourages all students and employees to report criminal incidents or other emergencies that occur on the campus directly to a member of the Campus Security Authority or an instructor. Non-emergency situations may also be reported so that CALC Staff may contact the local authorities (Alton Police Department 618-463-3505 or Fairview Heights Police Department 618-489-2100).

E. Safety and Security Responsibility

Students are responsible for their own security and safety both on campus and off campus and must be considerate of the security and safety of others. CALC has no responsibility or obligation for any personal belonging that are lost, stolen, or damaged, whether on or off campus premises or during any school activities.

F. Law Enforcement Authority of Security Personnel

CALC does not employ campus security. Law enforcement is provided by the Alton Police Department at our Main (Alton) campus and the Fairview Heights Police Department at our Extension (Fairview Heights) campus. Campus staff with security responsibilities on the campus during regular business hours will promptly contact the appropriate Police Department by dialing 911 if any illegal activity occurs on campus.

G. Reporting to Pastoral and Professional Counselors

CALC does not have professional counselors on staff; however, in the event that a student presents or demonstrates behaviors/thoughts consistent with issues related to an emotional / psychological issue, physical or sexual abuse, or substance abuse, the student will be referred to the appropriate members of staff to further explore options for local counseling and/or abuse programs.

H. Missing Persons Policy

The Higher Education Act requires institutions with on-campus student housing to comply with missing student notification regulations. CALC does not maintain student housing facilities of any kind, and hence does not have a policy regarding the disappearance of students in-residence.

I. Off-Campus Criminal Conduct

CALC does not have any student organizations or off-campus locations. Students must abide by the same protocol and school policies while attending clinical, internship assignments, and/or any off-campus internships or events as if they were attending on-campus activities. If a violation of law occurs at an off-campus event, the faculty or staff member will immediately inform the Director and involve local law enforcement officials at the site where the infraction occurred.

J. MOUs with Local Law Enforcement

CALC does not have a formal MOU with the Alton or Fairview Heights Police Departments; however, the institution has a good working relationship with them. Alton and Fairview Heights Police provide crime statistics to CALC as requested for the Annual Security Report.

K. Weapons Policy

Possession or use of firearms, fireworks, ammunition, or other dangerous weapons or materials is prohibited at CALC and at clinical sites, internship assignments, and/or any off-campus internships or events that are a part of their program.

L. Sex Offender Registration

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, CALC is providing a link to the Illinois State Police Sex Offender Registry. This act requires institutions of higher education issue a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation, or is a student.

Persons required to register as Sex Offenders are persons who have been charged of an offense listed in Illinois Compiled Statutes 730 ILCS 150/2(B) and 730 ILCS 150/2(C) when such charge results in one of the following:

- A conviction for the commission of the offense or attempt to commit the offense,
- A finding of not guilty by reason of insanity of committing the offense or attempting to commit the offense, or
- A finding not resulting in an acquittal at a hearing for the alleged commission or attempted commission of the offense.

The Sex Offender Registry was created in response to the Illinois Legislature's determination to facilitate access to publicly available information about persons convicted of sex offenses. In Illinois convicted sex offenders must register in person in the jurisdiction of residence within 10 days of residency. If attending, employed, or carrying on a vocation at an institution of higher education located in a jurisdiction other than their residence, they are also required to register in person with the jurisdiction where the institution of higher education is located.

The Illinois State Police is responsible for maintaining this registry. By going to <http://www.isp.state.il.us/sor/> you may enter searches on this web page by city, county, zip code or name.

V. Emergency and Clery Timely Warning Notice Procedure

There may events that happen that we would need to notify the CALC Community about. These events would either be an Emergency Warning Notice or a Clery Timely Warning Notice. Each of these are elaborated on as follows

A. Emergency Warning Notice

Emergency Warning Notices are all notifications that alert the CALC Community of an emergency that is a current or imminent event that could result in the disruption of normal operations, adversely impact the students or employees, and that does not fall under the purview of a Clery Timely Warning Notice as defined in Section 5.B(1) of this document.

1. Events that Trigger an Emergency Warning Notice

Types of situations that constitute the issuance of an Emergency Warning Notice being sent are when any of the following events occur that represent a serious or continued threat to the well-being of students and employees:

- Weather Warnings (i.e. Tornado, Winter Weather, or Severe Thunderstorms)
- Environmental Incidents (i.e. fire or hazardous materials)
- Urgent notification for cancellation of classes (i.e. severe weather, environmental incident, loss of power, request from government officials)
- Other events as determined by the Director.

2. Timing, Content, and Decision Criteria for a Clery Timely Warning Notice

- a. **Timing** – The warning should be issued as soon as the event can be verified that it would have major impact upon the campus in question.
- b. **Content** – The warning should include all information that would identify the event, instructions on what to do, and/or where to find additional information about the event.
- c. **Decision** – The issuing of an emergency warning notice should be decided on a case-by-case basis in light of all of the facts surrounding the event including factors such as the effect upon students and staff, the continuing danger to the campus community and the possibility of disruption of normal operations. The Director (or designee) will decide when to issue an Emergency Warning Notice and in what ways it will be disseminated to the CALC Community.

B. Clery Timely Warning Notice

Clery Timely Warning Notices are specifically related to compliance with the federal Clery Act, which requires schools to notify students and employees whenever there is a threat that a serious crime is ongoing or may be repeated--so that campus community members can protect themselves from harm. The Clery Act identifies specific crimes that require a timely warning notice to be issued, when crimes are reported to officials with significant responsibility for student and campus activities, campus safety, or the local police and the reported crime(s) are believed to have occurred on campus, in or on non-campus buildings or property, or on public property contiguous to the campus.

1. Events that Trigger a Clery Timely Warning

Types of incidents or situations that constitute Clery Timely Warning being sent are when any of the following crimes occurs that represent a serious or continuing threat to the person and well-being of students and employees:

- Criminal Homicide
- Sex Offenses

- Robbery
- Aggravated Assault
- Burglaries (occupied rooms/offices/structures)
- Hate Crimes
- Persons with weapons with intent to use
- Threat of violent crime
- Situations where suspect is not known
- Assault (physical or sexual)

2. Timing, Content, and Decision Criteria for a Clery Timely Warning Notice

- a. **Timing** - The Clery Act does not define what is timely. However, the warning should be issued as soon as pertinent reliable information is available because the intent of a Clery timely warning is to alert the campus community of continuing threats, especially concerning safety, thereby enabling community members to protect themselves.
- b. **Content** - Clery Act regulations do not specify what information should be included in a timely warning. However, the warning should include all information that would promote safety, because the intent of the warning is to enable members of the campus community to protect themselves.
- c. **Decision** - The issuing of a timely warning notice should be decided on a case-by-case basis in light of all of the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. The Director (or designee) will decide when to issue a Clery Timely Warning Notice and in what ways it will be disseminated to the CALC Community.

3. Information included in a Clery Timely Warning Notice

The following is an example of the information that may be included in a Clery Timely Warning:

- A succinct statement of the incident.
- Possible connection to previous incidents, *if applicable*.
- Physical description of the suspect, if available.
- Photo or composite drawing of the suspect, *if available*.
- Date and time the notice was released.
- Any other relevant and important information.
- Safety tips and precautions
- Where to report any knowledge of the suspect or information regarding the crime.

CALC may not include some known information in a Clery Timely Warning if providing that information could risk compromising law enforcement efforts. Additionally, Clery Timely Warning Notices may be updated if new or more accurate information becomes available.

C. How Emergency and Clery Timely Warnings are Issued

Emergency and Clery Timely Warnings will be issued to members of the CALC Community upon confirmation of a significant emergency or other situation as described in Section 5.A & B of this document that impacts the campus community and/or the surrounding area.

This information may be disseminated to the CALC Community via a variety of mechanisms or mediums. CALC will use one or more of the following means:

- Electronic mail (Email) messages sent to their CALC email address
- Text messaging to cell phones
- Posting on social media platforms
- Posting on website
- Signage at campus location
- Other methods deemed necessary that may be used in the information dissemination process

All student, faculty, and staff are encouraged to regularly update their cell phone number with CALC in order to remain informed of any warnings being issued that may affect the CALC Community.

D. Annual Testing of Emergency and Clery Timely Warnings

Once per calendar year, CALC will send out an Emergency Warning test message and a Clery Timely Warning test message. This is done to ensure the procedure used to issue them is functional and to let the CALC Community know that they look like. The CALC Community will be notified 15 and 1 day before a test message is going to be sent out. The notification will be done through email and posted signs at both campuses.

VI. Crime Prevention & Security Awareness Programs

CALC, Institute of Technology provides information to students, faculty and staff on crime awareness, prevention, and campus security during orientation, and encourages them to be responsible for their own safety and the safety of others. During both the new student and employee orientation process, students and employees receive information on campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans, and procedures for reporting any criminal activity or emergency.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

A. Crime Prevention Safety Tips

Prevention efforts can be effective in reducing the opportunities for criminal activity. Prevention is your best protection against crime. Here are some precautions you can take to assure greater security.

1. On Campus:

- Do not prop open building doors on campus.
- Do not leave personal property unattended.
- Report suspicious individuals to a staff member.
- At night, always walk outside in groups of at least two.
- Remove valuables from your car and lock it.
- Be aware of your surroundings and what is going on around you.

2. At Home:

- Leave at least one light on, inside and out when you are away. If possible, use a timer to turn lights on and off.
- Keep your doors and windows locked, even if you are at home, and even if you leave for a few minutes.
- NEVER open the door without knowing who is there. Require the caller to identify himself or herself satisfactorily. Use a chain bolt, if possible, when checking ID. If a stranger asks to use a phone, DO NOT PERMIT HIM OR HER TO ENTER. Make the call for that person if you believe it, is an actual emergency.
- Keep in touch with your neighbors. Watch each other's home or apartments and let each other know of anything suspicious.
- Don't give out personal information such as your address. Report threatening or harassing calls to the police or phone company.

3. When Walking:

- Plan the safest route to your destination and use it. Choose well-lighted busy pathways and streets, avoiding alleys, vacant lots, or construction sites. Take a longer way if it's safer.
- Know your neighborhood and the campus. Find out when local businesses are open and where you can go to summon help if needed.
- Carry your purse close to your body and keep a firm grip on it. Carry a wallet in an inside coat or side trouser pocket, not in the rear trouser pocket.
- Don't flaunt expensive jewelry, clothing, or "flash" cash.
- Have your car or house key in hand and ready as you approach your vehicle or home.
- Never hitchhike.

4. While Traveling:

- Keep doors locked and windows rolled up, especially at stop lights. Always lock your car and take the keys. Keep valuables out of sight in the trunk. Park in areas that will be well lit when you return. Check the back seat and the area around the car before getting in.
- Car Trouble – Raise the hood. Put on emergency flashers. Stay inside the car and lock the doors. Ask anyone who stops to help call the police or the nearest service station for you.
- On public transportation – Wait in well-lit areas near other people. If someone bothers you, move to a more populated area of the bus or train.

5. Responding to an Attack

In any situation, your goal is to get away with the least injury to yourself. If an attacker only wants your valuables, give them up. Valuables can be replaced; your life can't. Notify local police immediately.

B. Emergency Response & Evacuation Plan

Significant emergencies and/or dangerous situations involving an immediate threat to the health or safety of students or employees on campus should be reported to the Director or a staff member in person or by phone immediately (Alton: 618-474-0616, Fairview Heights: 618-416-5366). If the situation requires emergency assistance, the instructor or staff member is instructed to also summon appropriate authorities by dialing 911.

The institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate a campus wide warning as indicated in section 5 of this document. Depending on the particular circumstances of the situation, the warning will be communicated personally to CALC staff and students. (Unless the notification will, in the professional judgment of the Director, compromise efforts to assist complainants or to contain, respond to, or otherwise mitigate the emergency.) Emergency and evacuation procedures are reviewed with students during new student orientation. An emergency evacuation drill is performed in the classrooms annually by the instructors.

C. Security Lockdown/Shelter-In-Place Policy

1. Objective

The objective is to outline the systems, methods and behaviors needed to insure the protection and safety of student, staff, and visitors to CALC, Institute of Technology, during a crisis or emergency.

2. Scope

This policy applies to students, staff and all others who may be on the premises of CALC, Institute of Technology at the time an emergency or crisis is deemed to be in effect.

3. Event Procedures - (Interior Threat or Exterior Threat)

a. Lockdown

Intruder, potential intruder, active shooter, or threat inside or outside of building.

Authority to Initiate: staff, public, law enforcement, fire, and emergency manager.

Immediate action: Activate notification system; call 9-1-1

Protective measures:

- Check immediately adjacent halls for students
- Close and lock interior doors and windows
- Move students to safe corner to reduce visibility
- Turn off lights (including computer monitors)
- Verify attendance

- Activate signaling system
- Remain in position until all clear and notified by law enforcement, fire, emergency manager, director, or designee.

b. Shelter-in-place

Hazardous material or chemical incident outside of building.

Authority to Initiate: Fire, law enforcement, emergency manager, staff, public

Immediate Action: Notification will come from emergency responder or administrator, activate notification system, call 9-1-1

Protective measures:

- Close and lock exterior doors and windows (NO entrance or exit)
- Shut down air handling system/HVAC
- Ensure students and staff in safe area
- Verify attendance
- Remain in position until all clear and notified by law enforcement, fire, emergency manager, director, or designee

4. Notification System

A verbal alert is utilized when time is of the essence. “Plain language” will be used to activate lockdown/shelter-in-place policies. Using code words, color signals or unusual electronic alarms may cause confusion and loss of valuable time for substitute staff or building visitors who don’t understand the type of emergency being announced.

5. All Clear

Instructors/staff are not to open any door or window under any circumstances until uniformed fire or law enforcement personnel, or a recognized staff member or designee authorizes the “all clear”. Instructor/staff members may open a locked door to allow entry by a student only if they have a belief, it is safe to do so for those students already inside. If during a lockdown situation an evacuation notification or fire alarm is activated, it is advisable to remain in lockdown mode unless there is a physical indication of a fire or other evacuation type hazard (i.e., smoke, strong chemical odor etc.). The staff person/instructor in charge of the lockdown room is to use their best judgment in these situations.

6. Communications

It is strongly urged that all instructors/staff always keep a working cell phone on their person. In times of emergency, additional orders, clarification of circumstances and aid to emergency personal can quickly and easily be given. During an emergency, private calls and calls to emergency personal not of immediate dire consequences should not be made. Please leave your line clear for communications needed to immediately end the emergency or getting lockdown persons away from the scene.

D. Policy on Security of and Access to Facilities

The institution's goal is to provide a campus environment that is as safe and secure as possible. A secure key system is utilized to secure buildings and keys are issued to a limited number of faculty and staff to open/close for entry into the building. Individuals who are assigned keys are responsible for reporting if they are missing, lost, or stolen.

CALC establishes procedures to ensure the safety of its students and employees. Generally, facilities are not only accessible to members of the campus community but also to the public during normal business hours, Monday through Thursday, 8:00 am – 5:30 pm. Visitors are subject to the institution's policies and conduct codes. Main entrances to facilities will be open and auxiliary entrances shall remain secured unless otherwise accommodated for. During non-business hours, classrooms and offices that are not in use will remain closed. Facilities that host after hour events or provide student instructional services may opt to have entrance times vary. The Director is responsible for variances in times. At night the facilities are locked.

Exterior lighting is provided around the buildings and parking areas, and shrubs and hedges are kept low and landscaped regularly for safety purposes.

E. Physical Maintenance of Facilities

Facilities and landscaping are maintained in a manner designed to minimize the potential for hazardous conditions. Oversight of building and facility maintenance at is provided by the facility landlord. Deficiencies found at CALC are to be reported to the Director at 618-474-0616. Periodic safety inspections are conducted by the Campus Safety Officer in conjunction with the Director. Overall hazards are identified and corrected. Physical security, lighting and general safety items are identified and addressed in a timely manner.

F. Drug & Alcohol Resources

For students, staff and faculty, assistance and information concerning substance abuse and its treatment may be obtained from the Student Services Office. Individuals may also refer to the resources below for substance abuse assistance:

Gateway Foundation
Caseyville, IL: 618-345-3970
Swansea, IL: 618-234-9002
www.gatewayfoundation.org

Arbor Counseling
Swansea, IL: 618-235-3857
www.arborcounselors.com

We Are Foundation – Dual Diagnosis Treatment
866-687-1568
www.wearefoundation.org/dual-diagnosis/#belleville

Changing Lives Counseling Center
Alton, IL: 618-462-2812

CALC, in providing any resources for counseling, treatment, and rehabilitation programs, is in no way affiliated with these agencies. CALC does not accept liability for any services, treatment, or counseling provided by these agencies or their employees.

G. Community Resources

Resources and contacts for trained off-campus advocates and counselors in the local community are available to provide immediate confidential response in a crisis situation and offer intervention services and counseling.

National Sexual Assault Hotline

800-656-4673

Live Chat at <https://www.rainn.org/>

National Domestic Violence Hotline

800-799-7233

Live Chat at <https://www.thehotline.org/>

Love is Respect

866-331-9474

Live Chat at <https://www.loveisrespect.org/>

Text "loveis" to 22522

YWCA St. Louis Regional Sexual Assault Center

St. Louis, MO

Hotline: 314-531-7273

Phone: 314-726-6665

Call for Help Sexual Assault Victim's Care Unit

East St. Louis, IL: 618-271-8990

Edgemont, IL: 618-397-0975

Granite City, IL: 618-797-1049

Safe Connections

St. Louis, MO

Hotline: 314-531-2003

<https://safeconnections.org>

Prairie Center Against Sexual Assault

Springfield, IL

217-753-8081

<http://prairiecasa.org/>

Sexual Assault and Family Emergencies

Hotline: 800-625-1414

Vandalia, IL: 618-283-1414

<https://www.safecrisiscenter.org/>

H. National Awareness Campaigns

CALC will highlight different national awareness campaigns to make the community aware of those issues. This will be done through a combination of social media, signage around each campus, and/or live events. The following are the primary awareness campaigns and when they will happen.

January: National Stalking Awareness Month

February: National Dating Violence Awareness Month

April: National Sexual Assault Awareness Month

September: National Campus Safety Awareness Month

October: National Crime Prevention Month

VII. Drug and Alcohol Policy

CALC recognizes the importance of a safe, efficient, and healthy work and educational environment. Being under the influence of any illegal drugs or alcohol on campus or at school sponsored functions poses serious risks to a person's health and safety and jeopardizes public trust that has been placed in the institution. CALC's drug and alcohol policy can be found in full on our website at <https://calc.edu/wp-content/uploads/Drug-Abuse-Handbook.pdf>.

VIII. Sexual Violence and VAWA Compliance

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

A complete copy of our Sexual Misconduct Policy can be found at: <https://www.calc.edu/wp-content/uploads/Seuxal-Misconduct-Policy.pdf>. A paper copy of the Sexual Misconduct Policy can be provided. Please use the same steps as listed in section 2 of this document.

IX. Title IX

Title IX provides that “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Further information about Title IX can be found at <http://www.iustice.gov/crt/about/cor/titleix.php>.

It is the policy of CALC to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in CALC’s educational programs and activities, for students, faculty, staff, employees and any third parties. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination.

CALC has designated the following Title IX Coordinator to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of sexual discrimination:

Name	Title	Address	Phone	Email
Kevin Edwards	Title IX Coordinator	200 N. Center Dr. Ste A, Alton, IL 62002 Or 4632 N. Illinois St., Fairview Heights, IL 62208	618-474-0616 or 618-416-5366	titleix@calc.edu
When reporting on the Title IX Coordinator, contact				
Fred Albrecht	Director	200 A. N. Center Dr., Alton, IL 62202	618-474-0616	falbrecht@calc.edu

X. Sexual Misconduct Complaint Procedure

In May 2020, the United States Department of Education revised many of the requirements educational institutions need to follow when dealing with anything that would fall under the jurisdiction of Title IX. These new revisions went into effect on August 14, 2020. While many of the questions about the changes made by the Department of Education have been addressed by officials, there are still some that have not.

As such, CALC's Sexual Misconduct Policy and its Complaint Procedure is in a state of constant revision. In order to ensure those that read this report know what the current Sexual Misconduct Policy states and the Complaint Procedure, we refer you to our website at: <https://www.calc.edu/wp-content/uploads/Seuxal-Misconduct-Policy.pdf>. This will always be our most current copy of the policy.

A. Reporting of Sexual Harassment, Misconduct, and Violence

1. Difference between Reporting an Incident and Filing a Complaint

The Sexual Misconduct Policy distinguishes between reporting sexual misconduct incidents on the one hand and filing Formal Complaints on the other. Reporting sexual misconduct incidents informs the School of the incident, which allows the institution to provide supportive measures (as outlined in Section 8 of the Sexual Misconduct Policy) to the Complainant and does not necessarily result in the initiation of the Grievance Process (as outlined in Section 9 of the Sexual Misconduct Policy). All Complainants who report incidents of sexual misconduct will be offered individualized supportive measures. If Complainants wish to initiate the Grievance Process, they should file a Formal Complaint. The Grievance Process may involve an investigation into the incident and a hearing to determine the responsibility of the Respondent.

2. With Whom to File a Report of Incident or File a Complaint With

Any person may report sexual misconduct, retaliation, or other conduct prohibited under the Sexual Misconduct Policy to the Title IX Coordinator. Any person may report an incident, whether or not the person reporting is the person alleged to be the victim of the incident, and it can be a verbal or written report to the Title IX Coordinator as listed in Section 5 of the Sexual Misconduct Policy.

1. **Filing a Formal Complaint:** The Complainant may file a Formal Complaint with the Title IX Coordinator, as outlined in Section 9.B of the Sexual Misconduct Policy.
2. **Anonymity:** You may make an anonymous report by telephone, in writing, or by email using the contact information listed in Section 5 of the Sexual Misconduct Policy. It is important to understand that your decision to remain anonymous may limit CALC's ability to stop the alleged conduct, collect evidence, or take action against parties accused of violating this Policy.
3. **Confidentiality:** You can discuss an incident in strict confidence by using the confidential resources outlined in Section 6.E of the Sexual Misconduct Policy.
4. **Timeliness of Reporting:** Responsible Employees (all CALC employees are considered a responsible employee for the purpose of the Sexual Misconduct Policy) are required to report known incidents and information of Sexual Misconduct promptly to the Title IX Coordinator. For others in the CALC community, you are strongly encouraged to report sexual misconduct, retaliation, and any other conduct prohibited under the Sexual Misconduct Policy as soon as you become aware of such conduct.
5. **Amnesty:** The acknowledgment of use of alcohol or drugs in violation of the Student Handbook or other CALC Policies by a person making a complaint of sexual harassment/misconduct (to include Sexual Violence) shall not be a basis for a separate charge of misconduct against the student or employee, unless CALC determines that the violation was egregious, including without limitation an action that places the health and safety of any person at risk.

- 6. **Mandated Reporter:** Regardless of the wishes of a complainant, mandated reporters are required to report sexual abuse of children. A “child” for purposes of mandatory reporting is a person under the age of 18. All reports of sexual abuse of children will be reported and referred to local and state authorities for investigation. Confidential communications do not apply. **ALL CALC PERSONAL ARE MANDATED REPORTERS!**

3. **Reporting to Law Enforcement**

You may also file a police report with the follow depending on which campus you attend:

Campus Location	Law Enforcement Name	Emergency Number	Non-Emergency Contact Number
Alton Campus	Madison County Sheriff’s Office	911	618-692-4433
	Alton Police Department		618-463-3505
Fairview Heights Campus	St. Clair County Sheriff’s Office	911	618-277-350
	Fairview Heights Police Department		618-489-2100

The Title IX Coordinator can help individuals contact these law enforcement agencies. Employees and students with protective or restraining orders relevant to a complaint are encouraged to provide a copy to the Title IX Coordinator.

4. **Reporting to Outside Entities**

- Students:

U.S. Department of Education	U.S. Department of Health and Human Services
Office for Civil Rights – Chicago Office John C. Kluczynski Federal Building 230 S. Dearborn Street, 37th Floor Chicago, IL 60604 Telephone: (312) 730-1560 Fax: (312) 730-1576 Email: OCR.Chicago@ed.gov	Office for Civil Rights 233 N. Michigan Ave., Suite 240 Chicago, IL 60601 Customer Response Center: (800) 368-1019 Fax: (202) 619-3818 TDD: (800) 537-7697 Email: ocrmail@hhs.gov

- Employees:

U.S. Equal Employment Opportunity Commission	Illinois Department of Human Rights
St. Louis District Office 1222 Spruce Street Room 8.100 St. Louis, MO 63103 Phone: 1-800-669-4000	Springfield Office – Intake Unit 535 West Jefferson, 1 st Floor Springfield, IL 62702 Phone: (217) 785-5100 Fax: (217) 785-5106 TTY: (866) 740-3953

5. Confidential Support and Resources

Students may discuss an incident with a Confidential Advisor (as identified in subsection 6 of this section) or an off-campus resource (example: rape crisis center, doctor, psychologist, clergy person, etc.) without concern that the person's identity will be reported to the Title IX Coordinator. Employees may also seek assistance from their own personal health care provider, the clergy person of their choice, or an off-campus rape crisis resource without concern that the person's identity will not be reported to the Title IX Coordinator.

The resources listed in Section 8 of the Sexual Misconduct Policy would not be obligated to share information that you disclose without explicit permission.

6. Confidential Advisor

A Confidential Advisor provides emergency and ongoing support to student survivors of sexual violence and relationship violence. The advisor will provide confidential services and have privileged and confidential communications with survivors. The advisor will inform the survivor of possible next steps regarding reporting options and possible outcomes, will notify the survivor of resources and services in the community, will inform the survivor of their rights and CALC's responsibilities to enforce orders of protection and no contact orders; and if requested by the survivor, the advocate will liaise with school officials to secure interim protective measures and accommodations, and will liaise with school officials, law enforcement and community resources to assist the survivor with making contact and/or reporting an assault.

CALC has a Memorandum of Understanding (MOU) with Call for Help, Inc. to provide persons who wish to have a confidential conversation regarding sexual harassment/misconduct (to include sexual violence) that does not constitute a formal complaint, and which will not result in an investigation, may contact:

Call for Help, Inc. – Sexual Assault Victims Care Unit

9400 Lebanon Road
East St. Louis, IL 62203
618-397-0975 (24 Hour Hotline)
www.calforhelpinc.org

7. Assistance for Victims: Rights and Options

Regardless of whether a victim elects to pursue a criminal complaint, CALC will assist victims of sexual assault, domestic assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights. In Illinois, a victim of domestic violence, dating violence, sexual assault or stalking has the following right to seek an order of protection.

8. Orders of Protection

Additionally, CALC complies with Illinois law in recognizing orders of protection. Any person who obtains an order of protection, that relates to an incident of sexual assault, stalking, dating violence or domestic violence should provide a copy to CALC. A complainant may then meet with the Director to develop a Safety Action Plan, which is a plan for CALC and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location or allowing a student/staff member to complete assignments from home, etc.

Additional information is available at: www.illinoisattorneygeneral.gov/women/victims.html.

B. Title IX Incident and Complaint Grievance Procedure

This information is from the Sexual Misconduct Policy (Rev. 9/15/21). Please check www.calc.edu/student-services/title-ix/ to view the most recent copy. Any future revisions will supersede what is stated. Any complaint filed under the Sexual Misconduct Policy

1. Key Officials in the Grievance Process

a. Title IX Coordinator.

The Title IX Coordinator is who oversees the School's compliance with Title IX. The Title IX Coordinator is responsible for administrative response to reports and complaints of sexual misconduct, retaliation, and other conduct prohibited under the Sexual Misconduct Policy. The Title IX Coordinator is available to discuss the Grievance Process, coordinate supportive measures, explain School policies and procedures, and provide education on relevant issues. The Title IX Coordinator may designate one or more Deputy Title IX Coordinators to facilitate these responsibilities.

Any member of the CALC Community may contact the Title IX Coordinator with questions.

b. Investigator(s)

CALC will ensure that complaints are properly investigated under the Sexual Misconduct Policy by investigators assigned to the complaint. The investigators are neutral and impartial factfinders and gather evidence during the investigation. The investigators are responsible for completing an investigation report at the conclusion of the investigation.

The Title IX Coordinator may also be the investigator for any complaint filed. The Title IX Coordinator may supervise and advise the Title IX investigators when conducting investigations and update the Title IX Coordinator as necessary to ensure compliance with Title IX.

c. Hearing Officer/Panel

The hearing officer/panel is responsible for conducting the hearing in an orderly manner, controlling the conduct of all participants and attendees of the hearing, and rendering a written determination regarding responsibility of the Respondent's alleged conduct charges in an impartial, neutral, and objective manner. The hearing officer/panelist cannot also be the Title IX Coordinator or investigator of complaint.

2. Definitions

a. Aiding or Facilitating

Aiding or facilitating refers to when any individual or group of individuals aids, facilitates, promotes, or encourages another to commit a violation under this Policy. Aiding or facilitating may also include failing to take action to prevent an imminent act when it is reasonably prudent and safe to do so.

b. Bystander Intervention

Bystander Intervention includes, but is not limited to, the act of challenging the social norms that support, condone, or permit sexual violence. It also means taking safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking; it includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

c. Coercion

Coercion is the unreasonable pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

d. Consent

Consent is a freely and knowingly given agreement to the act of sexual conduct or sexual penetration in question. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage freely in sexual activity. While consent can be given by words or actions, non-verbal consent is more ambiguous than explicitly stating one's wants and limitations. Silence cannot be assumed to indicate consent. Lack of verbal or physical resistance or submission resulting from the use of force or threat of force by the accused shall not constitute consent.

Guidance for Consent

- One is expected to obtain consent to each act of sexual activity prior to initiating such activity. Consent to one form of sexual activity does not constitute consent to engage in other forms of sexual activity.
- Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Relying on non-verbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity, lack of resistance, or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.
- When consent is requested verbally, absence of any explicit verbal response constitutes lack of consent. A verbal "no" constitutes lack of consent, even if it sounds insincere or indecisive. If at any time during the sexual activity, any confusion or ambiguity arises as to

the willingness of the other individual to proceed, both parties should stop and clarify verbally the other's willingness to continue before continuing such activity.

- Either party may withdraw consent at any time. Withdrawal of consent should be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.
- Individuals with a previous or current sexual relationship do not automatically give either initial or continued consent to sexual activity. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates a willingness to engage in sexual activity.
- Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another.
- Consent is not valid if it results from the use or threat of physical force, intimidation, or coercion, or any other factor that would eliminate an individual's ability to exercise his or her own free will to choose whether or not to have sexual contact. It is a violation of the Sexual Harassment Policy if faculty members, coaches, advisors, or other staff members become involved in amorous or sexual relationships with students who are enrolled in their classes or subject to their supervision, even when both parties appear to have consented to the relationship. Likewise, it is a violation for a supervisor and a directly reporting employee to have a consensual amorous or sexual relationship with each other.
- A person's manner of dress does not constitute consent.
- An individual who is incapacitated from alcohol or other drug consumption (voluntarily or involuntarily) or is asleep, unconscious, unaware, or otherwise physically helpless is considered unable to give consent.
- In the State of Illinois, persons under the age of 17 cannot legally consent to sexual activity. Thus, in Illinois, any sexual activity with persons under the age of 17 could constitute sexual assault of a minor and implicate mandatory child abuse reporting. For additional information regarding child abuse and mandatory reporting see Human Resources.

e. Cyberstalking

A person commits cyberstalking when he or she engages in a course of conduct using electronic communication directed at a specific person, and he or she knows or should know that would cause a reasonable person to:

1. fear for his or her safety or the safety of a third person; or
2. suffer other emotional distress.

A person commits cyberstalking when he or she, knowingly and without lawful justification, on at least two separate occasions, harasses another person through the use of electronic communication and:

1. at any time transmits 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

2. places that person or a family member of that person in reasonable apprehension of immediate of future bodily harm, sexual assault, confinement, or restraint; or
3. at any time knowingly solicits the commission of any act by any person which would be a violation of this code directed towards that person or a family member of that person.

A person commits cyberstalking when he or she, knowingly and without lawful justification, creates and maintains an Internet website or web page which is accessible to one or more third parties for a period of at least 24 hours, and which contains statements harassing another person and:

1. which communicate a threat of immediate or future bodily harm, sexual assault, confinement, or restraint, where the threat is directed towards that person of a family member of that person, or
2. which places that person or a family member of that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement, or restraint, or
3. which knowingly solicits the commission of an act by any person which would be a violation of this code directed towards that person or a family member of that person.

Definitions: For purpose of Cyberstalking:

- **Course of conduct** means two or more acts, including but not limited to acts in which a defendant directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, engages in other non-consensual contact, or interferes with or damages a person's property or pet. The incarceration in a penal institution of a person who commits the course of conduct is not a bar to prosecution under this section.
- **Electronic communication** means any transfer of signs, signals, writings, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectric, or photo-optical system. "Electronic communication" includes transmissions through an electronic device including, but not limited to, a telephone, cellular phone, computer, or pages, which communication includes, but is not limited to, email, instant message, text message, or voicemail.
- **Emotional distress** means significant mental suffering, anxiety, or alarm.
- **Harass** means to engage in a knowing and willful course of conduct directed at a specific person that alarms, torments, or terrorizes that person.
- **Non-consensual contact** means any contact with the victim that is initiated or continued without the victim's consent, including but not limited to being in the physical presence of the victim; appearing within the sight of the victim; approaching or confronting the victim in a public place or on private property; appearing at the workplace or residence of the victim; entering onto or remaining on property owned, leased, or occupied by the victim; or placing an object on, or delivering an object to, property owned, leased, or occupied by the victim.
- **Reasonable person** means a person in the victim's circumstances, with the victim's knowledge of the defendant and the defendant's prior acts.

- **Third party** means any person other than the person violating these provisions and the person or persons towards whom the violator's actions are directed.

Telecommunication carriers, commercial mobile service providers, and providers of information services, including, but not limited to, Internet service providers and hosting service providers, are not liable under this section, except for willful and wanton misconduct, by virtue of the transmission, storage, or caching or electronic communications or messages of others or by virtue of the provision of other related telecommunications, commercial mobile service, or information services used by other in violation of this section.

A defendant who directed the actions of a third party to violate this Section, under the principles of accountability set forth in Article 5 of this Code, is guilty of violating this Section as if the same had been personally done by the defendant, without regard to the mental state of the third party acting at the direction of the defendant.

f. Domestic Battery

A person commits domestic battery if he or she knowingly without legal justification by any means:

1. Causes bodily harm to any family or household member;
2. Makes physical contact of an insulting or provoking nature with any family or household member.

g. Domestic Battery (Aggravated)

A person who, in committing a domestic battery, knowingly causes great bodily harm, or permanent disability or disfigurement commits aggravated domestic battery.

h. Dating Violence

Dating violence refers to violence by a person who has been in a romantic or intimate relationship with the Complainant. Whether a relationship exists will depend on the length, type, and frequency of interaction.

i. Domestic Violence

Domestic violence refers to violence committed by a current or former spouse or relationship partner, current or former cohabitant, a person with whom a Complainant shares a child in common, a person similarly situated to a spouse under domestic or family violence law, or anyone else protected under domestic or family violence law.

j. Family or Household Members

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, person who have or allegedly have a child in common, persons who share or allegedly share a blood relationship through a child, persons who have or have had a dating or engagement relationship, persons with disabilities and their personal assistant, and caregivers. For purpose of this article, neither a casual acquaintanceship nor ordinary fraternization

between two individuals in business or social context shall be deemed to constitute of dating relationship.

k. Force

The use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.

l. Interfering with the Reporting of Domestic Violence

A person commits interfering with the reporting of domestic violence when, after having committed an act of domestic violence, he or she knowingly prevents or attempts to prevent the victim of or a witness to the act of domestic violence from calling a 9-1-1 emergency telephone system, obtaining medical assistance, or making a report to any law enforcement official.

m. Intimidation

A person commits intimidation when, with intent to cause another to perform or to omit the performance of any act, he or she communicates to another, directly or indirectly by any means, a threat to perform without lawful authority any of the following acts;

1. Inflict physical harm on the person threatened or any other person or on property; or
2. Subject any person to physical confinement or restraint; or
3. Commit a felony of Class A misdemeanor; or
4. Accuse any person of an offense; or
5. Expose any person to hatred, contempt, or ridicule; or
6. Take action as a public official against anyone or anything, or withhold official action, or cause such action or withholding; or
7. Bring about or continue a strike, boycott, or other collective action.

n. Mental or Physical Incapacitation or Impairment

This occurs when a person cannot make rational and reasonable decisions. In other words, the person is unable to understand the “who, what, when, where, why, and how” of their sexual interaction and, as a result, cannot give effective consent. A person may be mentally or physically incapacitated because of:

- Intoxication due to alcohol or drug use
- A mental illness, intellectual disability, or physical disability
- Sleep or sleep deprivation
- Involuntary physical restraint

A person is also mentally and/or physically incapacitated if they have been given the “date rape drug” or similar substance such as Rohypnol, Ketamine, GHB, or Burundanga. Administering such drugs to another student is a crime, constitutes a violation of this Policy, and renders the victim incapable of giving consent to any form of sexual activity.

o. Non-Consensual Sexual Contact

Non-consensual sexual contact is a form of sexual violence that consists of any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force. Sexual contact includes: intentional contact with the breasts, buttock, groin, or genitals, by any object, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttock, groin, genitals, mouth, or other orifice.

p. Non-Consensual Sexual Intercourse

Non-consensual sexual intercourse is a form of sexual violence that consists of any sexual penetration however slight, of the vagina, anus, or mouth, by a man or woman upon a man or a woman that is without consent and/or by force. Intercourse includes: vaginal penetration, by a penis, anal penetration by a penis, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

q. Retaliation

Retaliation refers to any acts, threats, or attempts to discourage a person from reporting prohibited conduct or participating in the investigation or hearing process. Retaliation also refers to any acts, threats, or attempts to seek retribution against a Complainant, Reporting Party, the Accused Party, or any individual or group of individuals involved in the investigation and/or resolution of an allegation of sexual misconduct. Retaliation can be committed by any individual or group of individuals, not just a Reporting Party or Accused Party.

r. Sexual Assault

Sexual Assault is any type of sexual contact or sexual intercourse with another that occurs without that person's knowing and voluntary consent.

Definitions: For purpose of Sexual Assault:

- **Rape** is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** is defined as nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory rape** is defined as nonforcible sexual intercourse with a person who is under the statutory age of consent.

s. Sexual Contact

Sexual Contact includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth, or other orifice.

t. Sexual Discrimination

Sexual Discrimination is when a person is excluded from participation in, denied the benefits of, or be subjected to discrimination under any education program or activity on the basis of sex or sexual identity.

u. Sexual Exploitation

Sexual Exploitation is taking advantage of the sexuality of another person without consent or in a manner that extends the bounds of consensual sexual activity without the knowledge of the other individual for any purpose, including sexual gratification, financial gain, personal benefit, or any other non-legitimate purpose. Examples of sexual exploitation include:

- non-consensual video or audiotaping of sexual activity;
- going beyond the boundaries of consent (such as letting others hide in the closet to watch you having consensual sex);
- engaging in voyeurism;
- knowingly transmitting an STD or HIV to another person;
- exposing one's genitals in non-consensual circumstances;
- inducing another to expose their genitals;

v. Sexual Harassment

Sexual Harassment is defined by Title IX regulations to be conduct on the basis of sex that satisfies one or more of the following:

1. Quid Pro Quo:
 - a. an employee of the recipient,
 - b. conditions the provision of an aid, benefit, or service of the recipient,
 - c. on an individual's participation in unwelcome sexual conduct; and/or
2. Sexual Harassment:
 - a. unwelcome conduct,
 - b. determined by a reasonable person,
 - c. to be so severe, and
 - d. pervasive, and,
 - e. objectively offensive,

- f. that it effectively denies a person equal access to the School's education program or activity.²

w. Sexual Intercourse

Sexual Intercourse includes vaginal or anal penetration, however slight, with a body part (e.g., penis, tongue, finger, hand, etc.) or object, or oral penetration involving mouth to genital contact.

x. Sexual Violence

A form of sexual harassment. Sexual violence means physical acts attempted or perpetrated against a person's will or where a person is incapable of giving consent, including, but not limited to rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

y. Stalking

Stalking is when any person purposely and repeatedly (two or more times) engages in an unwanted course of conduct that would cause a reasonable person to fear for his, her, or others' safety, or to suffer substantial emotional distress. Stalking can be a form of Sexual Harassment. Such harassment can be either physical stalking or cyber stalking. Stalking may present a safety concern or be an indicator of a potential safety concern.

z. Stalking (Aggravated)

A person commits aggravated stalking when he or she commits stalking and:

- causes bodily harm to the victim;
- confines or restrains the victim; or
- violates a temporary restraining order, an order of protection, a stalking no contact order, civil no contact order, or an injunction prohibiting the behavior described in subsection (b)(1) of section 214 of the Illinois Domestic Violence Act of 1986.

A person commits aggravated stalking when he or she is required to register under the Sex Offender Registration Act or has been previously required to register under the Act and commits the offense of stalking when the victim of the stalking is also the victim of the offense for which the sex offender is required to register under the Sex Offender Registration Act or a family member of the victim.

3. Formal Complaints Against Students and Employees

1. Applicability of the Grievance Process. The Grievance Process in the Sexual Misconduct Policy applies to the following situations:
 - a. The Respondent is an employee or student at the School at the time of the alleged conduct;
 - b. The conduct alleged is Sexual Harassment under the Sexual Misconduct Policy;

² Unwelcomeness is subjective and determined by the Complainant (except when the Complainant is below the age of consent). Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances ("in the shoes of the Complainant"), including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

- c. The alleged conduct occurred against a person in the United States; and
 - d. Where the Complainant was participating or attempting to participate in an education program or activity at the School. This element is met if the conduct occurred in any of the following: on any School property; during any School activity; or in instances where the School exercised substantial control over the Respondent and the context in which the alleged conduct occurred.
2. To begin the Grievance Process, the Complainant must sign a Formal Complaint (requesting an investigation) and submit it to the Title IX Coordinator. The Complainant must submit a written statement setting out the known details of the alleged conduct that is the subject of the Formal Complaint, including the following:
- Complainant's name and contact information;
 - Respondent's name;
 - Detailed description of the alleged conduct or event that is the basis of the alleged violation under the Sexual Misconduct Policy;
 - Date(s) and location(s) of the alleged occurrence(s);
 - Names of any witnesses to the alleged occurrence(s); and
 - The resolution sought.

The Complainant may also submit any documents or information that is relevant to the Formal Complaint.

The Title IX Coordinator may also sign a Formal Complaint against a Respondent (requesting an investigation) and in doing so will initiate the Grievance Process.

3. Mandatory and Discretionary Formal Complaint Dismissals.
- a. Under Title IX regulations, schools are required to distinguish between prohibited conduct that is "under Title IX" and prohibited conduct that is a violation of school policy. Under Title IX, the School must dismiss a Formal Complaint or the part of the allegations in a Formal Complaint, if applicable, where:

Sexual Harassment is alleged and where:

- The conduct alleged does not meet the definition of Sexual Harassment;
- The alleged conduct did not occur in the School's education program or activity; or,
- The alleged conduct did not occur against a person in the United States.

A dismissal under this provision only applies to allegations of Sexual Harassment as defined in Section 14 of the Sexual Misconduct Policy. This does not prohibit the School from investigating an allegation of Sexual Harassment under its Student Conduct Policy.

- b. The School may dismiss a Formal Complaint, at its discretion, under the Sexual Misconduct Policy's Grievance Process for any of the following circumstances:

- If the Complainant requests in writing to dismiss a Formal Complaint (withdraws the Formal Complaint or any allegations therein), as outlined in Section 7 of the Sexual Misconduct Policy;
 - If the Respondent is an employee and no longer employed by the School at the time the Formal Complaint is filed;
 - Any specific circumstances that prevent the School from gathering evidence sufficient to reach a determination as to the Formal Complaint or any allegations therein; or
 - The conduct alleged does not meet the definition of any prohibited conduct under the Sexual Misconduct Policy.
- c. If the School dismisses a Formal Complaint, the School must provide both parties a written notice of the dismissal and the reason(s) for the dismissal.
4. Concurrent Criminal or Civil Proceedings. The School will not, as a matter of course, wait for the outcome of a concurrent criminal or civil justice proceeding to take action on a Formal Complaint in a School Grievance Process. The School has an independent duty to respond to Formal Complaints of Sexual Misconduct. At the School's discretion, the School may delay the investigation or Grievance Process for a brief period due to concurrent criminal or civil proceedings on a case-by-case basis.

4. Written Notice of a Formal Complaint, and Notification of School Offices Offering Assistance

After receiving a Formal Complaint, the Title IX Coordinator will provide a written notice to the parties of the Formal Complaint and available resources and assistance. The written notice of the Formal Complaint will include the following:

- A notice of the Grievance Process, as outlined in the Sexual Misconduct Policy;
- A notice of the allegations that potentially constitute prohibited conduct under the Sexual Misconduct Policy, including sufficient details about the alleged conduct, including the identity of the parties, if known, and the date(s), time(s), and location(s) of alleged conduct known by the School at the time of the Formal Complaint;
- A statement of the potential policy violations being investigated;
- A statement that the Respondent is presumed not responsible for the alleged conduct and that the determination regarding responsibility will be made at the conclusion of the Grievance Process;
- Both parties may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review all evidence;
- A statement that the parties may review evidence gathered as part of any investigation;
- Provision of the Sexual Misconduct Policy that knowingly making false statements or knowingly submitting false information during the Grievance Process is prohibited and subject to disciplinary action; and
- Any other relevant information for the written notice.

5. Informal Resolution Option

After the parties have been provided a copy of the written notice of a Formal Complaint, both parties may, in writing, voluntarily agree to use this Informal Resolution option, if applicable, at

any point prior to reaching a determination regarding responsibility, but the parties are not required to do so. The Informal Resolution entails the parties forgoing the Grievance Process (including the investigation and hearing, depending on when the parties agree to engage in an Informal Resolution). The Informal Resolution may include a mediation process, for example.

At any point prior to agreeing to an Informal Resolution, each party has a right to withdraw from the Informal Resolution process and resume the Grievance Process with respect to the Formal Complaint.

Alternate Resolution is an informal process [including mediation or restorative practices, etc.] by which a mutually agreed upon resolution of an allegation is reached. All parties must consent to the use of Alternate Resolution.

The Title IX Coordinator may look to the following factors to assess whether Alternate Resolution is appropriate, or which form of Alternate Resolution may be most successful for the parties:

- The parties' amenability to Alternate Resolution;
- Likelihood of potential resolution, considering any power dynamics between the parties;
- The parties' motivation to participate;
- Civility of the parties;
- Cleared violence risk assessment/ongoing risk analysis;
- Disciplinary history;
- Whether an emergency removal is needed;
- Skill of the Alternate Resolution facilitator with this type of complaint;
- Complaint complexity;
- Emotional investment/intelligence of the parties;
- Rationality of the parties;
- Goals of the parties;
- Adequate resources to invest in Alternate Resolution (time, staff, etc.)

The ultimate determination of whether Alternate Resolution is available or successful is to be made by the Title IX Coordinator. The Title IX Coordinator maintains records of any resolution that is reached, and failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions. Results of complaints resolved by Informal Resolution or Alternate Resolution are not appealable.

6. Investigation of the Formal Complaint – Collecting Evidence

1. After the School provides written notice of a Formal Complaint to the parties, the Respondent will be allowed a reasonable time to respond in writing and through an interview with the investigator.
2. The School will provide written notice to a party whose participation is invited or expected of the date, time, location, participants, and purpose of all meetings, investigative interviews, or other proceedings in the Grievance Process.

3. Evidence. The parties in the investigation may present any information and evidence that may be relevant to the Formal Complaint and may have an advisor of their choice attend any related interview, meeting, or proceeding in the Grievance Process. Advisors are not permitted to actively participate in meetings or proceedings in the Grievance Process, unless explicitly outlined in Section 9.G(10) of the Sexual Misconduct Policy. The parties may present the names of any fact or expert witnesses who may provide relevant information, and how the witnesses may be relevant to the Formal Complaint. The parties may submit to the investigator any questions they would like asked of any known potential witnesses or parties.
4. Witness Interviews. The investigators will interview relevant and available witnesses. Neither the Complainant nor the Respondent will normally attend these interviews; however, if either one is permitted to attend, the other shall have the same right.
5. Investigation Timeframe. The investigation of a Formal Complaint will be concluded within 90 calendar days of the filing of a Formal Complaint. The parties should be provided updates on the progress of the investigation, as needed.
6. Access to Evidence. Prior to the completion of the investigation report, the investigators will provide access to all evidence obtained (whether relevant or not) as part of the investigation to both parties (and the party's advisor, if any, upon a party's signed information release for their advisor of choice). Both parties will have 10 calendar days to inspect, review, and respond to the evidence. All responses to the evidence must be submitted by the party in writing to the investigator. Advisors are not permitted to submit written responses to the evidence on their own or on behalf of the party they are advising. The investigators will consider all timely responses submitted by the parties.
7. Completed Investigation Report. The completed investigation report will outline each of the allegations that potentially constitutes prohibited conduct under the Sexual Misconduct Policy, provide the timeline (e.g. procedural steps) of the investigation, and fairly summarize relevant evidence, participant statements, and responses to questions. The investigator will provide a completed investigation report concurrently to both parties and each party's advisor, if any, upon a party's signed information release for their advisor of choice at least 10 calendar days prior to the date of the scheduled hearing to review and provide a written response at the hearing. A copy of the completed investigation report will be issued to the Title IX Coordinator, and to the hearing officer assigned for the hearing.

7. Standard of Evidence & Presumption of Not Responsible

All Grievance Processes will use the preponderance of the evidence standard, as defined in the Sexual Misconduct Policy. By law, it is presumed that the Respondent is not responsible for the alleged conduct unless that determination regarding responsibility is made at the conclusion of the Grievance Process.

8. Live Hearing – Determination of Responsibility

1. Absent a Formal Complaint dismissal or the parties' decision to reach an Informal Resolution agreement (if applicable), the School will provide a live hearing for all Formal Complaints subject to the Grievance Process as outlined in the Sexual Misconduct Policy.

2. **Written Notice of the Hearing.** The School will provide at least 10 calendar days written notice to participants of the hearing (and the participant's advisor, if any, upon a participant's signed information release for their advisor of choice), including the date, time, location, names of all participants of the hearing (including the hearing officer, and all parties and participants in the investigation report), purpose of the hearing, a statement of the alleged conduct charges, and a summary statement of the evidence gathered.
3. **Challenges to the Hearing Officer(s).** Either party may challenge the fairness, impartiality, or objectivity of a hearing officer. The challenge must be submitted in writing to the hearing officer through the office coordinating the hearing within 4 calendar days after notice of the identity of the hearing officer and must state the reasons for the challenge. The hearing officer will be the sole judge of whether he or she can serve with fairness, impartiality, and objectivity. In the event that the hearing officer recuses themselves, an alternative hearing officer will be assigned in accordance with the institution's procedures.
4. **Hearing Officer Duties at the Hearing.** The hearing officer will rule on all procedural matters and on objections regarding exhibits and testimony of participants at the hearing, may question participants who testify at the hearing, and is entitled to have the advice and assistance of legal counsel from the Schools legal team.
5. **Access to Evidence.** Each party will have access to all of the evidence from the investigation, including a copy of the completed investigation report, as outlined in Section 9.E(6). in the Sexual Misconduct Policy.
6. **Separate Rooms and Virtual Participation.** At the request of either party, the School will arrange that the hearing will occur with the parties located in separate rooms with technology enabling the hearing officer and the parties to simultaneously see and hear the participants answering questions. Participants may appear at the hearing virtually and are not required to be physically present at the same physical location of the hearing.
7. Each party may make opening and closing statements.
8. **Privileged Information Excluded.** No person will be required to disclose information protected under a legally recognized privilege. The hearing officer must not allow into evidence or rely upon any questions or evidence that may require or seek disclosure of such information, unless the person holding the privilege has waived the privilege. This includes information protected by the attorney-client privilege.
9. **Advisor of Choice.** Each party may have an advisor of their choice at the hearing. If a party does not have an advisor, the School will provide one. Advisors are not permitted to actively participate in the hearing, except for asking questions of the other party and any other witnesses. In addition, witnesses may have an advisor of their choice at the hearing.
 - **Questioning of the participants in the hearing:** The hearing officer may, at the hearing officer's discretion, ask questions during the hearing of any party or witness and may be the first person to ask questions of any party or witness. Each party's advisor will have an opportunity to ask relevant questions and follow-up questions of the other party and of any witnesses that participate in the hearing, including questions that challenge credibility. Each advisor has the ability to ask questions directly, orally, and in real time at the hearing. The parties will not be permitted to personally ask questions of the other party or any

witnesses that participate in the hearing. The advisors may ask questions under the following procedure:

- The advisor will ask a question of the applicable participant.
 - Before the participant answers a question, the hearing officer will rule as to whether the advisor's question is relevant to the alleged conduct charges.
 - If the hearing officer rules the advisor's question as not relevant, then the hearing officer must explain any decision to exclude a question as not relevant. If the hearing officer allows the question as relevant, the participant will answer it.
10. **Prior Sexual History:** A Complainant's sexual predisposition or prior sexual behavior are not relevant except where questions and evidence about a Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the alleged conduct charged by the Complainant or if the questions or evidence concern specific incidents of the Complainant's prior sexual behavior with the Respondent and are offered to prove the Complainant's consent of the alleged conduct.
11. **Not submitting to cross-examination:** If a party or witness refuses to submit to any cross-examination questions during the hearing, the hearing officer may consider statements made by parties and witnesses during the investigation, emails or text exchanges between the parties leading up to the alleged sexual harassment, and statements about the alleged sexual harassment that satisfy the this policies relevance rules, regardless of whether the parties or witnesses submit to cross-examination at the live hearing. The hearing officer may also consider police reports, Sexual Assault Nurse Examiner documents, medical reports, and other documents even if those documents contain statements of a party of witness who is not cross-examined at the live hearing.
12. **Hearing Officer Determination.** The hearing officer will issue a written determination, which must include the following:
- The allegations that potentially constitutes prohibited conduct under the Sexual Misconduct Policy;
 - A description of all of the procedural steps of the Grievance Process under the Sexual Misconduct Policy (from receipt of a Formal Complaint to the determination regarding responsibility of the Respondent, including any notifications of the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held);
 - The findings of fact supporting the hearing officer's determination;
 - The conclusion(s) and a rationale as to whether the Respondent is responsible for each allegation;
 - The disciplinary sanctions, if applicable;
 - The remedies, if applicable, designed to restore the Complainant's access to the education program or activity; and
 - The institution's procedures and permissible bases for the parties to appeal, if applicable.

The hearing officer will send a copy of the written determination concurrently to the parties, in addition to the Director and the Title IX Coordinator.

13. The hearing will be recorded in audio or audiovisual format and may be transcribed at the discretion of the School. The recording or transcript, if applicable, will be available for the parties to inspect and review, upon request.

9. Sanctions and Remedies.

1. Possible Sanctions and Remedies for Student Respondents:

- Educational training;
- No shared classes;
- Disciplinary probation;
- Withholding of grades, official transcript, and/or certificate;
- Bar against readmission, bar against enrollment, and/or withdrawal from the School;
- Suspension of rights and privileges;
- Denial of certificate;
- Suspension from the School for a specific period of time;
- Expulsion (permanent separation from the School). Expulsion creates a permanent notation on the student's academic transcript;
- Revocation of certificate; and/or
- Other sanction(s) or remedies as deemed appropriate under the circumstances.

2. Possible Sanctions and Remedies for Employee Respondents:

- Employment probation;
- Job demotion or reassignment;
- Suspension with or without pay for a specific period of time;
- Dismissal or termination;
- Ineligible for rehire; and/or
- Other sanction(s) or remedies as deemed appropriate under the circumstances

10. Appeals and Additional Processes Provided to Students and Employees

Appeals. Either party may appeal in writing to a hearing officer's determination regarding a Respondent's responsibility under the Grievance Process or from the School's dismissal of a Formal Complaint (or any allegations in the Formal Complaint) within 10 calendar days of notification of such a determination, on the following bases:

- A procedural irregularity that affected the outcome of the matter;
- There is new evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal was made that could affect the outcome of the matter; or
- The Title IX Coordinator, investigator(s), or hearing officer had a conflict of interest or bias for or against the parties (generally, or specifically in this matter) that affected the outcome of the matter.

The appellate officer must not be the same person as the Title IX Coordinator, investigator(s), or hearing officer in the Grievance Process. Both parties will be notified in writing when an appeal is filed, and the appeal procedures will apply equally for both parties.

Any non-appealing party (or the School) will have 7 calendar days from the notification of an appeal to submit a written statement in support of the outcome. The decision-maker on the appeal will release a written decision within 21 calendar days from the date of the appeal.

The appellate officer will release a written decision within 21 calendar days from the date of the appeal to:

- Affirm the hearing officer's determination regarding the Respondent's responsibility and affirm the disciplinary sanctions and remedies, if applicable;
- Affirm the hearing officer's determination regarding the Respondent's responsibility and amend the disciplinary sanctions and remedies, if applicable;
- Remand the process back to the hearing stage for the hearing officer to remedy any procedural irregularity or consider any new evidence; or
- Reverse the hearing officer's determination of the Respondent's responsibility and amend the disciplinary sanctions and remedies, if applicable.

11. Grievance Process Documentation

The School (through the appropriate office) will retain all of the documentation included in the Grievance Process (outlined in Section 9 of the Sexual Misconduct Policy) for seven years, in accordance with state and federal records laws and School Policy. All documentation of records is private and confidential to the extent possible under law. Student records of the Grievance Process are disciplinary records under FERPA. Employee records of the Grievance Process are included in the employee's official employment record.

12. Grievance Process Timeframe

The entire Grievance Process (outlined in Section 9 of the Sexual Misconduct Policy, including any appeal) will be completed in no more than 170 calendar days from the filing of the Formal Complaint. However, the circumstances may require a temporary delay in this timeframe and the School may extend this timeframe for good cause. In such an instance, the School will provide written notice to the parties of the delay or extension and the reason(s) for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. The time period in this section does not include the period the parties attempted but failed to reach an agreement in the Informal Resolution Process, if applicable, and in such a case, the Grievance Process timeframe will be extended by the period the parties attempted to reach an Informal Resolution (outlined in Section 9.D of the Sexual Misconduct Policy).

XI. Clery Act Reporting Crime Definitions

The Clery Act requires institutions to disclose crime statistics for the following offenses³:

³ Definitions used come from either the Federal Bureau of Investigation (FBI) Uniform Crime Reporting (UCR) Handbook or the National Incident-Based Reporting System (NIBRS) Edition of the UCR Handbook.

A. Criminal Offenses**1. Murder and Non-negligent Manslaughter**

The willful (non-negligent) killing of one human being by another. This includes deaths that were caused by injuries received in a fight, argument, quarrel, or commission of a crime.

2. Manslaughter by Negligence

The killing of another person through gross negligence.

3. Sexual Assault

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

a. 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.

b. Fondling

The touching of 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.

c. Incest

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

d. Statutory Rape

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

4. 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 or violence and/or by putting the victim in fear.

5. Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or means likely to produce death or great bodily harm.

6. Burglary

The unlawful entry of a structure to commit a felony or a theft.

7. Motor Vehicle Theft

The theft or attempted theft of a motor vehicle.

8. Arson

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.

B. Hate Crimes

Any of the crimes listed in section 11.A of this report and any incidents of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that were motivated by bias.

C. Arrests and Referrals for Disciplinary Action**1. Weapons Law Violations (arrests or referrals)**

Weapons: Carrying, Possessing, Etc., is defined as 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. This classification encompasses weapons offenses that are regulatory in nature.

2. Drug Abuse Violations (arrests or referrals)

Drug Abuse Violations are defined as 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.

3. Liquor Law Violations (arrests or referrals)

Liquor Law Violations are defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

D. Violence Against Women's Act (VAWA) Offenses**1. Dating Violence**

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

2. Domestic Violence

A felony or misdemeanor crime of violence committed by:

- a current or former spouse or intimate partner of the victim;
- a person with whom the victim shares a child in common;

- a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- any 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.

3. Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety of the safety of others or suffer substantial emotional distress.

- **Course of Conduct:** Two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by an action, method, or means, follows, monitors, observes, surveilles, threatens, or communicates to or about a person, or interferes with a person's property.
- **Reasonable Person:** A reasonable person under similar circumstances and with similar identities to the victim.
- **Substantial Emotional Distress:** Significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

XII. Clery Act Reporting Location (Geography) Definitions

The Clery Act requires that institutions disclose statistics for criminal offenses/referrals committed in certain geographical locations associated with an institution that include:

A. On-Campus

As defined in 34 CFR 668.46(a) as "(i) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (ii) any building or property that is within or reasonably contiguous to the area identified in paragraph (i) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor)."

For the purposes of Clery reporting, CALC classifies the following locations as on-campus locations.

- **Alton Campus (Main Campus):** This includes Suite A of the building located at 200 North Center Drive in Alton, Illinois. Other suites and parking lot does not meet the definition of on-campus locations.
- **Fairview Heights Campus (Extension Campus):** This includes the store front located in the Winchester Plaza complex given the designation of 4632 North Illinois Street in Fairview Heights, Illinois. Other store fronts and parking lot does not meet the definition of on-campus locations.

B. Non-Campus

As defined in 34 CFR 668.46(a), means “(i) [a]ny building or property owned or controlled by a student organization officially recognized by the institution; or (ii) [a]ny building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.”

For the purpose of Clery reporting, CALC does not have any locations that meet the definition of a non-campus building.

C. Public Property

As defined in 34 CFR 668.46(a) includes “all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.”

For the purpose of Clery reporting, CALC does not have any public property directly adjacent to or on-campus locations, but does include thoroughfares, streets, and sidewalks that boarder privately held property

XIII. Preparing the Campus Crime and Security Annual Report

The Annual Security Report is compiled in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report and statistics are updated by October 1st of each year.

A. Notification of the Annual Security Report

Each year, students and employees receive notification of the Annual Security Report that includes the report’s availability, a link/URL to the appropriate page on the website, an explanation of the content of the report, and instruction on how to request paper copy of the report and campus crime statistics should they wish to obtain one.

Notifications are distributed as follows:

- New students receive notification in the School Catalog provided during orientation.
- New employees receive notification in the Employee Handbook.
- Active students receive a letter by October 1st of each year. Notification is also posted on campus.
- Current employees receive a letter by October 1st of each year.
- Prospective students and prospective employees are provided with information on where they may obtain a copy of the report upon request.

If any of the crime statistics stated in this report change, all active students and current employees will be sent notification of the updated report.

B. Records and Document Retention

CALC, Institute of Technology, is required to retain all documents related to compliance with the Jeanne Clery Disclosure of Campus Security and Policy and Crime Statistics Act for a period of seven (7) years after publication of the annual crime report (which includes 3 years of data). This retention includes all documents pertaining to CALC's preparation of the annual crime report, including but not limited to, all records and reports or reportable crimes, letters to and from law enforcement, and all copies of Timely Warnings and Emergency Notifications. The Clery Compliance Officer is responsible for retention of the Annual Security Report records and documentation.

XIV. Daily Crime Log

CALC does not have or utilize a campus police force or have a security department. As such, CALC is not required to have or maintain a Daily Crime Log.

XV. Annual Fire Safety Report

CALC does not have any on-campus student housing. As such, CALC is not required to publish an Annual Fire Safety Report.

XVI. Crime Statistics Report for Alton Campus (Main Campus)

Crime statistics for the 3-year period between January 1, 2018, to December 31, 2020

Criminal Offenses	Alton Campus:			Adjacent Public Property:		
	2018	2019	2020	2018	2019	2020
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson ¹	0	0	0	0	0	0

Criminal Hate Offenses	Alton Campus			Adjacent Public Property		
	2018	2019	2020	2018	2019	2020
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson ¹	0	0	0	0	0	0

VAWA Offenses	Alton Campus			Adjacent Public Property		
	2018	2019	2020	2018	2019	2020
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking Incidents	0	0	0	0	0	0

Arrest	Alton Campus			Adjacent Public Property		
	2018	2019	2020	2018	2019	2020
Weapons (Carrying or Possession)	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0

Disciplinary Actions	Alton Campus			Adjacent Public Property		
	2018	2019	2020	2018	2019	2020
Weapons (Carrying or Possession)	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0

XVII. Crime Statistics Report for Fairview Heights Campus (Extension Campus)

Crime statistics for the 3-year period between January 1, 2018, to December 31, 2020

Criminal Offenses	Fairview Heights Campus:			Adjacent Public Property:		
	2018	2019	2020	2018	2019	2020
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

Criminal Hate Offenses	Fairview Heights Campus			Adjacent Public Property		
	2018	2019	2020	2018	2019	2020
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

VAWA Offenses	Fairview Heights Campus			Adjacent Public Property		
	2018	2019	2020	2018	2019	2020
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking Incidents	0	0	0	0	0	0

Arrest	Fairview Heights Campus			Adjacent Public Property		
	2018	2019	2020	2018	2019	2020
Weapons (Carrying or Possession)	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0

Disciplinary Actions	Fairview Heights Campus			Adjacent Public Property		
	2018	2019	2020	2018	2019	2020
Weapons (Carrying or Possession)	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0