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AMERICAN CAREER COLLEGE'S
NOTICE OF COMPLAINANT'S AND RESPONDENT'S RIGHTS

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

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

For a complete copy of American Career College's Title IX Policy Governing Students and Associates: https://americancareercollege.edu/general/safety-security

NON-RETALIATION

Retaliation is defined as the taking of an adverse action against a person *because of* his or her opposition to unlawful discrimination or participation in a complaint, investigation, or lawsuit about discrimination. Retaliation includes acts like taking actions to affect a person's academic or school-related activities such as threats, unjustified negative evaluations, unjustified negative references, or increased surveillance, and any other action such as an assault or unfounded civil or criminal charges that are likely to deter reasonable people from pursuing their rights.

Adverse actions do not include petty slights and annoyances, such as stray negative comments in an otherwise positive or neutral evaluation, "snubbing" a student, not talking to a student, or negative comments that are justified by a student's poor performance or history.

It is unlawful and a violation of this policy to retaliate against any person who has brought a good-faith complaint of discrimination or harassment or who has assisted in the investigation of a complaint of discrimination or harassment. Retaliation, whether actual or threatened, destroys the sense of community and trust that is critical to a learning and work environment. ACC considers acts or threats of retaliation in response to such disclosures or participation to constitute a serious violation of ACC's policy, which may result in disciplinary action, up to and including dismissal, against the retaliator.

It is important to note that impermissible retaliation can occur even in those circumstances where it is determined that the complaint brought was without merit.

Any person who believes he or she is being retaliated against because of making a complaint or assisting in an investigation in violation of this policy, should promptly report the concerns to the Title IX Coordinator. Allegations of retaliation will be handled through the Student Conduct Code or the Associate Handbook.

WHAT TO DO IF YOU ARE A VICTIM OF SEXUAL ASSAULT

Emergency Response

Are You in Danger Now? If you need help right now, call "911."

You can also call:
National Domestic Violence Hotline
1-800-799-7233 TDD: 1-800-787-3224

- Get to a safe place. (For example -- someone's home, the nearest hospital or police department)
- Call 911 to be taken to an emergency room for medical care and/or for immediate police protection and assistance. When you call 911, explain what has happened and request to be sent to an emergency department that has a SANE nurse (Sexual Assault Nurse Examiner.)
- Alternatively, go directly to the nearest Emergency Room. If you go to the nearest emergency department that does not have SANE services, you can be transferred to the nearest facility.

Preservation of Evidence:

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

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

transmitted disease. Complainants of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if any exists that would be useful to the Institution's grievance process or police.

Options for Reporting to Law Enforcement:

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

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

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

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

No Contact Orders

If the accused individual is a member of the ACC community, a no contact letter will be given to all parties involved by the Institution until the conclusion of the investigation. This will prohibit communication between the parties, including contact verbally, in writing, through technology, or third parties. If you have been the victim of domestic or dating violence, stalking or sexual abuse, you may also want to consider obtaining an order of protection from the State of California.

Orders of Protection

The Institution does not issue orders of protection. But victims may be able to secure an order of protection through the courts in the jurisdiction where they live.

The Institution cannot apply for a legal order of protection, or restraining order for a complainant or on their behalf--the victim is required to apply directly for these services in conjunction with the police of the county in which they are located. The Institution will assist students and associates in obtaining court orders of protection to the extent they can.

The Institution will comply with state laws in recognizing orders of protection regardless of whether a complainant elects to pursue a criminal complaint. Persons should provide a copy of the order of protection to Safety and Security and the Title IX Coordinator. A complainant may then meet with Safety and Security

to develop a Safety Action Plan, which is a plan aimed to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location, etc.

CALIFORNIA

For helpful information see the website, www.courts.ca.gov —click the underlined information to access the specific webpage and get more info. In California, an Emergency Protection Order may be available through a law enforcement officer at any time of day.

Risk Reduction, Warning Signs of Abusive Behavior and Future Attacks

No complainant is ever to blame for being assaulted or abused. Unfortunately, a person who is the victim of sexual or dating violence is more likely to be re-victimized. Below are some tips to help reduce your risk, to recognize warnings signs of abusive behavior and how to avoid potential attacks.

Warning Signs of Abusive Behavior

Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe. Warning signs of dating and domestic violence include:

- Being afraid of your partner.
- Constantly watching what you say to avoid a "blow up."
- Feelings of low self-worth and helplessness about your relationship.
- Feeling isolated from family or friends because of your relationship.
- Hiding bruises or other injuries from family or friends.
- Being prevented from working, studying, going home, and/or using technology (including your cell phone.)
- Being monitored by your partner at home, work or school.
- Being forced to do things you don't want to do.

Help Reduce Your Risk and Avoid Potential Attacks

If you are being abused or suspect that someone you know is being abused, speak up or intervene.

- Consider making a report with Safety and Security and/or the Title IX Coordinator and ask for a "no contact" directive from the Institution to prevent future contact.
- Consider getting a protective order.
- Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported.
- Trust your instincts—if something doesn't feel right in a relationship, speak up or end it.

How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. ACC aims to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911.This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

OFF CAMPUS RESOURCES

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

Orange County

LOCAL Police Department	**Anaheim Police Department** 425 S Harbor Blvd, Anaheim, CA 92805 (714) 765-1900 Crime reports taken 24 hours a day. Online services include crime mapping, filing police reports, traffic accident reports and more.
STATE Police Department	**California Highway Patrol** 13200 Goldenwest St., Westminster, CA. 92683 (714) 622-3600 24 hours a day/ 7 days a week State Police with jurisdiction over state highways. The CHP also guards federal buildings in California.
Closest Emergency Room	**Anaheim Regional Medical Center** 1111 W. La Palma Ave., Anaheim, CA 92801 (714) 774-1450 Emergency care 24 hours a day, 7 days a week. This hospital is suitable for the highest level of emergency.

Hospital w/ SANE Services (sexual assault evidence collection services)	**Anaheim Regional Medical Center** 1111 W. La Palma Ave., Anaheim, CA 92801 (714) 774-1450 Next to the Emergency Room, Anaheim Regional has The Safe Place, a sexual assault examination unit. After being medically evaluated to eliminate the risk of greater injury any patient who believes they have been sexually assaulted can meet with law enforcement officials at The Safe Place to submit forensic evidence of such a case.
Prosecuting Attorney's Office (Court)	**North Orange County Courthouse** 1275 N. Berkeley Ave., Fullerton, CA. 92832 (657) 622-5600 M-F 8am-4pm
Where to obtain a Restraining Order	**North Orange County Courthouse** 1275 N. Berkeley Ave., Fullerton, CA. 92832 (657) 622-5600 M-F 8am-4pm Services include Civil, Small Claims, Criminal and Traffic Courts.
Victim Advocacy	**Community Service Programs** North Orange County Courthouse 1275 N. Berkeley Ave. 4th floor, Room 490 Fullerton, CA. 92832 (714) 834-4317 M-F 8am-4pm
Legal Assistance	**Legal Aid Society of Orange County** 2101 N Tustin, Santa Ana, CA 92705 (714) 571-5200
Visa & Immigration Assistance	**U.S. Citizenship and Immigration Services** 8381 La Palma Ave. #A, Buena Park, CA. 90620 800-375-5283 **Coalition for Humane Immigrant Rights of Orange County** 32118 Paseo Adelanto #9A, San Juan Capistrano, CA 92675 (213) 353-1333

Rape Crisis	**Community Service P**http://www.chirla.org/ **rograms** North Orange County Courthouse 1275 N. Berkeley Ave., Fullerton, CA. 92832 (714) 957-2737 – 24 Hour Hotline
Domestic Violence	**Human Options** Business office - 5540 Trabuco Rd., Ste. 100 Irvine, CA 92620 (877) 854-3594 – 24 Hour Hotline

	National Domestic Violence Hotline https://www.thehotline.org/ Live chat on website 24/7 Call 1-800-787-3224 Text 88788 .
Health	**Amistad Medical Clinic – Anaheim** 606 S. Euclid Street, Anaheim, CA 92802 (714) 635-8570 (714) 635-8570 4) 635-8570 **Aetna SAP:** 877-351-7889 Email: AskSAP@aetna.com www.aetnasap.com School ID - ACC
Resources for the LGBTQ community	**LGBTQ Center of Orange County** 1605 N. Spurgeon St., Santa Ana, CA 92701 (714) 953-5428

Mental Health	**Mental Health Association of Orange County** 1971 E. 4th Street, Suite 130A, Santa Ana, CA 92705 (714) 547-7559 **Aetna SAP:** 877-351-7889 Email: AskSAP@aetna.com www.aetnasap.com School ID - ACC

Ontario

Local Police Department	**Ontario Police Department** 2500 S. Archibald Ave, Ontario, CA 91761 (909) 395-2001
State Police Department	**California Highway Patrol** 9530 Pittsburgh Ave, Rancho Cucamonga, CA 91730 (909) 980-3994 California State Police with jurisdiction over California highways as well as federal buildings within the state**.**
Closest Emergency Room	**Arrowhead Regional Center**, 400 N Pepper Ave, Colton, CA 92324 (909) 580-1000. Toll Free – (877) USE-ARMC. Interpretive care 7days a week, 24 hours a day at no cost to the patient. Emergency and Clinic settings.
Hospital w/ SANE Services (sexual assault evidence collection services)	**Pomona Valley Medical Center** 1798 North Garey Pomona, CA 91767 (909) 865-9500
Prosecuting Attorney's Office (Court)	**San Bernardino District Attorney** 303 West 3rd Street, 6th Floor, San Bernardino, CA 92415 382(909)-3800 Provides legal assistance for criminal investigations conducted by law enforcement agencies throughout the county.
Where to obtain a Restraining Order	**San Bernardino District Attorney** 303 West 3rd Street, 6th Floor, San Bernardino, CA 92415 (909) 382-3800 Provides legal assistance for criminal investigations conducted by law enforcement agencies throughout the county.
Victim Advocacy	**San Bernardino Victim Services Center** 316 North Mt. View Avenue, San Bernardino, California 92415 909-382-3846 **Rancho Cucamonga Courthouse** 8303 Haven Ave., 4th Floor Rancho Cucamonga, CA 91730 909-382-3846 Office is committed to providing crime victims with access to comprehensive, quality services regardless of the nature of their victimization, age, race, religion, gender, ethnicity, sexual orientation, capability, or geographic location.

Legal Assistance	**Inland Counties Legal Services** 3500 Porsche Way #200, Ontario, CA 91764 (888) 245-4257
Counseling	**Olive Branch Counseling Centers** 9033 Baseline Rd. Suite A, Rancho Cucamonga, CA 91730 (909) 989-9030 Ext 103 **Aetna SAP:** 877-351-7889 Email: AskSAP@aetna.com www.aetnasap.com School ID - ACC
Mental Health	**Phoenix Community Counseling** 820 E. Gilbert St, San Bernardino, CA 92415. (909) 387-7200
Financial Aid	**Community Action Partnership** 696 S. Tippecanoe Ave, San Bernardino, CA 92415 (909) 723-1500.
Visa & Immigration Assistance	**Visa and Immigration Assistance- Inland Legal Services** 3500 Porsche W. Suite 200, Ontario, CA 91764 (888) 245-4257 http://www.inlandlegal.org
Rape Crisis	**Partners Against Violence** 444 N. Arrowhead Ave # 101, San Bernardino, CA 92401 (909) 885-8884

Domestic Violence	**Option House** 813 N D St #3, San Bernardino, CA 92401 (909) 383-1602 **Partners Against Violence** 444 N. Arrowhead Ave, # 101, San Bernardino, CA 92401 (800) 656-4673 -24 Hour Hotline
Health	**Clinica Salud and Familia** 1019 E. Holt Ave, Pomona, CA 91767 (909) 623-7799 **Central Urgent Medical Care** 9695 Baseline Rd, Rancho Cucamonga, CA 91730 (909) 941-0920 **Advanced Medical and Urgent Care Center** 974 W. Foothill Blvd, Upland, CA 91786 (909) 981-2273
Resources for the LGBTQ community	**The LGBT Community Center Of The Desert** 1301 N. Palm Canyon Dr. Suite 301 Floor, Palm Springs, CA 92262 (760) 416-7790
Other	**Coalition for Humane Immigrant Rights of San Bernardino** 2130 N Arrowhead Ave, San Bernardino, CA 92405 Tel. 909-688-6319 http://www.chirla.org/

Los Angeles

LOCAL Police Department	Los Angeles Police Department – Rampart 1401 W. 6th St., Los Angeles, CA 90017 (213) 484-3400
STATE Police Department	**California Highway Patrol** 411 N. Central Avenue, Glendale, CA 91203 818-240-8200
Closest Emergency Room	**Good Samaritan Hospital** 1225 Wilshire Blvd, Los Angeles, CA 90017 (213) 977-2121

Hospital w/ SANE Services (sexual assault evidence collection services)	**LAC + USC Medical Center** 2051 Marengo St., Los Angeles, CA 90033 (323) 409-1000

Prosecuting Attorney's Office (Court)	**Central Civil West Courthouse** 600 South Commonwealth Ave., Los Angeles, CA 90005 213-351-8739
Where to obtain a protective order	**Stanley Mosk Courthouse Restraining Order Center – Room 245** 111 N. Hill St., Los Angeles, CA 90012 (213) 830-0830 Option #4
Counseling	**Aetna SAP:** 877-351-7889 Email: AskSAP@aetna.com www.aetnasap.com School ID - ACC
Health	**Hollywood Sunset Free Clinic** 3324 W Sunset Blvd., Los Angeles, CA 90026 323-660-2400 or 323-660-1408 **Aetna SAP:** 877-351-7889 Email: AskSAP@aetna.com www.aetnasap.com School ID - ACC **Knights of Malta Free Clinic** 2222 Ocean View Ave. # 112 Los Angeles, CA 90057 213-384-4323
Victim Advocacy	**Family Crisis Center** 2116 Arlington Ave. Suite 200, Los Angeles, CA 90018 Hotline:(310)379-3620, (310)370-5902,(213)745-6434, (562)388-7652, (213) 222-1237 **East Los Angeles Women's Center** 1255 South Atlantic Blvd, Los Angeles, CA 90022 323-526-5819 Hotline: 800-585-6231

Legal Assistance	**Legal Aid Foundation of Los Angeles** 1550 W 8th St Los Angeles, CA 90017 (800) 399-4529 http://www.lafla.org/index.php (800) 399-4529
Financial Assistance	**Public Social Services** 2415 W. 6th St., Los Angeles, CA 90057 213-738-4505 http://dpps.lacounty.gov/default.cfm
Visa & Immigration Assistance	**Visa and Immigration Assistance** **Public Counsel – Immigrant's Rights Project** 610 S. Ardmore Ave., Los Angeles, CA 90005 213-385-2977 http://www.publiccounsel.org/
Mental Health	**Center for Individual & Family Counseling** 5445 Laurel Canyon Blvd., North Hollywood, CA 91607 818-761-2227 **Southern California Counseling Center** 5615 Pico Blvd., Los Angeles, CA 90019 323-937-1344
Rape Crisis	**Peace Over Violence** 1541 Wilshire Blvd, 3 FL, Los Angeles, CA 90017 (213) 955-9090 (310) 392-8381 HOTLINE
Domestic Violence	**Violence Intervention Program/24-Hour Domestic Violence Response Team** 1721 Griffin Avenue, Los Angeles, CA 90031 323-226-2095 https://www.violenceinterventionprogram.org/vip/ **National Domestic Violence Hotline** https://www.thehotline.org Live chat on website 24/7 Call 1-800-787-3224 Text 88788

Resources for the LGBTQ community	**Los Angeles LGBT Center – McDonald/ Wright Building** 1625 N. Schrader Blvd., Los Angeles CA 90028 (323) 993-7400
Other	**Coalition for Humane Immigrant Rights of Los Angeles** 2533 W. 3rd St., Suite 101, Los Angeles, CA 90057 213-353-1333 http://www.chirla.org/

SUPPORTIVE MEASURES AND INTERIM DISCIPLINARY ACTION

Supportive measures are non-disciplinary, non-punitive individualized services designed to restore or preserve equal access to the Institution's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the Institution's educational environment, or deter sexual harassment. Supportive measures will be offered as appropriate and as reasonably available without fee or charge to the parties before or after the filing of a formal complaint or where no formal complaint has been filed. These measures may include, but are not limited to, mutual no contact orders, changes in class or work assignments, academic housing, transportation and work accommodations, changes in work or class locations, leaves of absence, increased security and monitoring of certain areas, campus escorts, social restrictions, counseling and/or emotional support.

Any supportive measures provided to the parties will be maintained as confidential except as needed to provide the supportive measure.

The Institution may take interim disciplinary action against a student, including suspension, if after an individualized safety and risk analysis, the Title IX Coordinator determines that an immediate threat to the physical health or safety to a student or other individual exists arising from the allegations of sexual harassment. Following the determination, the Title IX Coordinator will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal.

The Institution may place an employee, on administrative leave prior to or during the grievance process.

RIGHTS AND OPTIONS OF THE PARTIES

The Title IX Coordinator will ensure that the complainant receives an explanation of rights and options written in plain language with concise information. The written notification of rights and options will include the following:

- The importance of obtaining and preserving forensic and other evidence;
- The right to report or not report the alleged incident to the Institution, law enforcement or both, including information about the survivor's right to privacy and which reporting methods are confidential;
- The right to request and receive assistance from campus authorities in notifying law enforcement;
- The right to request and receive assistance in obtaining and enforcing a campus-issued order of protection or no contact order;

- The right to speak to and receive assistance from on and off campus resources and other organizations that provide support and services to victims and survivors;
- The right to assistance from the Institution in accessing local health and mental health services, counseling, advocacy services, legal assistance, financial aid services and immigration/visa assistance;
- The right to supportive measures with or without the filing of a formal complaint, no matter where the incident is reported to have occurred and that the Institution will consider the complainant's wishes with respect to available supportive measures including without limitation changes to academic, living, dining, working, and transportation situations;
- The right to request a formal or informal resolution process if cause is found to proceed under this policy and a summary of the appropriate complaint resolution procedures; and
- Contact information for all of the people and organizations listed herein.

In the event that a formal complaint is filed, the complainant and the respondent will receive a written notification of rights and options regarding the adjudication process, to include the following:

- The right for complainants and respondents to be treated equitably by the Institution which includes providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following a grievance process that complies with this policy;
- The right to a fair, impartial, proceeding that begins promptly and is completed within reasonably prompt timeframes;
- The right to a resolution process that is consistent with the Institution's policies, transparent to the complainant and respondent, and in which the burden of proof and of gathering evidence rests with the Institution and not the parties; • The right to an advisor of the party's choosing during the grievance process. If a party does not have an advisor at the time of the hearing, the Institution will provide without fee or charge, an advisor of the Institution's choice for purposes of conducting cross examination;
- The right to reasonable accommodations during any hearing, such as not being in the same room as the other party;
- The right to an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence—and that credibility determinations will not be based on a person's status as a complainant, respondent, or witness;
- The right to a determination regarding responsibility made at the conclusion of the resolution process and that the Institution makes no prior presumption of responsibility; and
- The right not to be retaliated against for filing a formal complaint and/or for participating in an informal or formal resolution process.

For further information on Title IX contact:

Title IX Coordinator	
Audrey Kaplan Vice President, Compliance and Risk Management (949) 743.5765 AKaplan@americancareercollege.edu	**Administration Office** 151 Innovation Drive Irvine, CA 92617
Title IX Administrators	
Mandy DeJong Senior Compliance Liaison 949-783-4952 mdejong@americancareercollege.edu **Nina Khiev** Regulatory Compliance Associate 949-783-4826 nkhiev@americancareercollege.edu **Leslie Zarrelli** Executive Director, HR Business Partner 202-794-7768 lzarrelli@americancareercollege.edu	**Administration Office** 151 Innovation Drive Irvine, CA 92617
To contact the United States Department of Education's Office for Civil Rights: U.S. Department of Education Office for Civil Rights Lyndon Baines Johnson Department of Education Building 400 Maryland Avenue, SW, Washington, DC 20202-1100 Telephone: 800-421-3481 | FAX: 202-453-6012 | TDD: 800-877-8339 | Email: OCR@ed.gov	